Kansas State Historical Records Advisory Board

Meeting Minutes
January 21, 2015

Members Present:

- Audrey Coleman
- Duncan Friend
- Marcella Wiget
- Pat Michaelis
- Brenda Younger
- Jennie Chinn
- Margaret Hermstein
- Sheryl Williams
- Cliff Hight
- Lynn Ledeboer
- Matthew Veatch

Support Staff: Meghan Salsbury, Administrative Assistant

Call to Order: Marcella Wiget, 1:33 pm

Approval of Minutes: Margaret moved to approve minutes, Matt seconded, motion passed.

Agenda Topics

Review of budget and interim report

Interim Report

Marcella sent in report to Dan Stokes but has heard nothing back from him. She will check to ensure he received the report. Board members all approved of report.

Budget

- Discussion turned to reviewing the budget items from 2014.
  - Committed to two workshops per year – only did one in 2014
    - Pat stated the original idea was to do the workshops for groups that would not generally hear about digital preservation (libraries, public, etc.).
    - Board members agreed it would be hard to complete three workshops in 2015, but should try to present two this year
    - Could possibly do the same workshop in three different locations
  - May want to cut down the four hour digital preservation workshop so it is easier to present
    - General public could be 45 minutes then Q & A
    - Grant proposal is broad as to what audiences we want to target (professionals or general public)
    - Cliff suggested the board could try to present two general public workshops and one advanced workshop in 2015
• Audrey is doing some presentations for general public and veterans through the Kansas Humanities Council – cannot count unless we can co-brand it
  o Audrey repurposed content from digital preservation handouts
  o Maybe find a way to schedule a follow-up event
  o Could KSHRAB partner with Kansas Humanities Council? Someone could ask.
• Grant says workshops can focus on local historical repositories, local governments, and the general public
  o Pat wonders if there is a way to change focus of workshops – maybe create a website – to correlate with this KHC initiative?
  o Maybe aggregating things from various places online
  o We can do whatever we want in terms of audience with the workshops
• KSHRAB has resources that could help provide preservation instruction within this KHC grant opportunity
  o Would Erin be able to partner with Audrey in some way?
  o If there is already an identified audience, how could we piggyback on that?
    ▪ Follow-up workshop a month after event focused on digital preservation
    ▪ Handout or video using some of digital archiving workshop
  o Need to talk to KHC (Murl) about what we could do to become involved with our digital preservation content
    ▪ Try to get two or three workshops at same locations this year
    ▪ Matt or Pat will contact
  o Marcella - Eisenhower Library wants a workshop – we could do full half-day workshop there.
    ▪ Marcella will find out more information.
    ▪ Would be more advanced workshop

Review of Strategic Plan – Plan for 2016-17 State Board Grant
• Duncan – Can we find a way to connect with kids holding on to digital history (school projects)
  o Some way of making history real for younger generation
  o Need to be very realistic on what we can accomplish because of time involved – only have part-time support and time outside of full-time jobs
  o Connecting with schools can be a challenge
• Ways of connecting archives with K-12 educational projects (*Solution 3.3 – Facilitate communications between archives and K-12.*)
  o Can also be included in next grant application
  o Send out survey first to see what people would like to see (K-12 teachers and social studies method teachers)
  o NHPRC is pushing digital literacy – think through survey thoroughly for next grant period
  o Visit with Kansas Council of Social Studies, History Day Foundation, Education coordinators at KSHS
• Web-based training (webinar software) (*Solution 1.2*) – 2016-17 Grant
  o Can we “host” webinars rather than putting together our own?
    ▪ Work out a deal with SAA and their webinars
- Start getting contact information at conferences for follow-up and interest
- **Action Item – 2.1.3 - Creating information packets about the value of archives and their needs for organizations to use with their constituents, resource allocators, and the general public.** (2016-17 Grant)
  - Maybe work with Partners in History
  - Is there a more engaging way to do this?
- **Solution 2.2 – Provide Information on Funding Resources** on website
  - Meghan will get access to KSHRAB website in order to revamp and make less text heavy
- **Action Item – 2.3.1 – Sponsor and staff booths at state wide meetings of professional organizations such as KLA, KMA and KCAA**
  - Everyone feels this has been a good way of connecting with people
  - Repurpose MPMA session for KLA
    - KLA proposals due? – last year it was mid-May
    - Should we do a booth and presentation for KLA and MPMA?
- **Disaster planning** (Action Item 2.3.2 – Create/participate in a network to respond to disasters in archival institutions.)
  - What were we planning to do with this?
- **Crowdsourcing?** – (Action Item 3.1.1 – Explore the possibility of “crowd-sourcing” to create cash match for grant.)
  - How would we go about doing this?
  - CCLA – Crowdsourcing Consortium for Libraries and Archives
  - [www.crowdconsortium.org](http://www.crowdconsortium.org)
- **Representative for KSHRAB at Partners in History**
  - Pat has been representing KSHRAB
  - Margaret is on board for Register of Deeds – can she wear two hats?
  - Audrey or Lynn? – could be more than one person? Audrey will think about it since she is closer to Topeka where meetings are held
- **Connect with other SHRABs at MPMA or SAA**
  - Web-based training?
  - Developing content or SAA workshops that are sponsored by multiple SHRABs
  - Meghan can review other SHRABs webpages to see which ones are active

### Participation at conferences in 2015
- **Vendor booths still helpful**
  - Give away items – pens, magnets, sticky notes, etc.
    - Candy
    - Pencils and sticky notes
  - Cliff would like sharpener swag (via Audrey)
    - Kansas shaped eraser with KSHRAB logo
    - Cliff is in charge of looking into sharpeners and other swag items
- **Do we want to participate in all conferences? (4 so far)**
  - Booth at MPMA and KMA to be contact after session presentation
- Check on costs (Lisa Dodson at KMA)
- Will have to pay for presenters ($100/person)
  - Four conferences are all geared towards different audiences
    - Suggested that KSHRAB only have booths at ROD, KCGS, and Ancestor Fair – just sessions at KMA/KLA due to costs associated with joint conferences

2016-17 Grant for SHRAB (Recap)
- Solution 3.3 – Facilitate communications between archives and K-12 (K-12 and college instructors)
  - Survey of educators
  - Preliminary step to see what we could provide that is not currently provided
- Exploring webinar options
- Re-grant program
  - Administration?
  - Cost matching that we cannot meet many times
- Partners in History – some type of workshop, webinar, or training that would be more than just records but looking at preservation in general
- Think more on education and training
  - Quick and dirty ways of digitizing
  - Look more at access rather than preservation
  - How can you save your items
- Smaller counties out west getting records digitized
  - Would be about money – no organization has
  - It would be hard to get involved
- Matt and Marcella work on rough draft of grant proposal and then send to board
  - Try to focus on two or three goals or objectives per grant period
- Continuing activities and network from previous grant

Other Business
- Pat’s retirement party – March 9 – 2-4pm in Museum Classroom
- Do we need to get another member or two?
  - Brenda Younger and Anthony Crawford both resigned in last year
- Supposed to be 9 to 15 members
  - KAC – commissioners, administrators, clerks
  - Western KS is tough – is there someone from FHSU?
  - Community college – Cloud County Community College
  - Someone from KMA? Would Lisa Dodson have time?

Action Items
- Matt and Pat – talk to Murl about KHC events in Kansas
- Marcella – talk to MAC about Eisenhower Workshop, possible board members
- Cliff – swag
- Meghan – website, swag, update handouts
- Matt and Marcella – draft grant narrative

Next meeting will probably be a conference call in April or May.

Meeting adjourned at 4:00pm by Marcella