

Michigan State Historical Records Advisory Board Meeting
April 11, 2019
Michigan History Center
MHC Commission Room, 5th Floor
10 a.m. to 12:00 p.m.

Board members present: Marian Matyn, Katie Kelly, Mark Harvey, Cynthia Ghering, Sandra Clark, Lindsay Hiltunen, Jim Cameron

Staff and visitors: Andrea Gietzen, Jessica Harden

Call to order at 10:15 am.

Approval of minutes from 11/8/2018

- Add WMU as an option for future Basics of Archives meeting spaces on page 1. They offered us use of their reading room space.
- Marian motioned to approve. Cynthia seconded. Minutes were approved.

Review 2019 meeting schedule

- Remaining dates: June 13, September 19, November 21.
- Cynthia suggested moving the June date to the 27th if we are reviewing regrant applications.
- After discussion, the board decided to meet on June 20.

Report on March 8 Basics of Archives workshop and next steps

- So far in this grant period, two in-person workshops and two webinars have been conducted.
- There were 5 and 18 attendees at the in-person workshops and 11 and 12 for the webinars (46 total for all four workshops).
- The in-person format was much more interactive. We may rethink our strategy for future webinars.
- Cynthia requested a list of participants to see which ones line up with institutions that have requested an assessment. AoM staff will compile that information and post to Basecamp.
- All institutions that have requested an assessment have been contacted.
- If the next board partnership application is due at the end of June, Mark suggested holding off on applying because our current cycles are so off kilter.
- The next grant cycle's award has \$20,000 for regrants. We may ask for a budget adjustment to do more assessments.
- Mark suggested doing a Basics of Archives workshop in the UP this summer (July/August). The Michigan Iron Industry museum has an auditorium we could use.
- Sandra asked if we can work with HSM again for a UP workshop. The logistics are complicated, but it would be worth having the conversation. Sandra will contact Larry.

Assessment reports discussion/review

- Cynthia has been out doing assessments. We currently have 18 requests and only need 2 more to complete the 20 listed in the grant deliverables so the board will reach out to institutions that have completed workshops.
- Andrea suggested reaching out to organizations who didn't qualify for assessments in previous cycles to encourage them to apply for this cycle.

- The board will send out a blast indicating that there are two spots left and signing up before April 25 qualifies institutions for the pre-grant webinar.
- Marian suggested sending out a report on Save Michigan History accomplishments to stakeholders. Mark will write a draft and distribute for comment.
- Cynthia and Mark will meet on Monday, April 15 to work on these items.
- Marian is willing to distribute any promotional material with a clear contact name and information. Cynthia offered to be that contact.
- Katie suggested seeing if MSHRAB can get on the agenda for the Michigan Association of Counties meetings later this year. AoM could also do some local government messaging.
- Site visit summaries: There were 18 applicants, 13 within range for an in person visit, 5 that would be phone calls. Three total applicants haven't gotten back to Cynthia yet. Visits usually consist of a tour followed by Q&A based on previous SMH assessments. Institutions are at all different levels and talked about potential projects. Cynthia will post summaries to Basecamp.
- Cynthia has a call with the Quincy Mine association on Friday, April 19. Lindsay is on the board there and is available to take part in the call.
- Cynthia has a call with the Mackinac Public Library on April 23. Marian knows the librarian and will join the call.
- Katie would like to shadow Cynthia on a site visit to get an overview of archival practice. They will work out logistics independently.
- Cynthia would like to know what kinds of projects the board is interested in funding. Institutional needs include migrating out of a collection management system and digitization. Mark suggested using digitization help as a carrot for other more baseline level projects like collections inventories. Cynthia wondered if the Archives can host other institutions' content on Seeking Michigan (soon to be Michiganology). So far, the Archives has not partnered with non-governmental agencies to host electronic records. Mark suggested the board finding a platform like the Digital Public Library of America or Michigan Memories to help the smaller institutions provide broader access.
- Katie suggested putting the SMH logo on county/township websites for awareness.
- The pre-grant webinar should have an outline of considerations for digitization projects (i.e., elements of a successful digitization project).
- Cynthia is reaching out to WSU and U of M about student work, but students can only work at institutions with professionally trained archivists. Cynthia is going to reach back out to see if the board can provide outside mentors so students could work at institutions without professional archivists.
- Cynthia is using Tawny Nelb's 2017 Lathrop Village report as a template for assessment reports.

Web update

- Cynthia and Mark will work on this next week.

Board member updates

- None

New business

- None

Meeting was adjourned at 11:54.