

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, April 27, 2012

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Ron Davidson, Dawne Dewey, E. Paul Morehouse, Dan Noonan, John Runion, Heidi Samuel, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: Rhonda Freeze, Tonya Mathews

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

GUESTS: None

1. Welcome

Carleton called the meeting to order at 10:01 a.m. Carleton welcomed Davidson and Samuel to the Board.

2. Approval of January 27, 2012 minutes

Morehouse moved to approve the January 27, 2012 minutes. The motion was seconded by Swift. None opposed. Minutes passed pending grammatical changes.

3. OHS and Legislative Update

Kleismit reported that Statehood Day 2012 went very well and thanked all the Board members that were in attendance. He also reported that there is a House Bill that would make the Adena Man effigy pipe held by the Ohio Historical Society the official state artifact of Ohio. The bill was introduced due to the efforts of students at the Columbus School for Girls.

Kleismit provided the Board with a handout regarding the tax check-off and the Ohio History Fund program. He reported that through April 20, 2012 there was \$127, 534 in donations and that OHS hopes to be in the \$150,000-\$160,000 range after all the donations have been reported. Noonan asked if there was a way to build an endowed fund or if all of the funds have to be spent in same year. Kleismit noted that it could be held or spent; however, ultimate approval will be made by Executive Director. Cetina asked how the History Fund would be advertised to potential applicants. Kleismit noted they will do as much as they can to promote this. Logan noted that

grassroots efforts will help promote the program. Kleismit stated that the guidelines and applications become available July 1, 2012. Applications will be due October 1, 2012 and the final decisions will be in February 2013. The application itself has been designed to be user-friendly. There will be a press release template that the Board can send out to local organizations. Carleton is representing OHRAB on the History Fund Advisory Committee.

4. Committee Reports

a. OHRAB Awards Committee

Tatem reported OHRAB awards two \$100.00 awards at the History Day in Ohio event to projects that demonstrate exceptional use of Ohio primary sources. This year there were eight nominations: two junior papers, one senior individual website, one senior group website, two junior individual websites, and two junior group websites. Three submissions were eliminated because they did not use any Ohio primary source materials. The 2012 winners were from the junior papers category: "From Cincinnati to Oberlin: The Story of the Lane Rebels: The Lane Debates of 1834" by Hannah Cipinko and "Edna Hunter: A Revolutionary Reformer in Cleveland's Black Community" by Maya Farhat. Carleton presented the awards.

For comparison, Tatem reported that in 2011 there were five submissions with only one considered appropriate and the year prior there were three submissions. Wilson, Carleton, Cetina, Noonan, and Tatem participated on the Committee that selected the winners. Noonan noted that last year there was a lack of understanding about original or primary sources so the Committee may need to add more information about what the Board is expecting. Wilson pointed out they need to add information to the OHRAB and OHS websites. Noonan asked when the information would need to go up on the website. O'Neal noted that since workshops with teachers start in August, the information should be posted as soon as it is ready. The Board created an action item for the Awards Committee to update the requirements for History Day applications on the OHRAB and OHS websites.

b. Re-grant Program Committee

Cetina reported on the status of the Re-grant program. She noted that Runion, Davidson, Wilson, Swift, and Noonan reviewed the grant applications this year. She also thanked Previts for his assistance with announcing the winners. While OHRAB only had \$20,000 to award, the Board received 31 applications for a total of \$70,000. Thirteen organizations received funding. Awarded amounts varied from \$500 and up to \$3,000. The organizations that

received Re-grant funds in 2012 were: Ashland University Archives, Baldwin Wallace College, Clark County Historical Society, City of Cleveland Heights Landmark Commission, University of Dayton, Historical Society of Greenfield, Ohio, Little Cities of Black Diamonds, Malone University Library, Massillon Museum, Media Heritage, Inc., WACO Historical Society, Inc., Warren County Historical Society, and the Wyandot County Historical Society. Three institutions asked why they did not receive funds and Swift, Runion, and Wilson responded to them. Carleton asked if the Committee would be able to make the reviewer comments available so they would not have to respond to organizations on an individual basis.

Cetina reported that the Committee found that there were some errors on the application form that were updated throughout the application process. Noonan suggested that the Committee have a non-Committee member review the materials to catch any issues. Dewey, Cetina, Runion, Swift, Wilson, Previts, Carleton, Davidson, and Noonan will serve as mentors for this grant cycle. Cetina noted that mentors should make contact with awardees, provide encouragement, and assist with any issues that may arise. Previts asked if the deadline should be moved up to assist with getting more Board members involved. Carleton asked for a reminder to move up the deadline. Information about the Re-grant program has been posted on the OHS Collections blog and Facebook page; the *SOA Ohio Archivist*; and the *NAGARA Clearinghouse*. Previts reported that Runion will be presenting at the Society of Ohio Archivists (SOA) meeting along with four of last year's recipients: Barb Brown (Clermont County Records Center), Natalie Fritz (Clark County Historical Society), Megan Hayes (Shaker Heights Public Library), and Ron Luce (Athens County Historical Society).

Tatem asked if there were other funds that they could use to leverage NHPRC funds. Wilson thought it would be a good idea to talk with companies that are active in the archives community, such as Smucker's, about a donation. Davidson volunteered to look into this.

5. NHPRC Update

a. OHRAB Brochure

Previts noted that the State and National Archival Partnership (SNAP) Grant budget has funds set aside for the creation of an OHRAB brochure. He provided the Board with a few examples of what other SHRAB's have created. Previts informed the board that the brochure should serve as an introduction to OHRAB, and

highlight activities that the Board does. Carleton asked if the Board would like to form a task group. Previts would like to have a draft ready for the July meeting. Swift, Cetina, Samuel, and Wilson will assist Previts with the development of the brochure. Carleton will serve as an ex-officio for the group.

b. SNAP Grant Budget Update

O'Neal reported that budget is on track. She noted that there are several line items that have not been utilized yet and will be coming out of the budget soon. She also reported that three Re-grant awardees, Ashland University Archives; WACO Historical Society; and Wyandot County Historical Society, have not been paid yet since they have not submitted their payment forms. Wilson asked if the Board would be able to, outside of the Re-grant formula, give a grant to someone they weren't able to fund. O'Neal noted that that is an NHPRC issue and it is not likely, however, OHS will contact NHPRC to see if it is possible.

6. County Archivists and Records Managers Association (CARMA)

Runion reported that CARMA met Friday, April 13, 2012. Elections were held for the Executive Board positions. The Executive Board is: President, Barb Brown of Clermont County; Vice-President, Katy Klettlinger of Licking County; Secretary, Steve Badenhop of Union County; Member Liaison, Teresa Corall of Stark County. At the meeting a revised general schedule for the county record series was introduced with a goal to have the schedule finalized by the Fall meeting. The CARMA Legislative Committee is currently researching the issues regarding releasing adoption records.

7. Ohio Electronic Records Committee (OhioERC)

Noonan reported that the OhioERC met on Wednesday, April 25, 2012 at the Ohio Historical Center. The majority of the meeting was spent reviewing the Social Media guidelines. The Social Media Committee will have the guidelines ready to review in June so that they can be approved at the July meeting. The OhioERC will be using the \$600.00 of OHRAB funds for a workshop on October 26, 2012 at the Ohio Historical Center. The Social Media Committee will be presenting on the new guidelines at the workshop.

Swift noted that CARMA and OhioERC are working on the General Schedules for Administrative Electronic Records. Also, Swift reported that the OhioERC worked with OHRAB to create a one-page handout on the issues surrounding electronic records for Statehood Day. Swift will send the handout to the Board. Samuel asked for some examples of what the Social Media guidelines relate to. Noonan noted that it is designed to inform organizations what records they are responsible for and what organizations should do to

maintain social media records. Swift reported that Ohio will be one of the first states to provide advice on social media.

Noonan informed the Board that there is a history of the OhioERC in the SOA *Ohio Archivists* newsletter.

8. New Business

- a.** Carleton opened the floor for new projects that OHRAB can start this year. Noonan and Carleton talked about streamlining the business portion to allow time for the subcommittees to meet by moving to consent agenda. Carleton explained that a consent agenda is a packet that has all the information provided in the packet and the group would vote on the agenda as a whole. If there are items that require discussion by the Board they can be taken out of the consent agenda for further discussion. Carleton will provide the Board with a white paper on consent agendas. Carney, Carleton, Previts, and Noonan will work on the governance for the July meeting.
- b.** Noonan thinks that the Board should examine the Strategic Plan and be more proactive about new business. New business should be planned in advance of the meeting so that the Board could prepare for it. This would make the members more active rather than being passive recipients of knowledge. Wilson suggested dividing the strategic plan amongst the Board to ensure that all the priorities of the plan are met.
- c.** Wilson would like to see if the records preservation grants from Ohio businesses can come to fruition by July. A review of the grants database could identify potential donors and funding for the smaller local history organizations. Wilson noted that if they could get a \$1 million dollar trust they could easily provide \$20K awards for years. Carleton asked for volunteers for a task force. Wilson, Dewey, and Runion volunteered to do preliminary research and report back at the July meeting.
- d.** The Board discussed replevin laws based upon a conversation that Swift had with Carl Childs of the Library of Virginia regarding records that had crossed state lines. Currently, there is existing guidance for archives to work with eBay to recover items, but the guidance does not address working on cases that cross state lines. Tatem asked if NAGARA would be the appropriate coordinating entity. Swift will recommend that CoSA and NAGARA work on this. Previts noted that CoSA is revising their statement on replevin. Wilson is on the NAGARA Board and will bring the issue up on the May conference call. Morehouse asked if this would be an issue for the National Association of Attorneys Generals. Swift will try to bring it up. The Board created a task group of Swift, Wilson, and Previts.

- e. Carleton would like to see reports from more of the historical records organizations from around the state as it would allow for organizations to collaborate on projects. She asked that all reports be included in the agenda or posted on the wiki. Carleton asked the Board to email her and O'Neal what organizations they are affiliated with so that reports can be assigned.
- f. The Board discussed the need to add Committee announcements to the agenda and wiki. Carleton noted that a "watch" can be set up on the pages a Board member is working on so that they are notified every time it changes. She will work with Phil Sager of OHS to create a login for all Board members. O'Neal asked how the use of the wiki will interact with the Board Packet. Noonan thought that the updates to the wiki would reduce the amount of items in the packet. However the agenda would need to link to the wiki page. Noonan noted the timeframes that information is provided to the Board could be changed. Carleton informed the Board that the minutes will be coming out sooner and go on the wiki as a draft.

Cetina asked that the July meeting be more of a hybrid meeting to see how the consent agenda would work. Carleton noted that there are several items that would be included, such as adding the consent agenda and liaison reports to the wiki. Cetina is looking for clarification so that everyone knows what to expect at the next meeting. Noonan noted that the administrative group needs to develop and propose an outline of a procedural document for how committees work. Carleton will send out the white paper on consent agendas. O'Neal noted that there is more time spent prepping for a meeting with a consent agenda and that reports need to be complete enough to understand what is being reported on. The Board created an action item for the administrative group to create a hybrid approach for the consent agenda.

- g. Carleton asked the Board if there is any interest in starting a listserv due to the potential for someone to get left off the email string. She noted that OHS does not have that capability to create a listserv, but Carleton has an ISP that they could work with and all they need is domain name. It would cost approximately \$60.00. OHS would purchase the domain so that it remains consistent. Noonan moved that the Board purchase a domain name that is representative of OHRAB to establish a listserv for the Board and that it is done through SNAP grant funds and costs less than \$150 a year. Morehouse seconded the motion. None opposed. The motion to purchase a domain name to establish a listserv for OHRAB carries.

- h.** Wilson suggested a topic for the July meeting. He suggested that the Board sponsor a scavenger hunt for students to use archival websites as a way to get students looking at websites where real historical records are posted. This scavenger hunt could work with History Day and Archives month efforts that are already ongoing. Wilson inquired if there would be funds for a small award, money or gift. Wilson, Tatem, and Dewey will work on gathering more information for the July meeting.
 - i.** O’Neal is the chair of the SOA Fall Program Committee. The meeting is in collaboration with the Ohio Local History Alliance this year. She inquired if a Board member would be interested in joining the Committee. Carleton noted that if this works out it would take the place of the Fall SOA meeting.
 - j.** O’Neal announced that the H-Ohio listserv, a listserv that discusses topics relating to Ohio history, is looking for a new moderator to prevent the listserv from being shut down. While in the past it had more of an academic focus, the listserv was a great tool to post information about job openings and grant opportunities. O’Neal asked the Board to email her ways to help revive the listserv and would like to see this topic brought up again at the July meeting.
- 9.** Runion moved to end the meeting. Noonan seconded the motion. None opposed. The meeting concluded at 2:03 p.m.