

**Michigan State Historical Advisory Board Meeting**  
**January 11, 2018**  
**Michigan History Center**  
**MHC Board Room, 5th Floor**  
**10 a.m. to 12:00 p.m.**

Present: Mark Harvey, Sandra Clark, Tawny Ryan Nelb, Kevin Graffagnino, Jim Cameron, Nicole Smeltekop, Cynthia Ghering, Jessica Harden, Andrea Gietzen

Call to order at 10:12 am.

**Approval of Minutes**

- Minutes were distributed electronically last week. Minutes were approved unanimously.

**2017 Save Michigan History Final Grant Update**

- The final report is due at the end of February. Mark plans to have it done at the end of January.
- Most of the goals were achieved working with the three grantees accepted last year.
- The project had the biggest impact in Lathrup Village. A graduate student cleaned all the files per Tawny's assessment. The graduate student also re-folded them and moved them to new filing cabinets. It was a perfect example of a hidden collection. Mark helped them make a connection with the Bentley in the event that the historical society is ever unable to maintain the records. Access is one day per week and by appointment. The society is responsive to requests for appointments.
- Discussion about whether Lathrup Village might apply for a follow-up grant for promotion is tabled until the discussion of the next board partnership grant.
- Cynthia suggested connecting Lathrup Village with Wayne State to potentially work on description and catalog records.
- MSHRAB previously had a goal of creating a statewide catalog, but this may be less important now that WorldCat and ArchivesGrid allow for filtering and searching by location. There may be a way to partner with the Library of Michigan to use MeL.
- The Reuther has a grant for a two-year project to create a statewide portal for archival metadata.
- Archives staff scanned the City of Dexter's city council minutes and sent the files to the city clerk. The digital files have been put online and the city transferred the original volumes to the Archives.
- Jess and Andrea conducted a basics of archives workshop for the Saugatuck-Douglas Historical Society.
- Mark did a series of workshops with local government agencies, including treasurers, county clerks, and probate registers.

**2018 NHPRC/MSHRAB Board Partnership Grant Update**

- Mark distributed the latest e-mail from Dan Stokes and the budget as submitted. Mark had planned on rewriting the budget, but held off because of funding contingencies at the federal level.
- The board may want to plan on a way to move forward using match funds until there is more clarity on the actual grant funds.

- Because the board was offered partial funding of \$25,000, one way to move forward is to just do assessments for one year. (This was suggested by NHPRC.)
- If the board re-envisioned the project, Mark suggested potentially opening it to local government agencies.
- There was a discussion about whether local governments can get matching funds and it doesn't seem likely.
- The timeline for this year may make it difficult to actually re-grant money in a responsible way.
- The original plan was to have a year-long assessment/workshop period, followed by a one-year re-grant program for organizations that completed the assessments and workshops.
- The Archives may have to augment the salary of the proposed project archivist who would be doing assessments.
- Shortening the length of time of the grant may make it difficult to find someone willing to take the project archivist job. It would likely take two months to get someone hired.
- A suggestion was made to use state or foundation funding to do the re-grants. Previous projects used Michigan History Foundation funds.
- It might be possible to have the project archivist position be a contract position. The board could figure out how many assessments and what the requirements are and request bids. The board would then commit to making grant money available for the second year regardless of NHPRC funding.
- Mark proposed revising the proposal and budget to fit the \$25,000 award amount so the board can start the internal work to get things started.
- It was suggested to reach out for donations to the Michigan History Foundation specifically designated for grant projects for local organizations.
- Sandra suggested doing press releases/publicity on this year's project along with an appeal to donate to a specific fund for future grants.
- It might be possible to use matching funds to advertise through the Historical Society of Michigan. It was also suggested to propose an article for Michigan History Magazine. The board might also collaborate with the Library of Michigan because local public libraries have collections.
- Tawny suggested applying for family foundation grants because the stock market has led to them having additional funds this year.
- The board needs to find a way to sustainably fund a Save Michigan History-type program.
- Mark will revise the existing 2018 grant to meet the awarded amount and focusing that on the assessment portion for year one.
- Previous year projects need to be highlighted and research needs to be done to create an ongoing SMH fund/endowment.

#### **NHPRC Board Programming Grant Application for 2018-2019 (due June 14, 2018)**

- Cynthia volunteered to help lead the writing of this grant. She suggested writing some language that can be used in all appeals for funding. Tawny and Mark will be on the subcommittee.
- The board could use this grant to request funds for the re-grant portion of the 2018 grant and use the fund suggested above if the grant doesn't come through. Mark suggested asking for money to administer the program as it expands. States can ask for up to \$70,000 for two years or \$50,000 for one.
- Sandra suggested making a larger ask, committing to finding \$10,000 for re-grants no matter what, and putting this commitment into the application. The application could be to increase re-

grant funds and to build the Save Michigan History fund program with resources (publications, video shorts, social media, etc.) to do fundraising more effectively.

- Mark suggested considering having some or all Michiganology proceeds go to SMH.

### **NHPRC Federal Budget Update**

- This has been covered in previous discussions.

### **Board Member Updates**

- Archives of Michigan staff are working on initiatives related to local government records and electronic records. The Archives is working with staff at the Department of Agriculture and Rural Development to scan and preserve permanent intercounty drain files. The end result will be less handling of the originals and faster access for state and local officials. Jess has moved into a new position as state government records archivist and Andrea has moved into a new position as local government records archivist. The State Court Administrator's Office revised retention schedules in 2017 and the Archives will be transferring probate court estate files from all counties. Andrea is managing the transfer project.
- The Archives is closing in on a year of doing a weekly segment on Michigan Radio's Stateside program.
- The Archives is very close to awarding a bid to a design firm to revamp Seeking Michigan, including a migration out of CONTENTdm and into Preservica. Seeking Michigan will also include educational content.
- Tawny is working on another book. It started out as her master's thesis. It is about Josiah Vincent Meigs, the inventor of the monorail system and member of the First Black Light Artillery Battalion.
- Jim has been working with the Governor's Council for Holocaust and Genocide Education and has been in touch with staff at the Holocaust Center in Bloomfield Hills and is willing to facilitate contacts for the board. The Michigan Oral History Association is picking up steam and Jim is trying to put a project together with the City of Saline to preserve marionettes and backdrops donated to the city.
- The Clements is gearing up digitization efforts and has a book on early Americana collectors coming out next month. It also recently acquired a large Native American photograph collection. It mostly covers areas west of the Mississippi.
- MSU Archives self-published a book based on previous exhibits and blog posts. It recently and got media coverage based on press releases. Volume 1 is campus and traditions, volume 2 will be about buildings.
- MSU is hosting more SAA workshops—MPLP, arrangement and description for photographs, arrangement and description for audiovisual material, and tool integration from SIP to DIP. They've started migration to Archives Space and have started procurement on Preservica.
- MSU is creating video oral histories of African American students and faculty and will be putting them online.
- Dr. Clifton Wharton transferred 500 boxes of his and his wife's papers to the MSU Archives. There will be two future transfers and they are personal rather than official papers.
- MSU will be hiring a records manager to replace Hillary Gatlin who accepted a job at Duke.
- MSU Libraries has a digital projects lab that will be opening soon. There will be open houses in early February.
- MSU's director of libraries is retiring at the end of June.

**New Business**

- The Michigan Alliance for the Conservation of Cultural Heritage is seeking new board members. Cynthia will reach out and ask about what the organization is planning to work on.
- Mark passed out 2006 whitepaper on Michigan's local government records. The Archives of Michigan needs more capacity to deal with them and the State Court Administrator's Office has agreed to look at a proposal to initiate a filing fee to fund a larger local government records program within the Archives and build storage capacity. Local government records are a legislated responsibility for the Archives.

Meeting adjourned at 12:30.