

Michigan State Historical Records Advisory Board Meeting

May 30, 2013

Michigan Historical Center, Lansing, Michigan

The meeting was called to order at 10:05 a.m. by Mark Harvey, State Archivist.

Present : Sandra Clark, Director of the Michigan Historical Center, Mark Harvey, State Archivist, Nicole Garrett, Archivist at Albion College, Tawny Ryan Nelb, Nelb Consulting, Frank Boles, Director, Clarke Historical Library at Central Michigan University, Patrice Merritt, Executive Director, Detroit Public Library Friends Foundation and Mary Jo Remensnyder, Secretary for the Archives.

Absent: Erik Nordberg.

Confirmation of Board Meeting Dates

The next dates of the board meetings to put on your calendar will be: August 1. Summit will be held in September, date to be determined.

Approval of Past Minutes

The minutes of March 19, 2013 were approved as corrected.

Board Member Updates

Mark Harvey reported that we have re-branded the Archives merchandise as "Michiganology." Products for sale include puzzles, t-shirts, magnets, cups and key chains. Staff have attended two gift shows recently, in Lansing and in Petoskey. The puzzles seem to be the best seller. Custom image puzzles are available. Lapeer County Genealogical Society recently ordered a special image to produce 50 puzzles for resale. Wholesale costs are between \$11.00-\$12.00 and we can sell them for \$19.00-\$20.00. The Historical Society of Michigan would be a good agency to connect with for possible sales.

Tawny Nelb asked if the items have paid for itself yet? Mark Harvey was not sure of the revenue yet. Mark reported that the puzzles are made on the 1st floor of the Michigan Historical Center on a puzzle machine that we purchased. People like the "Made in Michigan" concept for the items. Mark also said that we saved over \$1.00 each after we compared pricing and located some chipboard for the puzzles from a

company in Cincinnati. The minimum order for a custom image is 12 and we charge a set up fee of \$25.00. Patrice Merritt said that the Pewabic Tile Company charges a very substantial set up cost.

Mark Harvey said we are producing Michigan Historical Museum Gallery guides. We are using a format similar to the National Parks, junior ranger program. Mark passed around a copy of one we have produced called "Forward to Freedom." The Docents offer a paid program and tour of the Michigan Historical Museum, but at this time we are not selling the booklets. Sandra Clark said that after the programs start, we may get some co-sponsors to help us with this endeavor.

Mark Harvey also passed around a handbook that we are using for High School history programs that are held in the new Governor's Decision Room on the first floor of the Michigan Historical Center. Mark reported that Dean Transportation has provided free bus transportation for local Lansing schools to the Michigan Historical Center. DTE has provided free bus transportation for Detroit Public Schools to the Michigan Historical Center for the program.

Tawny Nelb said it might be possible for us to check with free transportation to be provided from the Herbert Dow Foundation for these programs. Mark Harvey said we have had 4 classes so far that have participated in the Governors Decision Room programs.

Tawny Nelb said the Genealogists in the Midland area are very happy with the service they have received from the Archives here in Lansing. Mark Harvey said that Kris Rzepczynski is on the road frequently delivering talks about the Archives and Genealogy.

Frank Boles said a new Associate Dean is being hired, an offer may be made to someone this week. Frank also reported that the National newspaper digital program is going along. Microfilm is being solicited from other organizations. Calumet's digital film is in a disastrous state and most of it is damaged and scratched.

Frank said the metadata conversion is being done in Utah. Library of Congress is charging \$2.00 a page. The Library of Congress is insisting that metadata be mapped to the individual column.

Patrice Merritt said the Detroit Public Library would have to pay hundreds of thousands of dollars to even begin discussion of scanning the *Detroit News*.

Frank Boles said *ProQuest* owns the copyright for the microfilm. We could avoid this cost by going back to the original Newspapers and scanning those. Frank is soliciting the Abrams Foundation for a Capitol grant to purchase a large overhead newspaper scanner.

Tawny Nelb said that she could send anyone interested, information on a CAD computer guide with links to websites (this is being offered in England presently).

Nicole Garrett reported that she has recently acquired 60-70 World War II propaganda posters that she does not have map cases for storage. Patrice offered some metal map cabinets, she will check and make sure if they are still available at the Detroit Public Library.

Nicole Garrett said that a fall lecture is being planned on the history of book-binding by Julie Miller of the University of Michigan.

Patrice Merritt said there is interest from the public to be offered a tour of the Detroit Public Library, but this may be difficult as they are not a Museum. A relative of Judge Avern Cohn talked to him about it and he suggested they call the Detroit Public Library Friends Foundation about labeling some Library items and producing a self guided tour. Patrice said tours are available by appointment only at the present time. The huge murals cannot be labeled but a Kiosk could be done. The marble statues are in non-public areas but could possibly be moved for viewing.

Patrice noted that the Detroit Public Library CFO was recently indicted on 21 counts of theft and forgery.

Patrice Merritt said that a luncheon will be held (in Detroit) and date determined later for Erik Nordberg, for recognition for his new role as executive director of the Michigan Humanities Council.

Sandra Clark reported that a new committee has been formed entitled the House Committee on Tourism. Sandra recently went to testify about the marker program. She said folks from the committee are interested in history and tourism in Michigan and they asked the question "do you think we teach enough Michigan history?" Eight of the nine members came to the Michigan Historical Center recently and spent 2 hours here. They toured the Governor's Decision Room and asked if it was done with private money? Sandra said the general fund only pays for staff salaries and production costs.

Sandra said that Senator Joe Schwarz was in the Archives years ago and by good fortune found the naturalization records of the father of his good friend. She said people are excited to look up and handle the original Archives' documents themselves and to find family information they thought was lost.

Financial Overview

So far, nothing has been spent from the 2012-2013 SNAP Grant. A survey on the role of the MSHRAB and for the need of a summit went out in late March with 5 responses out of 15 requests.

Summit Planning

Mark Harvey said the original person chosen for the facilitator was short on travel time and time to prepare for talks. We might find a facilitator in Lansing that would be half the cost. Mark also said we need to discuss the summit and what can we achieve by holding the summit? One thing is we can review grants and recommend them to NHPRC.

Tawny Nelb noted that we have not had a lot of grant activity lately. She also said that other MSHRAB agencies provide someone to go out to organizations to provide grant workshops and photo workshops. Small institutions are not aware of us and we should try to find out who our audience is. Federal grants are not easily awarded to smaller organizations.

Sandra Clark noted we did smaller self-assessments in the past by using members of professional communities. Most effective were the one day visits by Archivists going to organizations to talk on-site about what their procedures need to be to preserve records. Many organizations do not know where to begin and need basic information.

Sandra asked what do we need to figure out as an archival community? Tawny Nelb said we should consider what other SHRABs are doing.

Frank Boles asked if we serve the small communities? We have had some success but also failures.

Tawny Nelb commented that sometimes after visiting a community and talking to them, nothing is ever done, because of lack of resources.

Patrice Merritt suggested that a template be designed and used for onsite consultations.

Nicole Garrett noted that Eaton County's records were not in good condition or organized at all and that they benefitted from consultation.

Frank Boles asked if we deal with private or public records? We deal with both. Mark Harvey said there is a process that is supposed to be followed for public records and that one role of the MSHRAB is to inform record holders of these policies.

Frank Boles said it would be helpful to have a standard list of consultants. We need to recruit some new consultants and have a group from which we can draw assistance.

Sandra Clark asked what can we do to provide statewide solutions? Or a local solution? She noted that in the past, a Kalamazoo senator put \$100,000 in our budget (grants) for local historical societies. If we had \$100,000 for Archives it would make a huge difference.

Tawny Nelb said that the Michigan N.E.H. grant application was not clear in the past and not user friendly. Part of their problem is conforming to the Federal government guidelines.

We will try to project to hold the summit in September. Potential dates will be sent to the board.

Mark Harvey said that we can talk at the August 1st Board meeting and concentrate on the summit planning to define our resources and needs. The facilitator could be paid by NHPRC funds. We need to make a list of who to invite and decide what kinds of programs could benefit (local governments/small communities.)

The meeting was adjourned and had lunch at 12:15 p.m.

Respectfully submitted,

Mary Jo Remensnyder, Recording Secretary