

## **Michigan State Historical Records Advisory Board Meeting**

**September 25, 2014**

**Michigan Historical Center, Lansing, Michigan**

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

Present were: Sandra S. Clark, Director, Michigan Historical Center, Mark Harvey, State Archivist, Nicole Garrett Smeltekop, Archivist at Michigan State University, Dr. J. Kevin Graffagnino, Director, William L. Clements Library, University of Michigan, and Mary Jo Remensnyder, recording Secretary.

Present by Conference Call: Patrice Merritt, Executive Director, Detroit Public Library Friends Foundation.

### **Approval of Minutes**

Patrice Merritt made a motion to approve the minutes of June 12, 2014. Nicole Garrett Smeltekop seconded the motion. The minutes were approved.

### **Strategic Plan Final Draft Review**

Patrice Merritt made a motion to approve the Strategic Plan as it is, she said it is very clear the way it is written. J. Kevin Graffagnino, Sandra Clark, and Nicole Garrett Smeltekop all approved the Strategic Plan.

### **Board News Updates**

Patrice Merritt will be resigning in November, 2014. Mark Harvey asked if we can discuss obtaining new members for the Board. Sandra Clark asked if the five we have are in the Executive Order. If so, we will request an upgrade of our laws "corrections" will be done, and we can ask at the time of a new Executive Order being done for FY 2015. Sandra Clark asked how many would we want to have total? We all agreed that ten to twelve would be good. Sandra Clark said the Senate and House like to appoint 1 member.

### **Web Site Update**

Mark Harvey reported that because of several various projects in the Archives, we have not had much time to devote to the Web Site. Nicole Garrett Smeltekop offered to help with the Web Site. Mark Harvey said most of the links need to be completed so that they connect to information. Mark Harvey asked if we could have another draft in two to three weeks, and that we also need a logo, not just the block letters of (MSHRAB).

## **Board Partnership Grant**

The Board Partnership Grant was submitted at the end of August. It should be reviewed by late December and we will be notified by January, or March at the latest.

Nicole Garrett Smeltekop said NUCMC will be able to help us—we can send a finding aid. Nicole also said that NUCMC uses their own OCLC account number for the repositories. When we worked with the Burton Historical Collection it wasn't a problem, they had their own account. Mark Harvey asked if we can provide links in the "notes" field? Nicole Garrett Smeltekop said if we have a finding aid they could find us that way. We have asked for a total of \$36,000 or \$38,000. Mark Harvey asked if we did any cataloguing in Shiawassee County? Nicole Garrett Smeltekop will see what fields she used.

J. Kevin Graffagnino asked if we might call Larry Wagenaar (Executive Director, Historical Society of Michigan) for advice? Sandra Clark said that Barry James and Troy Henderson might be able to work with the Marquette County Museum. Mark Harvey said we still have \$1,000.00 available we could use for this project. Nicole Garrett Smeltekop communicated with Larry Wagenaar—a form would have to be developed for the organization to fill out.

Mark Harvey said we can discuss this further at the November 13 meeting. We discussed "Archives Space" a web-based application that explains multiple repositories, collection management systems, finding aids, MARC records, and how to import and export MARC records. Mark Harvey asked Nicole Garrett-Smeltekop to do a live demonstration of this. Nicole Garrett-Smeltekop is using "DACS" – Describing Archives a Content Standard manual, that people can use in our Archives.

Sandra Clark noted that Fishtown in Leelanau county have a lot of oral histories collected. Mark Harvey said that oral histories would be a good one to work with and said perhaps the Historical Society of Michigan could be the administrator.

## **Meta-Data Project**

Patrice Merritt said that the Detroit Public Library will launch in ten days a new Meta-Data project, the presentation is stellar and it is a magnificent new project, 60,000 images have been uploaded. Motor City has given an additional \$13,000 for this project. All of the information at the Wayne State University server is now on the Detroit Public Library system.

## **Advisory Group Teleconference Agenda**

Mark Harvey said the next phone call will discuss:

- Advocacy topics
- Getting the website up and running
- Disaster awareness
- Grant opportunities

Mark Harvey said we don't want to overwhelm the group with too many topics to discuss on the phone.

J. Kevin Graffagnino asked if this includes references that they can call? Mark Harvey is working on that now. J. Kevin Graffagnino said a list would be helpful to small historical societies that could use this list to call for help, if we had a list of (20) volunteers that could visit sites for water damage, records management. This would be something we could share with the Legislators to show that the Archives helped an organization with a crisis they had.

Patrice Merritt shared that Southeast Michigan flooded recently and she posted on "Genealogy.com" information where someone could call for help.

J. Kevin Graffagnino said if we were notified of a fire or flood at an Archive or University, we could make some calls to them to offer Archival help.

### **SNAP Grant Discussion and Planning**

Mark Harvey passed out a folder to everyone that is a submission for review for a SNAP grant from Michigan State University for them to digitize historical records. Mark Harvey asked the Board to fill out the evaluation and fax it back to us. After some discussion, Mark Harvey said that Nicole Garrett Smeltekop will not evaluate this submission, since it would be a conflict of interest as she works at Michigan State University. The deadline is in two weeks.

### **New Announcements**

Patrice Merritt reported that approximately two years ago the Coleman Young papers came in to the Detroit Public Library (1,250 total). This project is coming to a conclusion. The Friends of the Detroit Public Library re-boxed this material and it was all moved to the Main Library and put on shelves. In January 2015 this should be complete, and there will be a public event on May 21, Bill McGraw, Bob Berg, Dennis Archer will be in attendance. Mayor Duggan will be the Master of Ceremonies.

J. Kevin Graffagnino asked if it was possible that Governor Rick Snyder could send his papers out of the State of Michigan? Mark Harvey said yes, that they could be sent out of State.

Mark Harvey said that in mid-September Frank Kelley contacted him and wants to donate his papers to the Archives of Michigan. Mark Harvey asked Sandra Clark if she might be able to determine if Senator Carl Levin will donate his papers to the Archives of Michigan?

Mark Harvey said that Mark Bowden helped us to connect with the City of Detroit to help us acquire residential/commercial property assessors cards, going back to 1900. Mark Harvey said we have been working with the *Detroit News* to acquire historical materials.

### **Miscellaneous**

Mark Harvey said that Eric Nordberg resigned from the MSHRAB and joined the Michigan Humanities Council in May of 2013. In the last month, he has accepted a Director position at the Walter P. Reuther Library in Detroit.

**Confirmation of Board Meeting Dates**

The next date of the board meetings to put on your calendar will be:

November 13, 2014

The meeting was adjourned and had lunch at 11:45 a.m.

Respectfully submitted,

Mary Jo Remensnyder, Recording Secretary