

State Historic Records Advisory Board (SHRAB) Meeting
January 29, 2020 1:00 – 2:30
Teleconference-Skype
MINUTES

Participants: Adam Bentz; Carolyn Boyce; Richard Jenkins; Jack Ertell; Nancy Avolese; Rachel Grove Rohrbaugh; Jack McCarthy; Martina Soden; John Paul Deley; Jim Beidler; Ed Galloway
Absent: Jason Illari; David Schuyler; Heidi Mays; Stacey Peeples

Staff: David Carmicheal (PHMC) Cindy Bendroth (PHMC) Josh Stahlman (PHMC) Tyler Stump (PHMC)

David Carmicheal (DWC) opened the meeting at 1:00 and called roll. He then welcomed everyone and reviewed the meeting schedule: an overview of the State Historical Records Advisory Board (SHRAB), a discussion of PA Digital from John Paul Deley (JPD), and discussion of Historic Archives and Records Care grants (HARC) and call for reviewers. DWC also reminded all members that SHRAB is supposed to drive its own activities and can be as active as it wants to be (or not be).

DWC then reviewed the history of the SHRAB. Nearly every state has a SHRAB, Pennsylvania's was established in 1976 by Governor Milton Shapp. Originally, SHRAB members were appointed by the governor, but they are now appointed by PHMC commissioners. PHMC has 14 commissioners who oversee the PHMC executive director, Andrea Lowery, who is in charge of PHMC's five bureaus: the State Archives, the State Museum, Historic Sites, State Historic Preservation Office, and Management Services. The SHRAB is intended to advise the State Archives on historical records issues.

SHRAB's mission is to foster preservation and accessibility, and to promote awareness of historical records in Pennsylvania. In the past SHRAB major projects have included a historical records and repositories survey (1996), state action plan (2000), itinerant archivist project (2008), "Identifying and Recovering PA Public Records" pamphlet (2009-2010), "Archives Without Tears" workshop (2009-present), and Archives and Records Management seminar (1990s-present). DWC also discussed SHRAB member roles and responsibilities: encourage archives training through programs and presentations, promote accessibility, support professional development and archives programs, attend SHRAB meetings, participate in SHRAB activities, and assist with HARC grant reviews.

DWC mentioned that SHRAB is funded in large part by the National Historical Publications and Records Commission (NHPRC). Most state archives, including Pennsylvania, receive grant money from NHPRC. NHPRC established SHRABs to assist with and review grants submitted by repositories within each state.

Staff from the State Archives then discussed several current SHRAB projects in detail.

Cindy Bendroth (CB) spoke about the HARC grants. Two years ago SHRAB petitioned PHMC to reinstate funding for the archives grant program (it had been ended in 2009). PHMC agreed and granted \$200,000 over two years to the HARC grant program. The program has gone through 2 cycles as of today. 114 applicants have requested \$803,000 in grant funds, and 45 awardees have been given \$294,000. The most recent awards were decided last December. Applications will be taken from May 1 – Aug 3 this year. Josh Stahlman (JS) also mentioned that the HARC grants try to fund small repositories in the state and support a diverse array of collection types, conservation and digitization projects, and kinds of institutions. DWC also added that HARC grant awardees are encouraged to deposit any digitized records they create in the PA Power Library.

JS then discussed the Archives Without Tears (AWOT) workshop. It is a two-day training workshop held twice each year since 2009. Back then, many repositories in Pennsylvania, especially small and underfunded groups, had demonstrated a real need for training in archival basics. AWOT was created in response with the intent of being an affordable and accessible workshop for everyone. The workshop costs \$30 for two days of intensive training; the first day focuses on archival basics and the second on disaster preparation and response, digitization, and grants. Last year workshops were held in Hershey and Bradford County, and this year we're planning on Schuylkill and Somerset County.

Tyler Stump (TS) then spoke about the Archives and Records Management seminar (ARM). It is held in conjunction with Archives Month each October. The past four years the seminar has been held in the capitol building in Harrisburg with sessions in the morning and afternoon webcast live online. Viewership usually averages 300 total individuals in-person and online. Seminar topics cover topics that are relevant to records managers, archivists, and staff from special collections and historical societies. In recent years ARM seminar sessions have had an emphasis on digital preservation and best practices for electronic records. We've requested \$2,000 in funds from NHPRC for the ARM seminar next year with a \$1,000 match from PHMC. This is higher than previous years; SHRAB would like to expand the seminar, increase viewership, and secure more speakers who are experts in their fields. DWC said that the ARM seminar session topics for this year are undecided and asked for suggestions for topics and speakers.

Realizing that no one had introduced themselves in the meeting at this point, DWC paused and introduced himself and the State Archives staff on the call. He then asked each SHRAB member to introduce themselves.

DWC then moved on to cover travel reimbursement when SHRAB members travel to meetings. CB said that SHRAB currently has funding for one in-person meeting in this current grant cycle. Since there are currently 15 SHRAB members (up from 8 before), we are still working to determine how much funding will be available for members at the next in-person meeting. DWC promised to send more information to everyone close to the next meeting.

DWC brought up the State Archives' Scholars in Residence (SIR) program. It's an annual program where scholars come and spend about 8 weeks in the archives and receive a modest stipend for their travel and living accommodations during. The program currently accepts two applicants per year and receives about 20 applications. The program is run completely by donations. DWC asked if any SHRAB members would volunteer to review applications this year. Rachel Grove Rohrbaugh (RGR) volunteered and there were no objections from anyone.

DWC introduced JPD discussed PA Digital. PA Digital is an aggregator for digital record collections across the state and is the Pennsylvania hub for the Digital Public Library of America. DWC said that the State Archives only interacts with PA Digital through the State Library and asked JPD how he wanted SHRAB to be more involved with it? JPD said PA Digital could be a good way for SHRAB to promote cross-institutional partnerships and collaboration in Pennsylvania. SHRAB should be encouraging participation in PA Digital, and perhaps could use the HARC grants to incentivize participation? JPD also suggested that a few SHRAB members attend the upcoming meeting of PA Digital in Harrisburg (March 23) to introduce SHRAB and propose cooperating together. JPD would like to get put on their meeting agenda. DWC asked for a motion to support JPD's proposal. There was a motion which was seconded and unanimously approved. Martina Soden is a member of PA Digital and will be at the meeting; Richard Jenkins (RJ) volunteered to attend too.

JPD email to be posted in minutes *

DWC moved on to discuss HARC grant recipient visits. Now that awardees from the first cycle of this grant have received their funds and are in the middle of their projects, he would like SHRAB members to travel out to some of these repositories to see how they are doing and encourage them in their work. DWC will send out a list of awardees, locations, abstract of project, and contact information. If anyone is able to visit an awardee, DWC asked if they would write up a paragraph report which would be shared with the PHMC commissioners at their next meeting. Reports can help make sure everyone is on track and help keep PHMC engaged in the HARC grant program.

JPD asked if the SHRAB could get final reports from grant recipients and if we could link to them on the State Archives website so that future applicants can review them? DWC said yes, this is a good way to show examples of successful projects. RGR also asked if SHRAB members could get a list of HARC awardee repositories and abstracts of their projects, DWC said that could be put on the State Archives website too.

DWC also said that we need HARC grant reviewers for the upcoming cycle. We will need at least four volunteers to read and rank applications. Applicants need to apply online through a portal, so reviewers must also do their reviews on the computer. Applications are ranked based on merit, as well as geographical and collection diversity. The goal is to have one panel with four reviewers.

Jack McCarthy (JM) said there should be multiple grant award categories like government and non-government repositories and that reviewers should be assigned to separate panels and only review applications from their category. DWC said that is a good idea, we'll see what the applications look like and then decide what is best.

Jack McCarthy, Jack Ertell, Carolyn Boyce, and Richard Jenkins all volunteered to review HARC grants. There were no objections.

Adam Bentz (AB) asked how the application process works? DWC said last year each reviewer read all 52 applications. This was somewhat painful but seemed to be the best way to avoid having multiple panels that used different personal review standards. This year we may divide

up the applications for reviewers if there is a large volume, but it will depend in what is submitted.

RJ asked what about conflicts of interest from SHRAB reviewers? DWC said that we make sure that if a reviewer has a conflict of interest then they will not review or make decisions about that particular application(s).

Carolyn Boyce said that in New Jersey, they had some grant reviewers who would do a “deep dive” on a few applications and do a cursory review of the rest, so that when they met there was always someone who was an expert to comment on each application. She suggested we do the same.

RGR commented that when she reviewed HARC grants in the past, she found it frustrating to not see *all* applications. Even though it is a burden to review all of them, it makes for a better final decision.

JPD added that the HARC grants are also trying to encourage collaboration which may affect divisions of applications for review panels. DWC agreed and reminded everyone that we will have to wait to see how many applications are received before we can determine how to divide them for reviewers.

JPD also said that SHRAB wants this program to grow; more applications helps demonstrate need to PHMC, especially among small repositories in the state. He also asked if we could run some small grant writing workshops this year? JS said that we have a pre-recorded webinar from last year that is useful, and there is an hour module in the AWOT workshop on grant writing tailored to the HARC grants. JPD said these are useful but wanted to have another workshop where grant writers could all be in a room together and SHRAB members can sit down with them and assist with questions or other issues with the application. DWC said that can be done. JPD said he would try to organize a meeting of 40 affiliate repositories of the Heinz History Center and hopefully have the State Archives help advise them via webinar.

Discussion on HARC grants ended and DWC asked if there were any more questions or comments from SHRAB members.

Nancy Avolese said she attended the AWOT workshop in Hershey and thought it was the best archives training she’d ever attended and was very pleased with how it was working.

CB said that she would send out a doodle poll before the next meeting to get everyone’s availability.

DWC then asked for a motion to adjourn the meeting. Ed Galloway made the motion and was seconded by Nancy Avolese. The meeting was ended at 2:19.

Bendroth, Cynthia (PHMC)

Subject: RE: [External] FW: Action Requested: PA Digital Futures Meeting + POLL for Spring 2020 Executive Board Meeting in Harrisburg

From: John Paul Deley <jpdeley@heinzhistorycenter.org>

Sent: Tuesday, January 14, 2020 2:45 PM

To: Carmicheal, David <dcarmichea@pa.gov>

Subject: [External] FW: Action Requested: PA Digital Futures Meeting + POLL for Spring 2020 Executive Board Meeting in Harrisburg

ATTENTION: This email message is from an external sender. Do not open links or attachments from unknown sources. To report suspicious email, forward the message as an attachment to CWOPA_SPAM@pa.gov.

David,

Happy New Year!

See below and attached. PA Digital is having a “Futures Meeting” / Executive Board Meeting in Harrisburg in March – and I thunked to myself... “hmmm maybe someone on the State Archives should also be involved.” (there is a pa.gov name or three on the list – are they your folks?). I suggest this not just because PHMC should be playing / leading – but someone to represent the myriad of smaller archival repositories that don’t currently have a voice or place at the table. Jill is new as Exec. Director and I thought there might be a possible connection to future SHRAB initiatives / partnerships if we reach out and make a splash.

Will there be a ground breaking in the spring?

Best wishes,

JPD

From: Jill Morris <jill@palci.org>

Sent: Friday, January 10, 2020 4:42 PM

To: reardons@freelibrary.org; Barbara I. Dewey <bdewey@psu.edu>; stthomas@albright.org; Miller, Glenn <glennmille@pa.gov>; Joe Lucia <joe.lucia@temple.edu>; Constantinou, Constantia <cc1@upenn.edu>; Jon <jshaw4@pobox.upenn.edu>; Pamela Dinan <pdinan@bucksu.org>; Maryam Phillips <phillips@hslc.org>; Gretchen Gueguen <gretchen@palci.org>; Jill Morris <jill@palci.org>; pollockj@freelibrary.org; msoden@albright.org; Greene, Sarah <saragreene@pa.gov>; William Fee <wfee@pa.gov>; Nancy B. Turner <tuf56901@temple.edu>; Mcknight, David <dmcknigh@upenn.edu>; Ballinger, Linda <lmb49@psu.edu>; Holly Tomren <holly.tomren@temple.edu>; Rachel Appel <rappel@temple.edu>; Stefanie Ramsay <stefanie.ramsay@temple.edu>; wrightj@freelibrary.org; sansostib@carnegielibrary.org; greenwalt@carnegielibrary.org; John Paul Deley <jpdeley@heinzhistorycenter.org>; Freivalds, Dace <dif1@psu.edu>; mxh5873@psu.edu; Tancheva, Kornelia <tancheva@pitt.edu>; Deliyannides, Timothy S <tsd@pitt.edu>; Matthew Strauss <MStrauss@heinzhistorycenter.org>; Enriquez, Ana E <aee32@psu.edu>; Karl, Brandy

<bak25@psu.edu>; ekocher@pa.gov; Chad Nelson <chad.nelson@temple.edu>; Emily Toner <emily.toner@temple.edu>; galson@temple.edu; krawdond@temple.edu; lpf@temple.edu; mjcarroll@temple.edu
Cc: Confer, Sandy <slb3@psu.edu>; SARA LOUISE PETERSON <sfp3@psu.edu>; cheasley@pa.gov; mmoll@temple.edu; rherendon@upenn.edu

Subject: Action Requested: PA Digital Futures Meeting + POLL for Spring 2020 Executive Board Meeting in Harrisburg

[EXTERNAL EMAIL] Be cautious with links and attachments in this message.

Dear PA Digital Executive Committee, Management Group and Invited Guests,

Happy New Year! Thank you to those who attended the PA Digital Futures meeting in December. I'm sorry the weather didn't cooperate for some. The conversation was lively and informative in the beautiful new Charles Library, and it has given us much to consider in planning for PA Digital's future.

As a result of December's meeting the group determined the need for another Executive Committee meeting this spring, to be held in Harrisburg (specific location TBD). At this meeting, we will further refine our shared vision for PA Digital, and develop a plan for the future focused on sustainability and an eye toward scaling our efforts appropriately. We will also ask DPLA to provide further information that will support this discussion.

To that end, we have set up a doodle poll to determine the best dates for a meeting in late March. Please plan to attend. **We ask that all Executive Committee members plan to attend, or email me to designate a proxy with voting rights so that this time can be spent most effectively.** We are also extending an invitation to the Management Group and PA Digital Working Group members and other stakeholders included on this message to be a part of the Spring meeting.

Please complete this Doodle poll by January 17th: <https://doodle.com/poll/dyh95gbcnfs4bsqu>

An agenda and additional information is forthcoming.

Notes from the meeting are attached below, and we hope that everyone will review them. I've also attached the report and governance document used in the meeting for reference. We are re-circulating the link to the survey we sent out ahead of the meeting. If you were unable to complete it, we would still love to gather some of your input before we share the results:

PA Digital Futures Survey:

https://docs.google.com/forms/d/e/1FAIpQLSeERVdDUR_Ca7a1m09PIvBEazTxBodjPzcnTUXfu6gwAjwOzw/viewform?usp=sf_link

As always, please let me know of any questions.

Best regards,

Jill Morris

--

Jill Morris

Executive Director

PALCI

Mailing Address:

1005 Pontiac Road, Suite 330

Drexel Hill, PA 19026

jill@palci.org

215.567.1755 ext. 2