Michigan State Historical Records Advisory Board Meeting
December 16, 2021
Michigan History Center
Zoom Online Conference
10:00 a.m. to 12:00 p.m.

Board members present: Cynthia Ghering, Mark Harvey, Sandra Clark, April Maycock, Marian Matyn, Lance Werner

Staff and visitors: Andrea Gietzen, Jessica Harden

Call to order and welcome
- Call to order at 10:03 am

Approval of June 17, 2021 minutes
- Minutes were sent via Basecamp yesterday.
- Marian moved to approve, April seconded. Minutes were approved.

Review 2022 meeting schedule
- The board typically meets on the 3rd Thursday of March, June, September, and December. Given the delayed start of the 2022 grant, this schedule makes sense. Proposed dates are:
  - March 17
  - June 9
  - September 15
  - December 15
- Mark will double check on whether this is the end of Marian's term.
- MAA is June 16-17, so a different date might be better for June. The board will meet on June 9 instead.
  - The call for proposals has gone out, Mark will check on the due date. If there's still an opportunity to apply, it might be a good idea to present about SMH. There may still be an opportunity for a poster presentation.

New Business
- Dan Stokes has requested that two board members review four NHPRC grant applications. Mark is going to be one reviewer, but we still need one more volunteer. Applicants are Niagara Falls Public Library, Adirondack Historical Association, Virginia Polytechnic University, and Wayne State University.
- Mark will coordinate with Cynthia and Marian offline.

Basics of Archives video series
- Videos were shared through Basecamp and are a showcase in MHC's Vimeo account. They'll be syndicated and redistributed over the course of next year.

2022 board partnership grant logistics
- The start date has been delayed due to federal budget delays. The board has the opportunity to change the timeline, but may not need to given HR logistics for hiring the visiting archivist. The delay would allow the board to make the position a limited term historian position through the

State of Michigan. The position would be part-time with benefits. If it starts March 1, the position could average 25 hours/week.

- A suggestion was made to start working on position description and interview questions in January for posting in late January and a start date of March 1.
- The interview panel needs to include some state employees, but board members can also participate.
- A May or June start date might help for recruiting new graduates. This might be feasible if the board does prep work to allow the visiting archivist to hit the ground running.
- The grant narrative has us committing to working with three organizations. The narrative language is somewhat vague and could allow for public libraries, historical societies, or local governments.
- The board will need to distinguish between what the archives already does for local governments and what their projects might be.
- If a grant employee starts March 1, 2-4 weeks of onboarding time will be needed.
  - The board wants the visiting archivist to be prepared, but can't send a staff person or board member with them every time.
- The board would help with online application for institutions and promotion in the gap before the visiting archivist starts. Ideally, the three institutions would be selected by the time the visiting archivist starts.
- A suggestion was made to start contacting institutions now to find out where they stand with covid, etc. Ask if they're interested and have staff available to participate. What are their contingency plans?
- The board could likely put out a survey related to the above questions by early January.
  - It would be an opportunity to describe what the board wants to do and get feedback on whether people are interested.
  - It can serve as a basis for a contact list when it's time to apply/get further information. (Require them to fill out and return survey.)
  - Preface the whole thing with "this is a three-question survey and will only take a few minutes."
  - Archives staff will draft internally and will share out for feedback before the holiday.
  - The board will wait until January to actually send to institutions.
- What is the board using for contact lists?
  - Professional associations
  - Listservs
- An upcoming step is to look at application from past iterations of SMH. In the past, people could apply for regrants from the start. This version has a fuller assessment/education process with a small regrant at the end.
  - Webinar to outline specifics about their responsibilities and what we will do.
  - Should be easier now that people are used to online meeting platforms.
- If the board will select institutions by April 1, webinar would need to be in early February.
- Previously, the program was limited to institutions with less than 500 cf. in their holdings. Would it make sense to limit the project size instead?
- It wouldn't be a problem if institutions don't have collecting policies, etc., because that's what we are helping with.
- Should the board do site visits to make our selections? It was agreed that this might be necessary.
- The board needs a stronger web presence before sending out applications.

- A suggestion was made to have different tracks for projects/assessments—policy and procedure, collections care, risk mitigation
  - Institutions need basic how-tos/blueprint for where to start
  - What is the trigger to allow local government projects?
    - Risk to collections?
    - Need to account for readiness—does the agency have resources to carry out a project with our help?
  - Need to change messaging based on audience
    - Local government=readiness and risk
  - Need non-government institutions to describe what their collections are so the board can determine if they need to be preserved.
  - Some institutions in the past needed help with appraisal.
  - Others may need help with what to do when a collection is inherited, how to make a case for keeping/caring for collections, how to safely exhibit material, and when digitization may or may not be appropriate.
- Include everyone from the last couple of grant cycles.
- Proposed timeline working backward: selection/pre-visits April 1-April 15 at the latest, application deadline March 15, webinars February 8-10, applications out February 1.
  - Next steps: draft survey, redraft application with new subsets of categories. Mark will work on survey, Cynthia will help review previous application. Everyone can see/review the application on Basecamp.

Board member updates
- Board members gave updates on planning and changes at their institutions.

Adjourn
- Cynthia moved to adjourn, Lance seconded. Motion passed. Meeting adjourned at 11:22 am.