

# 27 January 2006

## From OHRAB

Ohio Historical Records Advisory Board Meeting Minutes, Minutes, January 27, 2006

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Board members present: Charles Arp; Barbara Floyd; Laurie Gemmill; William K. Laidlaw, Jr. (by telephone); Marjorie McLellan; Julie McMaster; James Oda

Board members not present: John Fleming; Raimund Goerler; Kermit Pike; Julia Michael Scott, Joanne Budler; Carol Tomer

OHS Staff present: Rachel Tooker (by telephone); James Strider; Todd Kleismit; Pari Swift; Betsy Butler

OTHERS: Bill Morris, State Library of Ohio (representing Joanne Budler)

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### 1. Approval of minutes of August 2005 meeting

After calling the meeting to order at 10:02 a.m., Mr. Laidlaw asked board members for comments on the August 12, 2005 meeting minutes.

Mr. Oda moved to approve the minutes. Ms. McClellan seconded the motion; all board members approved, and the motion passed unanimously.

### 2. Ohio Historical Society State Archivist Search

Mr. Strider updated the group on the Ohio Historical Society's search for a State Archivist. While the Society has received a number of competitive applications, it has continued the search in order to obtain a greater number of desirable candidates for this position. Recruitment efforts during the coming months will include obtaining a search consultant, increasing the salary range for the position, re-posting the position to key listservs, and communicating with individuals for their help in identifying potential candidates. Representatives of OHRAB will be invited to participate in a portion of the candidate review process.

Ms. Floyd, Mr. Arp, Ms. McMaster, Ms. McLellan, and Ms. Gemmill expressed concern about the length of time that the position has been vacant, the Archives/Library's continued limited hours, and the importance of the State Archives. Mr. Laidlaw cited severe budget constraints as a significant challenge. He also reported that the Society will be requesting that the state make a correction to the Society's budget in order to provide adequate operating funds for the Society. Messrs. Laidlaw and Strider also mentioned that the Society is working to reallocate staff positions and funds in order to provide more support to the State Archives program.

### 3. Review of Strategic Plan Activities: Public Records Subcommittee: OHS Government Relations

Mr. Kleismit briefed the board on the Society's current government relations activities. In addition to preparing the above-mentioned corrections bill request, the Society is communicating with state legislators and Governor Taft's office about the importance of re-opening the Archives/Library to the public for 40 hours a week.

Mr. Kleismit also reported that the Society hosted a reception for legislators at the Statehouse in October 2005. Continuing those efforts, the Society is planning a Statehood Day celebration on March 1, 2006, featuring a luncheon speaker and meetings with legislators. Mr. Kleismit encouraged all OHRAB members to attend the event.

#### 4. Review of Strategic Plan Activities: Public Records Subcommittee: House Bill 9

At Mr. Arp's request, the board then discussed strategies for the re-emergence of House Bill 9, including writing an editorial for distribution to Ohio newspapers. After reviewing Mr. Kleismit's draft of the editorial, suggesting changes to it, and discussing this topic in detail, the board agreed that the editorial should be shortened in order to improve its chance of being published. To make a compelling case about the importance of public records, Mr. Laidlaw urged board members to provide Ms. Swift with positive examples of how public records are used, together with potential negative consequences when public records are not as accessible.

After discussion about the best person to sign the editorial, the board agreed that it would be most effective to have Mr. Laidlaw sign the letter. If the editorial appears in an OHRAB member's local newspaper, that board member should send an individual letter of support.

From this point forward, there was not a quorum for the meeting.

#### 5. Review of Strategic Plan Activities: OHRAB Bylaws

Mr. Strider provided a review of considerations regarding OHRAB's bylaws, stating that OHRAB draft by-laws would be based largely on the draft bylaws prepared in 2003, along with valuable sections compiled from bylaws of other SHRABs. The draft by-laws would include a position on the OHRAB, such as associate chair, similar to that recommended in the proposed bylaws in 2003. OHRAB members will review a draft of proposed bylaws at the next meeting.

#### 6. Review of Strategic Plan Activities: Nominations and Renewals of Board Members

While distributing a list of board members with their terms of office, Mr. Strider mentioned that Joanne Budler, John Fleming, Marjorie McLellan, Kermit Pike, and Carol Tomer's terms will expire on March 31, 2006. He indicated that Roland Baumann's vacant position on the board also has not been filled. Carol Tomer has already communicated that she would not like to begin a new term on the board.

To begin the board's discussion of this topic, Mr. Strider cited the effectiveness of having government officials, historians and records generators on the board. Board members indicated that since discussion about generating additional funding for archives and records management is so prevalent, it would be beneficial to have that type of representation on the board.

Mr. Strider reminded the board of individuals who had expressed prior interest in serving on OHRAB. Discussion ensued about replacing a board member with a new candidate who had a similar professional background, while also being mindful of geographic representation.

#### 7. Review of Strategic Plan Activities: Ohio Electronic Records Committee

Ms. Floyd summarized recent Ohio Electronic Records Committee activities by stating that the group's primary goals are communicating its activities and revising its guidelines.

#### 8. Other: SOA Sustainability Workshop

Ms. Gemmill reported that the sustainability workshop that was financially supported by OHRAB was held during Archives Week, on October 11, 2005. She expressed the Society of Ohio Archivists' sincere appreciation for OHRAB's efforts in supporting the workshop.

Designed to help Ohio archivists realize the importance of business planning and obtaining funds for projects, the workshop attracted 24 registrants, with four coming from other states. While Ms. Gemmill was disappointed that the workshop did not attract more people, she cited a competing copyright workshop held at Ohio State University the same day as a possible factor in causing lower registration numbers. Ms. Gemmill reviewed the ways in which the workshop was publicized, including sending flyers at the Midwest Archives Conference meeting, posting messages on listservs, including information in newsletters, and sending postcards to Society of Ohio Archivists members. Calling the board's attention to the workshop evaluations that were included in the board packet for today's meeting, Ms. Gemmill summarized that the workshop had not only received positive evaluations from participants, but also that the narrative comments indicated that participants found the program helpful in helping them to justify their digitization programs, thus helping their sustainability efforts.

Ms. Gemmill concluded that the program broke even financially. Supporting the workshop helped OHRAB meet some of the goals outlined in its strategic plan, including promoting the welfare of historic records and supporting Archives Week.

#### 9. Other: Max Evans at April 19, 2006 OHRAB Meeting

Ms. Swift reported that Max Evans, executive director of the National Historical Publications and Records Commission, will be arriving in Columbus the morning of Wednesday, April 19 to attend OHRAB's next meeting.

Ms. Swift reminded the board that Mr. Evans will be giving a plenary speech on moving archives into the future on Thursday, April 20 as part of the Society of Ohio Archivists conference. While Mr. Evans will not be giving any other formal presentations during the meeting, he currently plans to stay through Friday to attend the rest of the program.

Ms. Gemmill mentioned that since SOA is hoping to offer a session on what NHPRC funding has done for Ohio, the group was considering inviting Mr. Evans to moderate that session. Mr. Arp indicated that he would also be willing to participate in that session.

Mr. Strider asked the board what it would like Mr. Evans to address during its upcoming meeting. Members cited the placement of state archives in Ohio and his view of the state archives function across the country, NHPRC's future administrative and funding priorities, what NHPRC wants to see in future grant proposals, concerns about the graying of the profession, lessons learned from Hurricane Katrina, re-granting initiatives and opportunities for states like Ohio to match state and federal dollars as being key topics of interest.

#### 10. Ohio Historical Society Updates

Mr. Strider provided a copy of an e-mail from NHPRC's Richard Cameron to Ms. Swift regarding funding decisions for the Ohio NHPRC grant proposals. He suggested that this topic could be discussed more generally with Mr. Evans in April.

Ms. Swift updated the board on the Council of State Archivists' initiative to strengthen local government records programs in each state. During this two-year project, CoSA is looking at local government records, services provided, and optimum funding strategies. Raimund Goerler is a member of the nine-member task force, and the group will have completed its first meeting by OHRAB's next meeting. Ms. Swift provided information about what

the three expert panels of local government records, users of records, and archivists are hoping to discuss. She also provided an e-mail address for a local government records listserv that will be the group's way to disseminate information, seek insight, and provide opinions.

Ms. Swift shared with the board that she has received inquiries from two institutions that are interested in applying for NHPRC grants this year. Responding to Ms. Gemmill, Ms. Swift indicated that she had told both contact people that OHRAB would provide them with a mentor. Ms. Floyd suggested that it would be helpful to confirm whether NHPRC is moving towards records of national significance, so that OHRAB can communicate that to institutions interested in applying for NHPRC grants.

Mr. Arp inquired about the status of the Society's distribution of the CDs and materials prepared as a result of an IMLS-funded project providing the basics of archival continuing education. Ms. Swift indicated that she had talked not only to the Society's Local History Office about publicizing the products in issues of the Local Historian newsletter, but also to the Society of Ohio Archivists's education committee. Mr. Arp said that he would be happy to give one of these workshops.

## 11. Member Institutional Updates

OHRAB members provided updates on recent activities, accomplishments, and upcoming events at their respective institutions.

The meeting concluded at 1:15 p.m.

Later that afternoon, Ms. Gemmill e-mailed the group with information about OCLC's newly released report, "Perceptions of Libraries and Information Resources." The report summarizes findings of an international study on information-seeking habits and preferences. She provided a link to this report at <http://www.oclc.org/reports/2005perceptions.htm>

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