

State Historical Records Advisory Board Meeting

Thursday, February 16, 2023, 1:00PM

(Online)

Present: Bernadette Battle, Heather Bollinger, Kimberly Curtis, Audrey Davis, Zach Hottel, Steve Landes, Brittany Jones, Lori Ann Terjesen

Absent: Katherine Gruber, Josh Howard, Sara Townsend

Guests: Greg Crawford

Introductions

Chad Owen began the meeting with greetings and introductions of all present.

Message from State Archivist

Recently appointed State Archivist Greg Crawford introduced himself, described his experience with Local Records at LVA and the Circuit Courts Records Preservation grant program, and expressed excitement to be working with SHRAB going forward. Heather Bollinger and Steve Landes, having worked with Greg through the CCRP, enthusiastically welcomed Greg to his new role.

Proposed NHPRC Programming Grant

Chad Owen noted that the grant application was incomplete with the deadline looming and so we would not be able to progress with the grant project this year. There were many factors involved in this, largely the board all being heavily occupied and only learning of the deadlines being moved up from April/May to Feb/Mar as of December. Chad noted that it was an ambitious move on the part of the Board, which was not necessarily a bad thing, but perhaps it was better that we discovered that we were over-reaching via the application process rather than once we moved to actually try to screen our own grants.

We will re-commit to completing the grant application for the following year, and we will move to start the application earlier – October is penciled in to begin the work, rather than December.

Next Steps

In lieu of the grant project, the Board discussed several options for shifting to education and outreach for this year. After a period of brainstorming with particularly good ideas

being put forth by several participants (I would particularly acknowledge Lori Ann, Zach, and Greg), the Board put forth this tentative timeline:

- a. By March 15: Put together a list of survey questions to be sent to the commonwealth's repositories concerning preservation issues in particular
Some sample questions floated:
What is your level of proficiency/comfort in conservation/preservation in your repository?
What is your greatest concern: mold/mildew, water damage, lamination/cellulose acetate, poor temp/humidity controls, insect damage, etc?
What are your perceived educational needs for your staff?
- b. Late March: draft survey sent out to all members
- c. April 13-14: SHRAB meeting to polish up and ratify a survey
- d. May: Send survey out to repositories as part of Preservation Month activities
- e. June: Collect survey responses and coalesce into narrative
- f. July: Host roundtable (live/virtual) for repositories in which the survey results are discussed and other ideas and concerns are laid out
- g. August/September: Collect findings and coalesce again
- h. October: For Archives Month, host a "State of the State's Archives event" (live/virtual) with the SHRAB (probably with Greg) presenting on their findings from the survey and the roundtable
- i. October into January: Use findings from survey, roundtable, and State of the Archives to begin building the next grant application

For all of these steps, we discussed taking advantage of the LVA's social media presence to attempt to increase our profile and bring attention to these efforts.

Next Meeting

We penciled in April 14th for the next Board meeting, possibly at the Women's History Museum at Lori Ann's kind invitation. Shortly after the meeting, Lori Ann contacted Chad to say that the Museum had another event on Friday the 14th, but they could host us on Thursday the 13th, or for another future date.

Before the end of February we will send out another email to Board members to pin down optimum dates for the meeting and, if the 14th is the best date, to solicit a location – NHPRC guidelines ask for alternate meetings to be held outside the state library, so considering our December meeting was in Fairfax, LVA could host in April and we could look to Lori Ann or another location later. Please check your calendars.

Adjournment

There being no further business, the meeting was adjourned at 1:55pm.

Committee Assignments

Grants: Chad Owen, Lori Ann Terjesen, Kim Curtis, Sara Townsend, Katherine Gruber, Zach Hottel, Josh Howard

Education/Outreach: Chad Owen, Bernadette Battle, Brittany Jones, Kim Curtis

Preservation/Access: Chad Owen, Heather Bollinger, Sara Townsend, Katherine Gruber