Kansas State Historical Records Advisory Board

Meeting Minutes
July 27, 2015

Members Present:

Jennie Chinn
Margaret Hermstein
Matt Veatch
Audrey Coleman
Cliff Hight
Marcella Wiget
Duncan Friend
Lynn Ledeboer
Sheryl Williams

*Michael Church also present

Support Staff: Meghan Salsbury

Call to Order: Marcella Wiget at 1:02pm

Approval of Minutes: Lynn moved to approve minutes from March 31st conference call and Margaret seconded. Approved unanimously.

Agenda Topics:

➢ Review of 2016-17 State Board Programming Grant (NHPRC)

Meghan covered the project summary and total budget requested from NHPRC. The total grant amount requested from NHPRC is $45,000 and the proposal included well over the required 25% match. Matt and Marcella covered more specific items regarding the two support staff roles and the reduced budget for support staff. This is due to the new grant guidelines that specify only 25% of the grant can go towards administrative costs.

Michael Church helped with the grant and regrant guidelines because of his extensive knowledge from writing the newspaper grants. He also helped get additional funds into grant for administrative support.

Opened it up for board member comments or questions. None asked.

We will not find out about amount of the grant until November, so beginning of 2016 will be busy getting the regrant project started. An in-person board meeting will be held to get everything organized.

Michael Church asked how the board intended to advertise the grants. The current plan is to use the board’s email lists, website, and regional library networks. Matt suggested the board do a webinar to let institutions know more about the program and application process (like NHPRC webinars).
Debrief of recent activities

The ROD Seminar was held in Wichita on June 2-4. About 90 people attended the event and about 50% stopped to talk to Meghan about KSHRAB at the vendor table. The seminar will be held in Manhattan the first week of June 2016.

The Kansas Council of Genealogical Societies yearly meeting was held on June 20th. Lynn and Margaret staffed the KSHRAB table. About 110 attended and 85% of the attendees stopped by the table to pick up information and/or talk. Lynn and Margaret ran out of supplies! Rescuing Family Records was very popular.

- Sticky notes went very quickly as well
- Challenge to help people understand the board as a separate entity from the actual Kansas Historical Society

Margaret said that organizers would really like KSHRAB to attend Wichita Gen. Society on October 10th. It is $25 for a table – Margaret will probably be there anyway and one other person could probably go to be at the table too (if possible).

- Maybe coordinate with KSHS to help cover table when Margaret needs to step away
- Comfortable with that set-up

Digital Forensics Reception and Workshop (June 15-16)

Both the Google Fiber Lounge and ESU-KC classroom were free to use and Cal Lee’s time was used as match plus he paid for his own travel, so the only costs for the events were for food items. Registration fees ($453) more than covered the cost of food, so the board actually made a little money from the event.

There were not many people at the reception on Monday afternoon, but that could be for one of two reasons:

- Reception was also free to anyone so not as compelled to come
- Thunderstorms rolled into the area just as the event began

The full-day workshop went well. There were 25 attendants and it was held at ESU-KC. It was a very diverse group, but it skewed towards academics/archives people.

Matt and Marcella were very pleased with workshop and the feedback was all very positive. We knew it was going to be fairly intense due to subject matter, but everyone seems to have enjoyed it. The BitCurator tools are simple and fairly easy to use, so everyone seemed to follow along fairly well.

The attendees suggested other workshop topics – basic information on digital preservation – in the follow-up survey, so we can use those for future events. The representatives for the Google Fiber Lounge and ESU-KC were also pleased with the events and would be more than willing to host other KSHRAB events in the future.
Upcoming presentations at KMA/MPMA and KLA/MLA

Audrey, Marcella, Jan (OK SHRAB), and Murl from Kansas Humanities Council will be presenting a session at KMA/MPMA on Wednesday, September 30th. The session will focus on funding activities for museums. Marcella and Jan will discuss NHPRC grants for archives materials and Murl will talk about KHC grants.

Matt and Cliff will be presenting with a MO SHRAB representative at the joint KLA/MLA conference in Kansas City. Their session will be similar to the KMA/MPMA session, but will focus on libraries and their archival materials. The session is on Friday, October 2nd. Cliff and Matt will meet and travel together to the conference.

KSHRAB will cover registration costs for SHRAB members (not Jan or MO rep) at both events.

The board will not have vendor tables at either event due to the costs for exhibitors at the joint conferences, but we will be at Wichita Gen. Society on Oct. 10th.

Any other events we need to be at this year? Matt will take sticky notes and pencils with him to the CoSA/NAGARA conference next week.

Board member digital preservation talks

Audrey spoke to the Central Rotary (20 people) in Lawrence. She presented more of a call to action than a how-to presentation on digital preservation. She passed out the flyer made for Archives Month 2014. Someone suggested partnering with Osher Lifelong Learning to hold workshop or maybe Lawrence Parks and Rec to present a class on this topic.

Margaret presented at two events, one at Hutchinson Library to a genealogical society and one to the south central district RODs. The first event went very well and they even published the flyer in their newsletter. The ROD presentation did not go over as well; they did not seem interested in the tips since they work with records so much. Margaret feels the topic is more suited for the general public.

Matt gave a short 15-minute talk to the main Lawrence Rotary (100 people). He spent 30 minutes answering questions after the event and felt the audience was very responsive to the topic.

The board agreed that they need to try to do a few more of these talks. Lynn and Cliff will both look into presenting a talk in their area. Matt suggested that they could use his or Audrey’s presentations if they wanted (Meghan will email them out).

Sherry has been asked to speak at Johnson County Gen. Society so she can try to pitch a short speech on digital preservation.

New board members

There are two positions on the board that need to be filled by the end of the year.
Matt will contact St. John city clerk (Margaret gave us her name) to see if they are interested in being a part of the board.

Any suggestions?

- Lynn tried to recruit someone from SCKLS but they could not do it right now
- Is there someone from FHSU that we could ask? Patty Nicholas

What type of people are we looking for?

- We used to have the Topeka city clerk, so that is why we were looking at St. John city clerk
- Maybe some from a regional library system who would have more influence past just one library — Sharon Moreland (SCKLS)
- Good to try to find someone from the western half of the state especially since we do most meetings via conference call or web-conferencing

Archives Month 2015

Ideas for a theme:

- Maybe not digital preservation (2013 and 2011)
- Access to records (go nicely with NHPRC push for access)

Cliff suggested it have a two-prong emphasis for professionals and users (public).

- Important for public to understand that records come from publicly supported archives even if they access them from commercial vendor (Ancestry.com)

Lynn suggested the idea of an “All Access Pass” – backstage pass or behind the scenes.

- “Where did this come from?”
- Where are the documents coming from?
- It could cover analog and digital records so we could still use digital preservation materials
- Focus on what is out there to support for preserving archives and records
- Focus on broader public for Archives Month and advocacy efforts
- Oral history?

Event/Workshop

- Work with Osher Lifelong Learning for workshop during October
- Open houses during the month of October just to see where the archives are at in the state
  - Could Cliff or Sheryl do that at their archives?
  - Get permission from their institutions
  - How coordinated do these need to be? Same day or just at any time in October?
  - Do an archives tour...to see all of them – same day or same week?
    - Partner with someone else?
    - Do short one minute videos of different institutions throughout state to see what is available at the various archives/historical societies (show their “super cool stuff”)
- Feature different institutions (archives hop) and have people go to those places on a specific day
  - Visit on your own to experience the archives
  - Just have a browsing tour
  - Get a little free item at each stop

Poster/flyer ideas
- “All-Access Pass” or “Behind the Scenes Access”
- **Passport book** whenever you go to a different institutions (virtually or in-person)
  - Little physical book with stamps at each institution
  - Get institutions from all over the state to participate
  - How do we coordinate that? How many do we want to include?
  - “Your Passport to the Past”
  - Could be continued from year to year as well
  - Gives them a physical book that gives them information on archives in various parts of Kansas – **start regionally in Topeka area** and move forward in next years to include other regions
- Only list a few within the passport book and then include empty pages as well for people go to other archives on their own
  - Allow people to bring materials to scan during their open house
  - Put it online in the Kansas Memory collection
- Use the KSHRAB member institutions
- **Moving forward with the idea of a passport book and All-Access Pass along (less coordination needed than open houses) and still make some one-minute videos to publish online**

➢ Other business

Six-month review and summary report to NHPRC needs to be done by end of July. We are doing well with the budget - $8,000 spent and $7,500 left for the year to cover:
- Support staff salary
- Conference Registrations
- Archives Month materials

➢ Action Items
- One page proposal for board to review (Archives Month)
- Interim report for Dan Stokes
- Registration for conferences
- Email Matt and Audrey’s Digital Preservation presentations out to board

➢ Adjourned at 2:26pm