KSHRAB Board Meeting Minutes
March 31, 2016 9:00 a.m. – 12:00 p.m.; Conference Call
North Classroom, Kansas State Historical Society

Present for Meeting: Jessica Ditmore, KSHRAB Administrative Assistant; Cliff Hight, University Archivist, Hale Library, Kansas State University; Audrey Coleman, Senior Archivist, Dole Institute of Politics; Matt Veatch, State Archivist, Kansas State Historical Society; Joanna Hammerschmidt, Electronic Records Archivist, Kansas State Historical Society; Margaret Hermstein, Harvey County Register of Deeds; Michael Church, Digital Initiatives Coordinator, Kansas State Historical Society; Sheryl Williams, Curator of Collections, Spencer Research Library, University of Kansas. Absent from Meeting: Duncan Friend, Project Manager, Kansas Business Center, Information Network of Kansas

Call to Order at 9:09 a.m.

Workshops, Conferences, and Scholarships

Matt spent the first few minutes briefly covering information about upcoming conferences. Because of the number of grant applications that needed review, Matt proposed that the Board would take time during another meeting to discuss the KSHRAB’s potential Osher Lifelong Learning Institute course. Matt suggested that Joanna and Erin should hold a small meeting regarding Osher in early April, and then run their ideas through Matt and Audrey before the deadline in May.

Matt took a moment to reiterate that the April 2016 Topeka Genealogical Society Conference was taken care of – Margaret had already agreed to man a vendor booth for KSHRAB during the conference. The board agreed that another meeting should be called to discuss KSHRAB participation in the Kansas Council for Genealogical Societies Conference and the Midwest Archives Conference in the fall and the Register of Deeds seminar in June. Margaret suggested that Michael attend the Kansas Council of Genealogical Societies Conference to answer questions about Kansas Memory and digitization.

Matt emphasized that the board needed to talk more about the scholarship opportunities KSHRAB would provide throughout the rest of the year. The board agreed that they would begin offering scholarships for the summer or fall, but that a mechanism to apply needed to be created. Cliff questioned whether KSHRAB would bring in a SAA workshop and if KSHRAB could offer scholarships to Kansans who might want to attend. Matt agreed to the possibility and asked Cliff to look into SAA workshops that may be attractive to locals.
Kansas Digital Access to Historical Records (KDAHR) Grant Applications

Each member of the board expressed their satisfaction with the quantity and quality of applications that were received. Audrey requested that Jessica collect statistics concerning who applied for grants and their geographic location, as well as if they had received a loot crate. Matt also suggested that Jessica put together a survey for individuals who didn’t apply but had received a loot crate or had participated in the conference call to identify any obstacles in applying for a grant.

At this point in the call, the board went through and discussed each grant application:

Wabaunsee County Historical Society

Audrey summarized the Wabaunsee County Historical Society grant application. The application proposed to scan a collection of photos from the Louis Palenske collection, create a website, and share Davis Ranch photos with Kansas Memory. This application had received the highest score on the board members’ straw polls. Board members agreed that Wabaunsee had a strong application, but that it lacked photo-sharing permissions from the National Park Service, as well as resumes/CVs from key project leaders. Matt acknowledged the missing documents but added that we could ask for the information to be added. Cliff agreed that Wabaunsee’s acceptance should be reliant on additions to their application. Michael suggested that the board consider funding only part of Wabaunsee’s application (scanning and sharing the Louis Palenske archives rather than the Davis Ranch photos, since the latter had been scanned).

Motion: Matt presented a motion to provide the Wabaunsee County Historical Society with full funding ($2000), with the condition that they remove use of the Davis Ranch photos from their proposal. The motion was seconded and approved by the board.

Holy Trinity Orthodox Church, Overland Park, KS

Matt summarized the Holy Trinity Orthodox Church grant application. The church proposed to have a consultant scan and stitch together pages of parish ledgers and registers. All board members expressed enthusiasm about this proposal, particularly since it would build upon a project that the church was already doing. Michael emphasized that the biggest challenge with this project would be the scanning and stitching together of images. Matt reiterated that the ledgers and registers would be valuable to scan.

Motion: Matt presented a motion to provide the Holy Trinity Orthodox Church full funding ($2470) with no conditions. The motion was seconded and approved by the board.
Shawnee County Historical Society

Audrey summarized the Shawnee County Historical Society’s application. The Historical Society hoped to use grant funds to contract Scanning America to scan a collection of images from the 1951 flood in Topeka. Cliff stated that he was concerned with funding a project that focused on a single photo album when other agencies have larger collections. Matt and Audrey agreed that they had struggled with the significance of the photos in the Historical Society’s possession when compared to other applications. Overall, the board was pleased with the application and the way it was presented.

Motion: Matt presented a motion to provide the Shawnee County Historical Society full funding ($1354.12) and to require them to submit all of their photos for digitization. The motion was seconded and approved by the board.

Lecompton Historical Society

Margaret summarized Lecompton’s application, which was concerned with scanning over 300 school photographs from their collection. Audrey and Margaret were pleased that the Historical Society provided internships for KU graduate students and that scanning the photos would allow them to be taken off display and preserved. Michael stated that Lecompton’s application did not confirm the originality of their photo collection. Matt noted that KSHRAB should encourage applicants to contact major institutions regarding original material in future grant cycles.

Motion: Matt presented a motion to provide the Lecompton Historical Society full funding ($1975) with no conditions. The motion was seconded and approved by the board.

Margaret left the meeting at 10:23

Rosedale Development Association

Joanna summarized the Rosedale Development Association (R.D.A.) application. The R.D.A. wanted grant money to scan historic documents and photos and create an online finding aid. Board members agreed that Rosedale submitted a strong application, but Matt noted that they left out documentation on their scanning practices and standards, as well as any information about sharing the scanned images with Kansas Memory. Audrey remarked that their large marketing staff should promote and utilize the material well.

Motion: Matt presented a motion to provide the Rosedale Development Association full funding ($2500), with the condition that they supply more information about their practices/standards for scanning and sharing with Kansas Memory. The motion was seconded and approved by the board.
-This motion was re-opened when Cliff noticed discrepancies about their requested budget. The board decided that they would fund the amount requested for personnel, but not for the supplies requested.

*Matt presented a motion to provide the Rosedale Development Association with partial funding ($1800) to fund personnel expenses. The motion was seconded and approved by the board.*

-Available grant funds increased when Rosedale’s full funding was decreased to partial funding. The board decided that the Miners Hall Museum could benefit from a grant, if they submit revisions to their application.

**Miners Hall Museum**

Matt summarized the application submitted by the Miners Hall Museum. The application asked for grant funds to digitize materials (photos and other documents) to Kansas Memory. Board members agreed that this application did not contain enough information and that they needed to add a work plan for their scanning procedure and a detailed list of the types of materials that would be included.

*Motion: Matt presented a motion to provide the Miners Hall Museum with full funding ($1622), with the condition that they re-submit their application with more detail regarding the number and types of items they will digitize. The motion was seconded and approved by the board.*

**Lansing Historical Society**

Jessica summarized the Lansing Historical Society’s application, which asked for grant funds to hire a web designer. Audrey was concerned that Lansing’s plan for web design was not cost effective and was not sustainable. Matt agreed with this observation and added that Lansing seemed to be more concerned with web design than web content. The board members agreed that there were cheaper avenues to approach for web design purposes. Matt also mentioned that Lansing needed to elaborate on the technical details of running a website and provide a statement of work for the designer.

*Motion: Matt presented a motion to provide the Lansing Historical Society with no funding. The motion was seconded and approved by the board.*

**Grassroots Art Center**

Joanna summarized the application submitted by the Grassroots Art Center. The application requested grant funds to pay a film consultant to digitize video interviews in their collection. The board agreed that the Grassroots application lacked details regarding the content of the videos, the process of digitization, and the use of Kansas Memory. Michael stressed that the
application should have contained more information about the work that would be required of a consultant. Cliff suggested that the board request more information from the Art Center so they could apply during the next cycle. Joanna asked for clarification regarding why the board would not be comfortable asking for a revised application from the Art Center so that they could be funded during this cycle. Sheryl and Cliff agreed that, unlike the Rosedale application, the Art Center application lacked more than just basic details.

Motion: Matt presented a motion to provide the Grassroots Art Center with no funding. The motion was seconded and approved by the board.

Historic Wichita Cowtown

Sheryl summarized the Historic Wichita Cowtown application, which proposed creating a finding aid of images and manuscripts using Past Perfect software. This application lacked information about the number of images that would be digitized, and the utilization of Kansas Memory. Audrey reiterated that the scope of the application was too broad and Joanna worried that Cowtown was using the application as a way to purchase Past Perfect. Michael had concerns about the metadata they planned to use in the database, as well as the content standards they planned to follow. Matt and Jessica repeated that Cowtown was told to incorporate information about Kansas Memory sharing in their application, but had failed to include any information in their final draft.

Motion: Matt presented a motion to provide the Historic Wichita Cowtown with no funding. The motion was seconded and approved by the board.

Wamego Public Library

Michael summarized the application for the Wamego Public Library. The library requested grant funds to digitize Wamego newspapers on microfilm. Michael highlighted that the Wamego application was based on faulty assumptions (despite what the application stated, the Kansas Historical Society holds the master copies of Wamego newspapers on microfilm, and is working to digitize them). Michael also stressed that Wamego’s microfilm is not in the condition needed to be digitized, and that they did not communicate with KSHS regarding the collections that were already digitized. Additionally, Michael argued that newspapers were not eligible for KSHRAB grants because they were not unique and any copies held by other institutions were not quality images. The board unanimously agreed that the Wamego Public Library was not eligible for a KSHRAB grant.

Motion: Matt presented a motion to provide the Wamego Public Library with no funding. The motion was seconded and approved by the board.
Leavenworth County Historical Society

Matt summarized the Leavenworth County Historical Society application, which requested grant money to create a finding aid for an expansive glass plate negative collection. Board members agreed that Leavenworth County seemed more concerned with creating a finding aid for retail purposes rather than accessibility. Board members agreed that the Leavenworth County Historical Society was not eligible for a KSHRAB grant.

Motion: Matt presented a motion to provide the Leavenworth County Historical Society with no funding. The motion was seconded and approved by the board.

Matt summarized the motions and the amount that KSHRAB will award. The board voted to provide $11,221 of the $11,250 budget to six institutions. The awards will be announced April 25th -29th.

The meeting was adjourned at 12:04 p.m.