

29 October 2010

From OHRAB

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES

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

BOARD MEMBERS NOT PRESENT: None

OHS STAFF PRESENT: Burt Logan, Sharon Dean, Angela O'Neal, Todd Kleismit, Fred Previts, Jillian Carney

GUESTS: None

1. Welcome

Burt Logan called the meeting to order at 10:06 a.m.

2. Approval of July 30, 2010 minutes

Jill Tatem motioned to approve the July 30, 2010 minutes pending grammatical changes. Motion was seconded by Judy Cetina.

3. Committee Reports

3a. Bylaws Revision Committee

The Bylaws Revision Committee presented the Board with two versions of revised Bylaws. Option One established the State Archivist as the State Coordinator and Option Two the Director of OHS remained as the State Coordinator. The Board discussed the changes made to the Bylaws, specifically relating to the State Coordinator position. Noonan explained that there was point of discussion as designating the State Archivist as the State Coordinator at the July Board meeting. The Board also discussed the involvement of OHS staff and the number of voting OHS representatives on the Board.

Logan called to question what the Board would like to do with each of the Bylaws. Wilson noted that there must be a formal motion for one of the two Bylaw revisions and a 2/3 majority vote. Carleton motioned for Option Two, the Director of OHS as the State Coordinator. Motion was seconded by Rogers. Board voted three for and nine opposed. Motion did not carry. Wilson motioned for Option One, the State Archivist as the State Coordinator. Motion was seconded by Runion. Board voted 10 for and two opposed. Motion carried. Freeze motioned to have the Bylaws become effective after the January 28, 2011 meeting. Motion was seconded by Runion.

3b. Local Government Records Task Force/Re-grant Program Committee

Cetina noted that the Re-grant application was submitted to NHPRC on September 8, 2010 by O'Neal. The only change that was made to the submission was in regards to the grant cycle. This change was made to better coordinate with NHRPC. The program's co-chairs are Cetina and Previts. O'Neal noted that the Board should hear back from NHPRC by January 1, 2011.

3c. OHRAB Awards Committee

Tatem discussed the Achievement Award with the Board. The nominees were the Edna L. Bowyer Records Center and Archives in Warren County, the Montgomery County Records Center and Archives, the Hudson Library and Historical Society, and Cleveland State University (CSU) Libraries. Cleveland State University received two nominations. The Board discussed each of the applications at length and was impressed by the quality of the work being done at each of the nominated organizations. Due to the difference among each of the applications, the Board discussed the potential of having a Winner and Honorable Mention. Morehouse noted that instead of an Honorable Mention there could be multiple winners. Wilson also noted that creating two categories may limit the award. Freeze motioned to have both award winners and honorable mentions. The Board voted 7-5 against the motion.

Dewey motioned to award CSU with an OHRAB Achievement Award. Motion seconded by Cetina. Wilson motioned to award Montgomery County Records Center with an OHRAB Achievement Award. Motion was seconded by Carleton. Tatem noted that a letter of congratulations will be sent to the Director/CEO of each of the selected organizations. Swift noted that she would like to see the winners included in the next submission to the NAGARA Clearinghouse and the Ohio Archivist.

4. OHRAB Appointments

Logan welcomed Swift as new member of the Board. The Board discussed potential nominees from Northwest Ohio to fill the open seat on the Board. O'Neal informed the Board of potential nominees for the position from Northwest Ohio. She also noted that with Logan becoming an ex-officio of the Board, Rogers is the only representative from a historical society. The Board discussed the potential candidates and decided to approach Ron Davidson at the Sandusky Library and Follett House for his involvement with historical societies and public libraries. If Davidson declines, the Board would like to follow up with Kimber Fender, Director of the Public Library of Cincinnati and Hamilton County. Carleton noted that she and George Bain discussed potential candidates from Southeast Ohio.

5. Legislative Commission on the Education and Preservation of State History

Todd Kleismit provided the Board with the Summary of the Ohio Legislative Commission on the Education and Preservation of State History final report. He highlighted the following recommendations:

- 1 – Public Records copy fee
- 3 – “Ohio History” license plates
- 13 – National History Day
- 18 – Civil War Sesquicentennial
- 21 – OHS funding

The Board discussed concerns with Recommendation 1 due to the difficulty of determining what is considered a “page.” Cetina asked if these could be legislative initiatives for Statehood Day. Kleismit noted that Statehood Day

will be held on March 1, 2011 at Ohio Statehouse.

6. FY2012-13 OHS Biennium Budget

Kleismit informed the Board that the OHS budget was submitted to the State at two funding levels, current funding and with a 10% cut. The Board discussed the 2008-2010 42% cut in funding and how OHS may be affected by the next biennial budget. Noonan asked how the State Archives would be affected if there were to be a cut. O'Neal noted that it is unknown until the final budget is released. Kleismit will update the Board at the January meeting.

7. State Archivist Search Committee Report

Dean informed the Board that Previts will be named State Archivist for the State of Ohio. Previts thanked the Search Committee and colleagues. Dean then explained the redesign of the OHS divisions.

8. NHPRC Update

8a. Budget to date

O'Neal provided the Board with an update on the SNAP grant budget ending December 31, 2010. O'Neal noted that the Board will not go over budget, but will in fact have a surplus due to the Connecting to Collections Summit coming in under budget. In addition to the \$400.00 previously allocated to the Achievement Award, Wilson motioned that NHPRC be consulted about re-allocating \$1000.00 from the Connecting to Collections budget to the Achievement Award funds. Motion was seconded by Freeze. Motion carried.

In regards to the Achievement Award, the Board discussed possible types of awards such as: gift-in-kind, preservation supplies, or scholarship funds. Lubow noted that she would contact the Ethics Commission to determine an appropriate way to award the funds. Tatem will discuss with each of the winners what type of award they can accept. O'Neal would also like to get clarification from NHPRC in regards to awarding supplies or scholarships.

8b. NHPRC grant reviews

The Board discussed the Basic Processing grant proposal submitted by the Hebrew Union College - American Jewish Archives. Board members noted that the proposal was from an institution with nationally significant collections. The Board also found that there was a disconnect between the narrative and the plan of work, specifically in regards to the de-accessioning project. The budget also appeared to be padded. Dewey and Carleton noted that the grant included preservation supplies, which is not permitted by NHPRC. The Board felt that Hebrew Union College did, however, have a good understanding of the Greene-Meissner processing approach of "more product, less process."

Wilson motioned that the Board recommend a funding level of Other. The motion was seconded by Cetina and Morehouse abstained from voting. The Board decided to recommend that a more detailed plan of work explaining how the archives will decrease the backlog is needed. Also to have the budget revised specifically in regards to cost sharing. Wilson would also recommend that there is clarification regarding the de-accessioning project. O'Neal asked the Board to submit their review forms by Friday, November 19, 2010. The Board's review is due to NHPRC by Friday, December 17, 2010.

9. Ohio Electronic Records Committee

Noonan reported on the Ohio Electronic Records Committee meeting held October 27, 2010. The Committee welcomed back former member Kevin Loving, who has great technical expertise. The OhioERC also terminated a member due to multiple absences. Elections will be held in January for the leadership positions.

Noonan noted that the OhioERC website is very close to going live. The new website will be running on the same wiki platform as OHRAB and will have a new web address, www.ohioerc.org. The Ohio Junction site will be re-directed to the new domain. OhioERC member, Barbara Floyd, is heading a Strategic Planning Committee that is working on a mission statement. The Committee hopes to have the statement ready for discussion at the January meeting. OhioERC is also working on Social Networking guidelines and the concept of Databases as records.

10. Archives Month 2010

O'Neal informed the Board that the theme for Archives Month 2010 was "Let the Music Move You..Music in the Archives." Board members received posters in the mail and were welcome to take more to pass out to members of their organizations

11. SHRAB Brown Bag Report

Carleton reported on the SHRAB Brown Bag at the COSA/NAGARA/SAA Annual Conference in August 2010. She provided the Board with information regarding what other SHRAB's were working on. Carleton also noted that the OHRAB poster for the SHRAB Poster Session was well received.

12. 2011 Board Meeting Dates

Dean provided the Board with the dates of the 2011 meetings. The meetings will continue to be the last Friday of the month, except for the July meeting which will be held on the 22nd due to the State Fair.

13. Morehouse motioned to adjourn, motion seconded by Tatem. The meeting concluded at 2:17 p.m.

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