

**Michigan State Historical Records Advisory Board Meeting**  
**November 8, 2018**  
**Michigan History Center**  
**MHC Commission Room, 5th Floor**  
**10 a.m. to 12:00 p.m.**

Board members present: Marian Matyn, Cynthia Ghering, Mark Harvey, Sandra Clark, Jim Cameron

Staff and visitors: Jessica Harden, Andrea Gietzen

**Call to order** at 10:47 am.

**Approval of Minutes from 9/13/2018**

- Change Kevin to Cynthia in assessment volunteer bullet point on page 3.
- Sandra moved to approve with the change above, Marian seconded. Minutes were approved.

**Report on 11/1/2018 Basics of Archives Workshop/Next Steps**

- The board may need to rethink the partnership with HSM—we likely can get a similar or greater number of attendees compiling our own outreach information and there was a miscommunication about MSHRAB sponsoring registrations. There were also logistical issues with offering free registration because HSM's website doesn't allow for it. For future workshops, we can refer folks to HSM's level 2 workshop after ours. Mark will reach out to Larry about these concerns.
- 5 people were in attendance. Ideas for next time are to shorten the facilities/preservation part and offer practical/cost effective actions organizations can take in the near term, space out the activities, and include a large-group discussion about collecting policies with examples.
- Jess and Mark will revise the workshop material and post it to Basecamp for board member review.
- We need to be able to point applicants to workshops when we respond to their questionnaires.
- Ideas for future workshops included having one in conjunction with HSM's local history conference, connecting with organizations in Grand Rapids, connecting with the Michigan Museums association, and using public meeting space in the Traverse City Public Library.
- Marian suggested monthly webinars in the winter. Mark proposed doing the first webinar in the first two weeks of December.
- All workshops need to be completed by June 2019. The board decided on online workshops for December and January and an in-person workshop in March/April. Including grant application with workshop material was discussed.
- The overall grant timeline was revised based on the delayed June 2018 start date. Mark will post it in Basecamp
- After the assessments and workshops, institutions can attend the pre-grant webinar in April. It should be feasible for institutions to leave the pre-grant webinar with an outline and have the grant applications due at the end of May. The board will meet the first week of June and inform applicants right away.
- Marian proposed a time for call in Q&As a week after the pre-grant webinar to help answer questions where they're stuck and the board agreed.

**Assessment Questionnaire Review/Next Steps**

- There were 13 responses. Many were from public libraries because the program was promoted on the MICH-LIB mailing list.

- Today the board will determine which institutions are ready for an assessment and which should attend a workshop first. After that, institutions eligible for assessments right away will be grouped geographically.
- Mark has the paperwork ready for the state to pay assessing archivists. Outside archivists doing assessments will need to register with the state.
- What do institutions receiving an assessment need to have? There should be minimum requirements in terms of amount of archival material of historical significance (local/regional is fine), staff or dedicated volunteer to work with, public access by appointment all year, adoption of at least some policies and procedures.
- The board needs to do 20 assessments this grant cycle. Proposals for next year's regrant money are being evaluated by NHPRC in the next few weeks.
- Marian suggested trying to reach out to museum professionals as referrals for institutions that might not have much archival material to work with.
- Institutions that are routed to a workshop will automatically be queued up for an assessment after the workshop.
- Argus Museum: This institution is part of the Washtenaw County Historical Society. It's located in the old Argus Manufacturing building on West Street in Ann Arbor. Argus was a nationally-significant camera company, so historical significance is there. **Ready for assessment.**
- Crystal Falls Museum: Open year-round, has policies in place, has regular volunteers. **Ready for assessment.**
- Mackinac Area Public Library: The institution has no staff or resources. Cynthia suggested offering an assessment to get a report to use to advocate for the collection. Marian has worked with the librarian there in the past and is willing to work with her going forward. **Offer an assessment. (Marian)**
- Quincy Mine: No public research hours, but possibly open by appointment. Lindsay Hiltunen is on the board of directors. The institution has 400 cubic feet and may also benefit from connecting to the Michigan Museums Association. **Offer an assessment.**
- Grand Rapids Public Library: The institution may benefit from an assessment report to help set priorities and advocate for the collection and apply for grant funding. **Offer an assessment. (Cynthia)**
- Commerce Township Library: The institution may benefit from an assessment report to help advocate for the collection. **Offer an assessment.**
- Milan Public Library: Much of the collection seems to be published material and there's not an indication of solid understanding of archival practice **Route to workshop, then assessment. (Cynthia will call to find out more about their collections.)**
- Big Rapids Public Library: Most material seems non-archival, but we need to know more. Mark will reach out to Melinda Isler about contacting them to get more information. **If collection has archival material, offer an assessment. (Mark will call Melinda.)**
- Putnam Library: **Call and route to a workshop and offer an assessment.**
- GAR Museum: Institution has archival collections, staff, open hours, and at least some procedures. **Offer an assessment.**
- St. Clair County Library: Staff has done basics workshop, institution has local government records. **Offer an assessment.**
- Charlotte Library: Most likely a mixed archival/published collection. **Route to a workshop, then offer an assessment. (Cynthia will call.)**
- Gary Byker Memorial Library: **Offer an assessment. (Ask Annie Benefiel)**

- Cynthia will reach out to potential assessing archivists with a group posting first, then with individual asks.
- Mark will draft document for recruiting assessing archivists and create a report template.
- Mark, Jess, and Andrea will revise the workshop materials. Webinars are set for December 6 and 11. Registrations can be done through JotForm.
- Mark will reach out to Larry about how the board plans to move forward with workshops.
- Final assessment reports should come from the SHRAB.
- Promotional stickers and buttons for the Save Michigan History program were suggested

#### **Web Update**

- An Archives student assistant will work on updating the website, but she needs content. Mark will work on drafting that.

#### **Board Member Updates**

- Kevin Graffagnino's term is up as of December 31. Lindsay Hiltunen from Michigan Tech will be joining the board on January 1.

#### **2019 Meeting Schedule**

- Mark will send out proposed dates for next year's meetings.

#### **Adjourn**

- Meeting adjourned at 12:45.