

30 April 2010

From OHRAB

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING Minutes

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, John Runion, Jill Tatem, Galen Wilson, Dawne Dewey, Dan Noonan, Lauren Lubow, Ruby Rogers, Rhonda Freeze, E. Paul Morehouse

BOARD MEMBERS NOT PRESENT: None

OHS STAFF PRESENT: Sharon Dean, Angela O'Neal, Fred Previts, Jillian Carney

GUESTS: None

1. Welcome

Sharon Dean called the meeting to order at 10:03 a.m. Dean welcomed the new members to the Board.

2. OHS Staff Update

Dean informed the Board that Louise Jones resigned from her position as Interim State Archivist. Jones took a position as Director of Library and Special Collections with the Kentucky Historical Society.

3. OHRAB Board Appointments

Judy Cetina and Jill Tatem were re-appointed to the Board. Dean noted that Kim Brownlee was unable to join the Board due to her residential status. With Brownlee unable to join, there is no longer representation from the Northwest portion of the state. Janet Carleton noted that there is also no representation from small historical societies or public libraries. Dean opened the floor for recommendations for new Board members. Lauren Lubow recommended Pari Swift, Senior Records Manager, with the Attorney General's Office. Gerard Althof was a recommendation from Northwest Ohio. The Board would like Dean to contact Swift about joining the Board. Lubow noted that she found that the Ethics Commission meetings are not mandated for this group.

4. Approval of October 30, 2009, November 20, 2009 and January 29, 2010 Minutes

Galen Wilson moved to approve the October 30, 2009, November 20, 2009, and January 29, 2010 minutes pending revisions to grammatical errors. Motion seconded by Dan Noonan. The minutes were approved.

5. State Archivist Search Committee Report

With Jones' departure, OHS has formed a Search Committee to find the next State Archivist of Ohio. The Search Committee is Dean, Todd Kleismit, Jackie Barton, and Fred Previts from OHS. Noonan, Tatem, and Gillian Hill represent OhioERC, OHRAB and the Society of Ohio Archivists (SOA) respectively. Dean reported that the job posting has not been posted to listservs due to discussions about whether or not to post the salary. The Board discussed potential recruitment strategies that would make the job more appealing. As a strategy, the Board thought

it would be important to highlight that the position offers opportunities for growth and increased involvement with advisory committees. Carleton also made the suggestion to pitch the region in which OHS is located. Rhonda Freeze inquired about the upcoming OHRAB budget forecast. Dean informed the Board that she had not heard of a rescission for the second half of the biennial budget. The Board recommended that once the salary issue was resolved that the salary be listed so that OHS is as transparent as possible.

Dean asked Fred Previts to give the Board an update on the State Archives. Previts noted that a new Government Records Archivist, Elizabeth Lombardo, started on April 12, 2010. Lombardo will be working with both state and local governments. The Local Government Records Program began a series of five "Just the Basics" webinars. The first webinar had 22 attendees from the Northeast Ohio region. Previts provided the Board with an update on the transfer of materials from Ohio University.

6. Legislative Update

Dean presented the legislative update for Kleismit, who was away on a legislative retreat. Dean noted that PAHR was introduced into the Senate on April 19, 2010. OHS is asking Senators Sherrod Brown and George Voinovich to co-sponsor the bill. According to Runion, at least 15 County Archives and Records Management Association members have placed calls into Senator Sherrod Brown to advocate sponsoring the bill.

Statehood Day 2010 was a success. There were approximately 160 people in attendance. The event proved to be a great opportunity to move the OHS tax check-off legislation forward. House Bill 75 recently passed through the House and has moved into the Senate. OHS is hopeful that the bill will pass through the Senate. Legislative Commission on the Education and Preservation of State History has met three times, most recently in March. The Commission is charged with reviewing the operations of OHS, Western Reserve Historical Society, and the Cincinnati Museum Center. The next meeting will be held on May 13, 2010. Recommendations to the Ohio General Assembly are scheduled to be held on July 1, 2010.

The State Sales Tax proposal was introduced by the League of Ohio Sportsmen, a stakeholder group for the Ohio Department of Natural Resources. The proposal is to raise the state sales tax 1/4 of one percent from 5.5% to 5.75%. If passed, OHS would add approximately 27-29 million to the budget. The increase of funds to the budget would allow OHS to reopen sites and services that had been affected by previous budget cuts, including state archives and local government records programs.

7. NHPRC Update

a. 2010-2011 SNAP Grant Application

O'Neal explained the next grant 2010-2011 has been submitted and OHRAB should find out the results in June 2010. O'Neal noted that on this budget, even with lower funding, they managed to maintain the match for OHS staff. Line items that incurred the most changes were travel and services. Tatem noted that she spoke with Jones prior to her departure about cutting back on the Awards funding, but Tatem feels that the remaining amount is still competitive with other groups that are awarding. OHRAB will hear the results in June.

b. 2009-2010 SNAP Grant Budget Update

The Board received the budget packet containing the current SNAP budget as of March 31, 2010. O'Neal explained that the budget was currently on track with the estimated costs. Funding for the OhioERC workshops and Connecting to Collections Summit were yet to be incurred so the budget update at the July

meeting would reflect these events. Overall, O'Neal felt that the SNAP grant budget was in good shape as they prepare for the final report for NHPRC.

8. Ohio Electronic Records Committee Update

Noonan reported that the OhioERC met on Wednesday, April 28, 2010. The final workshop was held on Tuesday, April 27, 2010 in Elyria. The overall feedback has been very positive and the panel discussion was very popular with the attendees. On average there were 60-65 people per session with representation from New York and Kentucky as well. From the feedback, the OhioERC will be deciding if the presentations should be broken into two difference sessions for each topic. The March 18, 2010 presentation in Columbus was filmed by WGTE Public Media's Knowledge Stream and has made been made available to download from the WGTE website. Moving forward the OhioERC is working on guidelines for Social Media and Trustworthy Information Systems.

9. Committee Reports

a. Workshops and Outreach Committee

On April 9, 2010, Wilson and Dewey presented "Writing Your Way to Cash: Help from OHRAB with your NHPRC grant proposal" at the Society of Ohio Archivists Annual Conference. Wilson and Dewey felt the presentation was well received and have made the PowerPoint available on the OHRAB wiki. In the future, OHRAB is interested in finding software to potentially conduct webinars to reach a wider audience. Dewey felt that a mentorship program would be an interesting way to help institutions that are applying for grants. A mentorship program would allow institutions to have a one-on-one interaction with the OHRAB Board with the potential to improve the quality of the applications that are submitted to NHPRC. Cetina noted that the Academy of Certified Archivists offers grant writing assistance. With webinars or mentorship programs, OHRAB would be able to interact with more institutions around the state.

b. Local Government Records Task Force/Re-grant Program Committee

Cetina informed the Board that the Task Force held a conference call March 10, 2010 to examine the parameters of the Re-grant. By looking at other SHRAB Re-grant programs, the Task Force found that Illinois is a wonderful example to build off of. After reviewing the Illinois model, the Task Force decided to open up the application pool to any institution that holds historical records. By widening the parameters it will allow for a more diverse set of projects to be funded. Also, to be able to award as many institutions as possible the funding amounts would be smaller than previously discussed. Lastly, the Task Force decided that OHRAB would be responsible for reviewing the applications. In September, the Task Force will be submitting an application for the 24-month grant for \$70,000.

c. OHRAB Awards Committee

Tatem informed the Board that there were three applicants for the first OHRAB History Day Awards. The recipients of the awards were Amir Farhat and Ruolin Yang. Farhat was also the recipient of the Society of Ohio Archivists and Bicentennial awards. Both Farhat and Yang were national finalists as well. Carleton, Wilson, Cetina, and Tatem served as the judges for the 2010 awards. For History Day 2011, the Awards Committee has decided to officially open up the award to the Junior Division based on the high quality submissions that were received this year. Also, OHRAB will have Board members present at the awards ceremony to increase the visibility of the importance of historical records.

Tatem also reported that the Awards Committee is in the process of developing an Achievement Award. The goal is to present the award in October 2010. The Committee decided that the award should go to an institution in Ohio that has done excellent work in the archives field and would welcome self nominations. The budget allows for an award up to \$400.00. The Committee was unsure if a monetary award was the best option because the Achievement Award was not a part of the 2010-2011 budget. Carleton noted that the award could be bi-annual and that most awards are for recognition and do not have a monetary aspect. Noonan noted the funds could be used to buy plaques that could be engraved at a later date. The Board liked the idea of purchasing plaques due to issues that may be caused by having a monetary award. The Committee will work on the specifics for the next meeting.

d. Bylaws Revision Committee

Noonan noted that the Bylaws Committee will be having a conference call within the next few weeks and would supply more information at the July meeting.

10. New Business

Wilson asked to have a member contact list emailed to the group. It was noted that the OHRAB wiki has been updated to reflect the most current Board roster. Carleton thought that a listserv would help the group avoid losing a contact. Dean will talk with O'Neal to see what can be set-up to help with this issue. Carleton also asked to have the Connecting to Collections Summit invitation emailed to the Board. Carleton, Dewey, and Tatem will be attending the Summit.

11. Carleton motioned to adjourn, motion seconded by Noonan. Meeting adjourned at 1:44 p.m.

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