

## State Historical Records Advisory Board (SHRAB)

### Conference Minutes

March 24, 2017

10:00 a.m. – 2:00 p.m.

**Board Members Present:** David Carmicheal, Nancy Avolese, Martina Soden, Sally Flaherty, John Paul Deley, Stacey Peeples, Heidi Mays, Heidi Abbey Moyer, Ben Goldman, Rachel Grove Rohrbaugh, Ed Galloway, Jim Beidler, Jack McCarthy

**Staff Attending:** Cindy Bendroth, Tyler Stump.

The meeting began at 10:00 a.m. David Carmicheal (DWC) welcomed the members of the Board and took roll call.

DWC reviewed the previous meeting's minutes and called for approval. John Paul Deley (JPD) asked to have the word "recused" on page 4 changed to "declined" and all agreed that the word change was appropriate. Approval of previous minutes was then unanimously passed.

DWC then gave an update on the State Archives.

- Jim Vaughan's upcoming retirement and the search for a new PHMC executive director.

- The new State Archives building is progressing and is slated to be finished in late 2020. The archives is working on acquiring the final two parcels of land.

- The State Archives is working on developing its "digital archives" program. DWC noted that the archives is moving away from Preservica and is beginning to test with Libnova, a European/South American company that is just starting to move in to North America. Pennsylvania is one of the first archival repositories to test Libnova. JPD suggested that the State Archives think about making a business model for digital archives that can be shared and implemented with county and municipal governments in the future.

- The State Archives and PEMA are going to host a disaster response training program to train State Archives staff, record coordinators, emergency response staff and others on how to assess and triage critical records during emergencies. Jack McCarthy (JM) suggested that we think about including the National Guard in this training because of their ability to mobilize and respond to disasters so quickly. He thought that Georgia had already trained a company of National Guard troops and would get more details to share.

- Charter Day celebrations were successfully held the last week and was attended by over 1,400 people. The Pennsylvania Charter and Great Law were on display for a week in the State Museum. Several legislators visited and were able to talk with DWC and other archives staff.

-Recent budget decisions will likely be cutting about \$700,000 from the PHMC budget. Cuts to arts and humanities programs in the federal government will likely also decrease the NHPRC budget as well. Everyone discussed what will happen if NHPRC goes away? DWC said that SHRAB would still be able to survive in some way no matter what.

-The Governor has appointed all members to the County Records Committee who will meet on April 10 to move forward with new PDF/A standards for county courts. This will allow them to store permanent and long-term records electronically. These standards will hopefully eventually be implemented in county and municipal governments too. The PDF/A standards have also been implemented in state agencies.

Cindy Bendroth (CB) then discussed the next Archives and Records Management seminar which will be held next October. She is hoping to have regional satellite viewing places. Viewing places only need a good internet connection and speakers. CB also asked for suggestions for speakers for 2-4 sessions. Multiple people suggested the "Bug Guy."

CB also discussed a SHRAB grant that is coming to an end this fall which has been used to fund the Archives and Records Management Seminar, a new poster on preserving family records, and the Archives Without Tears program, which will be held at Williamsport and Old Economy Village (Harmony) this June.

DWC then brought up new business items, beginning with the letter from Nancy Moses and Jim Vaughan responding to SHRAB's request for more funds. Moses and Vaughan said that new monies would require new legislation to be passed which was unrealistic at the moment. Instead, they are taking money from their preservation fund (\$200,000) and will be giving it to SHRAB to distribute it to local repositories and other groups. There was a long group discussion about how to best use this grant money:

-DWC said that this new \$200,000 will last for 2 years and that SHRAB needs to figure out guidelines and grant management practices.

-JPD asked if grant funds could be matched with grants from other sources. DWC thought this would be possible and has been done in the past.

-JPD didn't want this new money to be like old archives grants that went to individual repositories; he is interested in collaborative efforts that involve multiple repositories. Several others agreed. There was then a debate on whether it is better to have grants for individual repositories or groups. Rachel Grove Rohrbaugh (RGR) said that it is often difficult for smaller archives to get any grants and this SHRAB money might be their only opportunity. DWC agreed and said that it might be a good idea to have different categories of grants (small and large repositories, groups, etc.).

-JM brought up the Historical Society of Pennsylvania's (HSP) small institution hidden collection project and wondered if this could become a state-wide initiative and if grant money could help

get that started. DWC said maybe combine this with JPD's idea about matching funds/group grant applications. JPD added that this would require some sort of statewide network of repositories to assist, maybe something like the Philadelphia Area Consortium of Special Collections Libraries.

JPD asked if grants have to be approved just by SHRAB? DWC said yes. JPD then said that he thought the county and municipal records committees should be involved as well.

Ben Goldman (BG) asked about web archiving initiatives in the state. DWC said not a lot is going on at the moment. Everyone briefly discussed the possibility of digitization grants.

Sally Flaherty (SF) asked if grants were just for archives staff and their projects, or if education projects could be included. She also discussed teaching projects with primary sources to help citizens understand about their own personal documents (what they can save for future generations).

SF also talked about primary source instruction and training for archivists/librarians to help citizens become more literate with these resources. JPD passed out a project proposal for primary source instruction: "Teaching PA History with Primary Resources" from the Knight Foundation. SF said that there already are educational standards in place and that they need to be included in any SHRAB grant proposals of this nature.

JM brought up the HSP educational programs related to primary sources and that they could be a good starting off point for any future SHRAB grant proposals. Stacey Peebles (SP) mentioned that she gets interns from Temple University who are studying to be social studies educators. She gets these interns involved in archival projects so that they can incorporate archival resources into their teaching later on. Martina Soden (MS) brought up local history education projects in the Scranton area that incorporate archival resources.

Sally, Heidi Abbey Moyer (HAM), and JPD will work together to work on a 2 page grant application to the Knight Foundation.

Continuing with the discussion on educational programs with archival resources, DWC suggested that everyone think about tagging digitized materials with educational standards metadata so that teachers can find them easily and incorporate into classroom materials.

HAM discussed a Penn State project to get a "virtual reading room" set up and that perhaps this could be expanded to work all over Pennsylvania, not just for students and researchers at Penn State. There was then a discussion of involving the Power Library in this expansion.

SF brought up the fact that while many teachers know how to teach with primary materials, they often have trouble *finding* them. She suggested we think about grant proposals that help educators find primary materials.

SF and DWC discussed transcribing documents. With less handwriting courses in school, fewer people can read historical hand-written documents. BG said that this was a great idea and wanted to explore grants for projects that transcribe and do more with materials after they've been digitized.

There was then a group discussion of regional partnerships that could help educators and archival repositories work together. Everyone agreed that including educational regional centers, state libraries, PSU campuses, and PHMC sites were all important considerations. HAM also suggested Archives Grid as a possible way to network and combine archival collections across the states. DWC said everyone should think about a statewide archives network in terms of tiers. Getting cooperation of larger and better-funded repositories is a good first step, and then use grant money to include smaller repositories later because they don't have the resources to participate on their own. JPD also suggested using Archive-It to compile PA archives' websites into a single list of all state archival repositories.

\*\*Lunch Break

DWC- We will draft the guidelines for the grant money SHRAB has to give out SHRAB members are to send us the categories they would like to see for the grants. We will be working on the administrative end for who may manage the grants and a template contract.

DWC asked if the Board wanted to move forward in a grant proposal. No one objected. He reminded all that means they will help with it and asked how we would move forward.

JM Asked how the PA Historical Foundation (PHF) works.

DWC described PHF as a fund raising foundation that works with PHMC but is independent. The State Archives often runs our grants through them; however they do charge an 8% fee. He also said that whatever grant we have, they administer, but we do any hiring and supervise staff.

Discussion moved to JPD's proposal for a brown bag lunch with legislators. JB said he would be happy to participate and give some talks, HM said she could help with logistics, send email blasts, etc. If legislators could RSVP they could target what was discussed to their districts. It would be good to tie in the PA Historical Association and Preservation Pennsylvania. HM, JPD and JB said they would shepherd this program.

Discussion began on the document to send to the Knight Foundation. The Foundation's letter of intent is due April 4 (?).

JM thought that it may be difficult to get a proposal together about both the repository survey and the primary source teaching. Since this is only a 2 page letter of intent, the details could be determined later.

JPD will send links to everyone regarding the Knight Foundation. Their next calls for projects are on trustworthiness/information literacy.

DWC suggested the letter tell what SHRAB does, that members are from all over PA, which the SHRAB has a vision of using historical records in the class room to teach and assist in evaluating information. In order to facilitate this endeavor the SHRAB would like to get basic information on historical repositories to give teachers a place to find local resources. A small team will draft and then send around.

HAM asked if there were other statewide projects we could model. DWC said that we can look around to see. He did know that NY is doing a survey, they did one in the 90s but it became out of date and they are doing it again.

RGR asked about Online California. This is a place that repositories in Cal can submit data.

JM said Mellon Foundation funded his hidden collection project and they saw it as an investment into a model. They may be receptive to try something broader. Mellon needs to invite applicants. JM is going to send a letter to Don Waters as a letter of support for the SHRAB and we will write a letter backing JM's letter.

SHRAB members went around the table to talk about their institution:

Ben Goldman- PSU University Park, Digital Archivist. PSU has a new head of Special Collections. This will be an opportunity to change collection development policies, operational planning and shifting space in buildings. PSU received a CLIR grant to digitize their Labor Collection.

Jim Biedler-Independent Genealogist. Jim spoke to RGR question regarding the newspaper project. The third phase of the Project was doing foreign language newspapers which could not be done through the project before. Jim said he just wrote a book on Family history using newspapers as a guide. He writes a column called "Roots and Branches" for the Altoona Mirror and is now working on a blog. He expressed concern about newspapers/ publishers that go digital and what would happen to their content? He had read of an opposition newspaper in Turkey that had been raided and their digital archive was taken away.

Heidi Abbey Moyer- Penn State Harrisburg, Archivist/Humanities Librarian. Heidi finished a book on the 50<sup>th</sup> anniversary of the campus. They purchased a important collection that contains Arthur Stieglitz photos. She gave a talk at a women's conference in England on the Alice Marshall collection. She has been doing more archival instruction than library instruction. The school has increased 55% from 2001 and many international students. There has been a voluntary retirement initiative with Penn State so they are losing people. She has established an oral history program. HAM mentioned that the Lancaster Digitization Project is now the Digital Cultural Heritage

Jack McCarthy- Independent Researcher. Jack finished up the Small Repository grant and working with HSP in January. He is back to being an independent archivist/historian. He assists the Philadelphia Orchestra when they need a project done and is starting an archives for the Man Music Center

Martina Soden-Head of Reference for the Scranton Public Library. Martina has been active with the Lackawanna Digital Archives which is collaboration with Steamtown, the Public Library and the Historical Society as well as other small groups. They have applied for a grant to arrange, store and digitize a 101 year old women's group. They also have been working on a school project with the Scranton School District to encourage use of primary sources.

Rachel Grove Rohrbaugh- Archivist at Elizabethtown College. The College has a collection regarding the Amish and Brethren. Hoping to highlight collections to attract a more scholarly perspective on the Amish. Elizabethtown hosted a Shakespeare First Folio exhibit on the 400<sup>th</sup> anniversary of the folio. They are working on WWI programming, would like to have an exhibition conscientious objectors. Rachel is also the PA Caucus Representative for the Mid-Atlantic Regional Archives Conference.

Heidi Mays- Archivist for the PA House of Representatives. The House will be celebrating the 335<sup>th</sup> anniversary of the first session of the legislature. She has been working with the State Archives and State Library on this celebration. They are spending time educating freshman legislators. They have finished a revision of the Speakers of the House book. It will be available on line. Next is an update of Women in the House Book. They are transitioning from Archon to ArchivesSpace. They went to the Historical Society of PA to get the Penn Bible for the House Swearing in ceremony. It was later exhibited at the State Library.

Sally Flaherty- Social Studies Advisor for the PA Dept. of Education. In her role she advises and give instructional strategies. They do professional development for teachers. PDESAS.org is the curriculum website for the Dept. of Education. This has resources on collections and demonstrates how to use primary documents. They are looking into how to use primary documents not only for history but science and business. HAM asked if they work with school librarians. Sally said yes, but they needed to be invited in, they have teacher's institutes.

Ed Galloway- University of Pittsburgh, Director of the Archives Service Center. Pitt has had no library director for 2 years. They have someone in place to start May 1. Hillman Library will start a 5 year major renovation to remove asbestos and are looking at how to use the new space. They are considering moving the collections off site and using Hillman for instruction. Wikipedia visiting scholar did 65 new articles from the Pitt Archives. They have 2 new collections-Dr. Thomas Starzl and John Murtha. They are moving Historic Pittsburgh into Fedora and then DPLA but are having rights issues. They are using Fedora as the finding aid.

Stacy Peebles-Archivist at the Pennsylvania Hospital. The archives is upgrading the HVAC system and installing security cameras. In the fall there will be a WWI exhibit; Pennsylvania Hospital sent many Doctors into the field and also help with the Spanish Flu on the home front. They are starting a new branding campaign and she is working with communication officers on new ways to use the Archives and tell stories through social media.

John Paul Deley- Vice President & Director of Detre Library & Archives at the Heinz History Center. They are almost done with their renovations. The NHPRC grant they had for industrial

collections is almost complete and 2 collections are in DPLA. They have been having basic civics classes at the Center. They are working on podcasts of Veterans' stories, and preserving Synagogue records. In the past they worked on school archives and had 140 different school records for a snapshot of the schools in the area. They are active in the newly formed LGBT collecting group. They have the Allegheny county photo collection and hope to get some money to preserve and digitize.

Nancy Avolese-Retired. She wrote a book on Dr. Edward McCleery. He saved the last four wolf pups from elimination in the 1920s. Doctor McCleery started a Wolf Sanctuary in Kane. They built an educational facility in Kane, 8<sup>th</sup> graders worked on a historic marker.

HAM asked a question regarding transcription of oral histories.

Meeting was adjourned at 1:57.