

# **Rhode Island Historical Records Advisory Board**

## **Minutes of Meeting - November 3, 2004**

**Rhode Island State Archives**

**Providence, RI**

**Attending: Jane Civins, Jonathan Galli, Stephen Grimes, David Maslyn, Marilyn Massaro, and Gwenn Stearn, Coordinator.**

**Not Attending: Marie Bennett, Mark Brown, Allison Cywin, Donna DiMichele, Marlene Lopes, and Leonard Panaggio.**

**Meeting called to order: 10:00 a.m.**

### **I Minutes of Meetings: June 9, 2004 and September 8, 2004**

**Due to the lack of a quorum, approval of the meeting minutes from June 9 and September 8 was deferred until the January 2005 meeting.**

**Upon inspection of the minutes, Maslyn states that the minutes do not appear to require revision.**

### **II Board appointments/re-appointments and updates to roster, letterhead & website**

**Stearn informed the Board that, as of January 5, 2005, the terms of**

every Board member will have expired. She has spoken of her concerns with the Deputy Secretary of State. Under the Code of Federal Regulation, Board members can continue to serve until new appointments or re-appointments are made. Discussion ensued regarding potential nominees to the seat vacant since Edna Kent's resignation. Stearn also asked members present if they would be willing to continue serving on the Board, to which all responded in the affirmative. The suggestion was made that new appointees should reflect regions of the state not currently represented. Discussion continued as to types of repositories and/or constituencies not represented on the Board as well. Members determined that representation from the upper East Bay and northern RI would benefit the Board, as well as a representative from a small historical society and/or someone in the tourism sphere. Members discussed representation from the RI Historical Society and whether the Society was in a position to participate relative to ongoing institutional and staffing changes, in addition to the implementation of their new strategic plan. Stearn remarks that she will contact those Board members not present to see if they are willing to have their names put forward to the Governor for re-appointment. She inquires if members felt that more than one name should be presented for an open seat. Galli opines that a list should be created from which names could be drawn in the event more positions need to be filled. Maslyn suggested that Stearn have prepared one or two candidates' names, ready to submit to the Governor. Grimes mentioned that the Archivist of the United States, John Carlin, was helpful in persuading

**Governors to make appointments/re-appointments when action had not been taken by the appointing authority.**

**Stearn presented the current roster and letterhead to the Board for review and updating. She apprises members about the status of the RIHRAB website. Because the Secretary of State's website is in the process of being migrated to open-source software, Board web pages will not be hosted in their present format. Three options appear to be available. 1. Request the Governor's office host the site. 2. Request RI.gov host it. 3. Migrate the pages to the open-source software, without use of the SoS style-sheet/template, which the Department of State would then continue to host. The ability to use the Board's current style/template is unclear. Members agreed that option three is preferred.**

### **III State Historical Records Advisory Boards National Mailing List**

**Stearn informed members that she was contacted by Vicki Walch of the Council of State Historical Records Coordinators (COSHRC) regarding their effort to create a mailing list of all Board members in each state. The purpose of the mailing list is to disseminate information and analyze various components of states' Boards, amongst other objectives. Stearn will coordinate distribution and return of information from the data collection forms. Further information is available to members.**

#### **IV Rhode Island Historical Society strategic plan implementation -information received**

**Stearn distributed a letter received from RIHS Executive Director Bernard P. Fishman, regarding the implementation of their newly adopted strategic plan, and the Society's intention to deaccession some, as yet unspecified objects, not representative of the Society's Rhode Island focus. Selected objects would be sold and proceeds earmarked for the Society's endowment—specifically for the management and preservation of the collections. A discussion took place about changes at the Rhode Island Historical Society.**

#### **V Old business**

##### **- Rhode Island Archives Week 2004**

**Stearn informed the Board that the Rhode Island Archives Week 2004 posters and handouts had been mailed. She also received from the Governor, the Proclamation that she had drafted. Copies of these documents were distributed. Stearn informed members that the assistant manager of the Brown University Faculty Club was amenable to hosting a 2005 Archives Week opening reception to celebrate and highlight Rhode Island repositories. Advance organizing, events planning, and advertising would need to be done. Assistance would be needed from Board members to properly plan**

**2005 events. Stearn suggested planning should begin early, and a June Board meeting would be dedicated to this effort. In addition, the Board should consider approaching the RI Committee for the Humanities (RICH) to fund the RI Archives Week 2005 poster.**

**- Referendum Question 6 - Cranston Street Armory bonds**

**Stearn remarks that, unfortunately, referendum question 6 did not pass. The bond money was to have been used to rehabilitate and fit-out the Armory for the RI State Archives.**

**VI News and announcements**

**Maslyn informed the Board that the Vice Provost and Dean of University Libraries has left URI for employment at Syracuse University. Presently the URI Library is also without a Director. A search will be conducted sometime in the future to fill the positions: Dean of Libraries and Provost of Information Services. He believes that the Dean of Libraries will report to the Provost of Information Services.**

**Maslyn also informed members that a records request was received by email citing specific box and folder information from the Chafee papers. The information was obtained over the Internet, however, the finding aid is not yet available to the public. The finding aid is in the**

**FrontPage software format and stored on the non-public side of the University server.**

**Massaro distributed a brochure for “Inspired by Nature: The Art of the Natural History Book.” This is a one-day symposium to be held at the RI School of Design auditorium on November 13, 2004.**

**Galli announced a one-day workshop, “Family History Day” from the American Genealogical Institute, also on November 13, 2004.**

**Stearn reported that Sarina Wyant (URI Special Collections), who sits on the Northeast Document Conservation Center Advisory Committee, is seeking information on Rhode Island preservation/conservation activities to report at future committee meetings.**

**Stearn further reported that the National Historical Publications and Records Commission has been reauthorized by Congress through FY2009 with a cap of \$10 million. They are currently budgeted under a continuing resolution for this FY, with action in Congress still pending.**

**Stearn has received materials from the History Channel—Save Our History, including an Educator’s Manual and grant program information which, is available for review.**

## **VII Adjournment**

**Meeting adjourns at 11:20 a.m.**

**Approved January 5, 2005**