

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, January 26, 2018

BOARD MEMBERS PRESENT: Dawne Dewey, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift, Tina Ratcliff, Stephen Badenhop, Rhonda Freeze, Meghan Hays, Ron Davidson, Russ Pollitt, and Cindy Hofner

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio)

OHS STAFF PRESENT: Theresa Hopewood, Todd Topper, and Todd Kleismit

GUESTS: None

I. Welcome

Davidson called the meeting to order at 10:02 a.m. Board members introduced themselves to Todd Topper.

II. Consent Agenda

- a. October 27, 2017 Minutes: Davidson asked if there were any corrections or comments regarding the draft of the October 27, 2017 meeting minutes. No changes. Motion to approve the consent agenda containing the minutes for the October 27th meeting and the Ohio Electronic Records Committee report. Swift motioned to approve and Badenhop seconded the motion. All voted in favor of the consent agenda.

III. Strategic Discussion

- a. Ohio History Connection Collections Expansion Project Update: Todd Topper discussed the collections expansion project which will be a significant upgrade to storage for the State Archives and museum artifacts. The Ohio History Center will be fifty years old in two years and has no additional collections storage space. There is a project underway to add additional storage for the State Archives but this is only a temporary fix as there are state agencies that have had to put their transfers on hold. The collections expansion project is intended to provide storage for the next thirty years.

The project will provide unprecedented and extraordinary public access for museum artifacts by applying the library archival model to the museum floor. Museum visitors will be able to walk in and ask to see something and the artifacts could be paged just like the archives. Based on current best practices, every object will have a home and perhaps 95% of the whole collection would be accessible to the public. A significant portion of this space will be viable open storage. There will also be space to do research on objects.

Legislators have been touring the Ohio History Center and have seen the need for the project. In 2016 the Ohio History Connection received funding from the State to develop a master plan which proposed four scenarios and how much each cost.

The project will be in phases with the first phase adding collection storage space under the oval in front of the building. Since the building is eligible for the National Register, this plan would minimize the impact on the campus. It would connect to the Ohio History Center through the

current service garage. The archives storage would be a single story structure with high density storage connected to the back of the building.

A capital request was submitted to the state in November for \$34.5 million that would cover the construction of the collections storage under the oval. It will cost \$18.7 million to connect the collections storage area to the Ohio History Center and transform the entrance. This would be paid by private funds. The archives storage would cost \$13.8 million which will be requested in the next capital budget cycle. Ground breaking for the collections storage facility would be in fall 2019 and it is expected to take six to seven years to finish construction on both buildings.

Topper was asked about planning for storage for the next 30 years and responded that originally it was planned for the next 40 but consultants suggested scaling it back. He was also asked if the Ohio History Connection planned to receive as many items as it has been in the last 50 years. Topper responded that the organization will be focusing on only collecting objects that tell an Ohio story but will still be collecting robustly and expects that collecting will continue near the pace that it has. Hays asked if the Ohio History Connection was confident it will receive the funding and when it would find out. Kleismit said that the Ohio History Connection has a history of receiving between \$4 and \$14 million in capital funding each cycle with \$14 million in the last cycle. While it's not expected to receive the full amount requested, it is still expected to be a significant investment. Kleismit expects that the capital budget will be released in mid-February. Swift asked Previts if any state agencies have expressed concern about retaining records due to the space limitations. Previts said that the ones he has talked have not expressed any concerns. Swift suggested communicating the situation to the new statewide office holders that will be taking office in 2019. There were no further questions for Topper.

- b. Statehood Day Update: Todd Kleismit reported that Statehood Day will be Wednesday, February 28 and he shared the 2017 booklet. The keynote speaker will be Christopher Wilson from the Smithsonian National Museum of American History. His area of expertise is African American History. The legislative priorities are being finalized but will include supporting the capital projects that invest in collections and preservation, including the Ohio History Center's collections expansion project. This also includes supporting the local community projects. Dewey shared that Wright State University has requested capital funding for its archives.

Another legislative priority will be focusing on social studies education. Protecting unmarked burial grounds in Ohio is also a priority as is House Bill 139 which would open restricted historical records after 100 years. Swift shared that she, Kleismit and Greene County Archivist and Records Manager Robin Heise met with the chair of the House State and Local Government Committee to address concerns about military discharge records and adoption records. They will also be meeting with the chair on Statehood Day to discuss this further.

Kleismit said registration is online through February 20 and the cost is \$40. Swift asked if the legislative priorities will be released before the registration deadline. Kleismit said they will be posted before the deadline. Swift added that the General Assembly ends this year and House Bill 139 would have to be reintroduced in the next General Assembly if it does not pass this year. The website for Statehood Day on is ohiohistory.org/StatehoodDay.

Davidson asked if board members are attending. Previts and Plummer will be there and OHRAB will have a table with brochures and Ohio Electronic Records Committee handouts. Dewey said she will be there and is scheduling appointments with her legislators. Swift said she'll be there as well. Davidson asked if the board pays for members to attend and Previts said that was not included in the budget for this year. Kleismit shared the itinerary for the day. Hays asked about a bus and Kleismit said there will be a shuttle van leaving from the Ohio History Connection parking lot.

Swift mentioned talking about electronic records during the legislative meetings. Plummer said that she mentions electronic records during the legislative tours of the Ohio History Center and Kleismit added that Plummer and Reference Archivist Tom Rieder and the other staff who help do a fantastic job engaging the legislators.

Topper departed at 10:53 a.m.

- c. Membership Update: Ron Davidson reported that the board has contacted the Ohio Local History Alliance and the Ohio Municipal Clerk's Association and they will be offering candidates. Hays inquired about the status of Virginia Dressler's membership and Previts said he has been in contact with Dressler and her application will be resubmitted to the Governor's Office with the other applications. Badenhop and Davidson both stated they have not heard anything from the Governor's Office. Kleismit said that these things take time and the board should not read too much into it. Swift and Davidson said that the board is unique in that it brings federal money into the state but does not cost the state. The board discussed the minimum number required for a quorum as Swift and Dewey rotate off the board and Davidson and Badenhop are up for renewal.

Previts asked about voting to accept the nomination of Tami Kelly from the Ohio Municipal Clerks Association. Swift made a motion to submit the nomination of Kelly, motion was seconded by Ratcliff, all voted in favor. Previts will send her the application packet. Previts said they are waiting on a candidate from the Ohio Local History Alliance and asked if he, Davidson and Badenhop could review the candidate from the Ohio Local History Alliance and forward it to the Governor's office if they approve. Previts said he will also contact Margaret Roulett, Archives and Special Collections Manager of the Cleveland History Center (formerly Western Reserve Historical Society) who had been suggested by Hays. Board agreed that Roulett and the Ohio Local History Alliance representative could be forwarded to the Governor's Office, pending the review by Previts, Davidson and Badenhop.

Kleismit departed at 11:11 a.m.

Swift made a motion to enact the proposed 2017 revisions to the bylaws which would have three governor-appointed members and other members appointed from different organizations. Freeze seconded the motion. Previts and Plummer suggested waiting until after the applications have been submitted to see if the appointments would be made. Swift said the motion could be amended to enact the bylaws change at the end of March if there are not at least two appointments in the queue to be made. Plummer asked about how members of other state historical records advisory boards are appointed. Swift said that other states have it in their code that members are appointed by the governors, but it is not in Ohio's code. Ratcliff asked if the NHPRC has any requirements on the appointment process. Previts said he would need to look it up. Plummer suggested tabling the motion until after lunch so Previts could find the information. Hays and Ratcliff said that they would like to vote after lunch on resolving this

by the next meeting. Swift motioned to table until after lunch, seconded by Plummer. All voted in favor.

- d. OHRAB Budget: Previts reported on the 2017 and 2018 budget and shared the performance objectives for the 2018 grant. He said the board received an extension on the 2017 grant to spend the \$840 left over on the March 2 Ohio Electronic Records Committee workshop. This will be another offering of the digitization workshop held in October since there were more than thirty on the waiting list for it.

Plummer reported on the primary source workshop to be held at Kent State University as part of the board's 2018 grant. Plummer and Previts have been working with Robin Heise of the Greene County Records Center and Archives on offering its Bringing History Home workshop which focuses on educational outreach through local government records. The workshop will be either April 18 or April 20. Plummer has been working with Dr. Belinda Boone of Kent State on the local arrangements and shared the estimated budget for the workshop, which includes travel expenses for Heise, lunch for the attendees and parking costs. Plummer added that Kent State University is really excited about hosting the workshop. Swift asked Dewey if the templates from the last workshop could be used again. Dewey will send the templates to Plummer.

The board discussed promoting the workshop. Swift said she can continue to run the board's Facebook page until the board has a plan for that and will share the workshop on that. Hays asked Plummer to send her the details on the workshop to share them with local organizations in northeast Ohio. Plummer asked if board members will be attending the workshop. Hays said she could be there tentatively. Swift said she is available on the 18th but not the 20th.

Swift mentioned that on the 2019 grant application the Ohio Electronic Records Committee is considering requesting funding for developing interactive online training. It may cost a little bit more to get started, but this would provide training that anyone could take at any time, without waiting for a workshop to be scheduled. This also fits in well with the board's new strategic plan.

Davidson added that the 2018 performance objectives include that the regrant recipients should report on the quantity of content they produced and project mentors should insure that they do so.

ACTION ITEM: Dewey to provide Plummer with template for Bringing History Home workshop signs.

ACTION ITEM: Swift to provide more details on Ohio Electronic Records Committee's online training for the 2019 OHRAB application to the NHPRC.

- e. Committee and Organizational Updates: Davidson reported that the regrant committee is finishing the 2017 grants and the 2018 grant opportunity has been announced. Final reports for the 2017 grants are due next week. Davidson suggested sending a reminder about the 2018 regrant deadline and Swift asked if reminder could be sent to her to share. Plummer asked if another term rather than "archival institution" could be used because some repositories have archival records but don't consider themselves archives. Dewey suggested "collections," "record collections," or "historical collections." Davidson mentioned that he, Badenhop, Dewey, Plummer and Previts are on the grant committee and Dan Noonan will continue to create the spreadsheet. Hays volunteered to join the committee.

Davidson said the Awards Committee needs a chair and Ratcliff volunteered. Hofner said she would join the committee. Committee members are Freeze, Hays, Hofner, Pollitt and Ratcliff. Hofner asked if there is a list of the committees and Previts said he will send it out. Badenhop reported that the spring County Archivists and Records Managers Association meeting will be held April 13 at the Ohio History Center.

ACTION ITEM: Previts to send board members list of committees and membership.

- f. History Relevance Statement: Swift reported that this was tabled at the last meeting. This statement seeks to change the perception of history and highlights the benefits of history, such as improving critical thinking skills in students, economic benefits and fostering leadership skills. Organizations that have endorsed the statement include the NHPRC, National History Day, the National Archives, Ohio History Connection, Ohio Local History Alliance, Society of Ohio Archivists and the American Association for State and Local History. Dewey said she agreed with the statement and made a motion to endorse it. Motion was seconded by Pollitt and all voted in favor.

ACTION ITEM: Previts to endorse History Relevance Statement on behalf of OHRAB.

Badenhop departed the meeting at 11:45 a.m.

Lunch – 11:50 a.m.; meeting continued 12:38pm

- g. Membership discussion continued: Plummer motioned to put the membership discussion back on table; seconded by Hays; all in favor. Swift shared that when she worked for the Ohio History Connection nearly a decade ago there were delays with the appointment process. OHRAB's bylaws were changed so that the chair and vice chair were separated from the Ohio History Connection staff positions and elected from the board members. The chair and vice chair could then speak on behalf of the board in those situations when the Ohio History Connection staff were reluctant to. Board members discussed the proposed bylaws change from 2017. Swift asked about including the Ohio Municipal Clerks Association as one of the represented organizations. Davidson suggested merging the three at large members and the 7 members appointed to represent organizations. Swift replied that the intent was to make sure that records managers, records users and elected officials were represented. She suggested adding that a "minimum" three members would be appointed by the Governor's Office. Hays suggested adding that "up to" 7 members could be appointed to represent the organizations to leave room for other appointments.

Plummer asked Previts about the NHPRC's guidelines for appointing members. Previts said that the NHPRC requires that the members of the board are to be appointed according to a state-adopted process and a majority of the members should have recognizable experience in the administration of records, manuscripts, or archives. The Board should be as broadly representative as possible of the public and private archives, records offices, and research institutions and organizations in the state. Board members discussed the current composition of the board and possibly losing four members with Dewey and Swift rotating off the board and if Badenhop and Davidson are not renewed. Hays said that she understands waiting for the next meeting to possibly change the bylaws but that there is a lot of time spent at the meetings discussing the appointments. Pollitt said the bylaws change should be enacted because it is the board's responsibility to ensure that it can continue to function. Swift asked Previts about the potential impact on the Ohio History Connection and the reluctance of Ohio History Connection staff to change the bylaws. Previts said that he did not know what the impact could be. Hays recommended adding the NHPRC's language about the composition of the board to the bylaws. Swift motioned to enact the following revision to the bylaws:

Article III:

A. MEMBERSHIP:

OHRAB shall consist of no fewer than eight (8) and no more than sixteen (16) members. Pursuant to NHPRC regulations, a majority of the members must have experience in the administration of historical records or in a field of research or activity that makes extensive use of such records. OHRAB should be as broadly representative as possible of Ohio’s public and private archives, records offices, and research institutions. Members shall be those who are outstanding in the fields of archives, records management and/or library science, who are representative of higher education, historical societies, libraries, local government, private archives, state government, or federal government agencies located in Ohio. Composition of the Board shall include:

1. Ex officio:
 - a. Voting:
 - i. State Archivist
 - ii. Assistant State Archivist or other designee of the State Archivist
 - b. Non-voting/advisory: Director of the Ohio History Connection
2. Voting Members:
 - a. A minimum of 3 members of the public recommended by the Board, and appointed by the Governor of the State of Ohio.
 - b. Up to 7 members appointed by the Board representing organizations such as the following:
 - i. Cleveland Archival Roundtable
 - ii. County Archivists and Records Managers Association
 - iii. Miami Valley Archives Roundtable
 - iv. Ohio Council of County Officials
 - v. Ohio Genealogical Society
 - vi. Ohio Local History Alliance
 - vii. Ohio Municipal Clerks Association
 - viii. Society of Ohio Archivists
 - c. Up to 3 members appointed by the Board at large.

Hays seconded the motion. Eight voted in favor, two opposed. Motion passed.

IV. New Business

- a. 2019 Operating Grant: Davidson said the initiatives of the 2019 grant should be based on the new strategic plan. He said the board should have a communications or public information committee. Swift said she will continue administrating the Facebook page until the committee is established. Hays asked about the new members attending the next meeting. Previts said he will contact them.

Previts said the 2019 grant application will include funding for the regrant and History Day Award programs as part of the board’s strategic plan. Plummer inquired about funding for the Ohio Electronic Records Committee online training as part of the strategic plan and Swift replied that it was included. Swift asked about the strategic plan action item pertaining to crowd transcription and if it could be developed by board members. Hays suggested promoting existing efforts rather than creating something new. Board asked about funding for the archival fellowship. Previts said they should wait to see how this year’s program works before requesting further funding for it.

Davidson asked about updating the OHRAB brochure and Swift suggested a brochure focusing on electronic records issues. Davidson said the front of the brochure could talk about OHRAB and the inside pages talk about electronic records since this is part of the strategic plan. Hofner suggested sending the brochure to elected officials and Swift suggested providing them to hotels that host conferences for local officials. Previts said he will find out what the brochure from a few years ago cost.

Davidson asked if the board will continue the Archival Achievement Award. The board agreed to continue the award and budget \$70 for a plaque as the award. Pollitt asked about implementing the action item in the strategic plan focusing on using OHRAB's website and social media to publicize electronic records that are at risk of being lost. Davidson said the board's website and social media are the most cost effective way to do this.

Previts summarized the proposed activities and budget for the 2019 grant: regrants (\$20,000), History Day Award (\$200), Archives Achievement Award (\$70), Ohio Electronic Records Committee online training (tbd), brochure highlighting electronic records preservation (tbd). The board agreed.

Davidson presented Certificates of Appreciation to Swift and Dewey and thanked them for their years of service to OHRAB.

V. Closing

Dewey moved to adjourn the meeting. Freeze seconded. None opposed. The meeting concluded at 2:00 p.m. The next meeting will be held Friday, May 4th at the Ohio History Center from 10:00 a.m. – 2:00 p.m. in the Cardinal Classroom on the 3rd floor.