

# **Rhode Island Historical Records Advisory Board**

## **Minutes of Meeting – November 1, 2006**

**Rhode Island State Archives**

**337 Westminster Street**

**Providence, RI**

**Attending: Mark Brown, Jane Civins, Allison Cywin, Donna DiMichele, Jonathan Galli, Stephen Grimes, Michael Hebert, Peggy Long, Marlene Lopes, David Maslyn, Gwenn Stearn, chair.**

**Not attending: Marilyn Massaro, Leonard Panaggio.**

**Also attending: Elliott Caldwell, Project Archivist.**

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

### **I Minutes of the September 6, 2006 meeting**

**Maslyn moved to approve the meeting minutes. Brown seconded the motion. Approved unanimously.**

### **II Discussion on potential grant applicant eligibility**

**Members discussed issues that have arisen regarding potential second round grant applications. Would the purchase and installation of a security system be eligible? It was decided that such an expense if allowable in an application directly to NHPRC, would**

likewise be eligible under the RI Historical Records Grant project. Would a non-public school be eligible if they met all application Guideline requirements? Decided in the affirmative.

### **III Procedural discussion and review of RI Historical Records Grant applications (first cycle)**

Background and framework information was provided by Stearn. Two grant writing workshops were presented by Project Archivist Elliott Caldwell with Stearn also in attendance to answer questions. Thirteen people attended each of the workshops, which were held at Barrington Public Library and Warwick Public Library. Eight attendees had submitted applications in the first grant cycle. \$40,000 is available for disbursement in two cycles. The eight applicants are requesting a total of \$14,375. Potential applicants were informed that they could apply for a grant in both cycles. The Board had expressed its preference that grant funds be disbursed as widely as possible, with sums being distributed to the greatest number of repositories as possible. The Guidelines did not indicate that the Board would exercise discretion to make awards greater than the amount requested. Both Stearn and Caldwell believe that second cycle potential applicants should be encouraged to discuss possible projects with either of them before application submission. Board members were complimented and thanked since every member had evaluated all applications. Scores had been compiled so that members had a point from which to begin discussion of the

applications. Members' written commentary and thoughts would inform discussion of the applications with the goal to reach consensus about funding or not funding each application. Upon discussion the Board determined to fund the following applications in the amounts stated. The grant application from Jamestown Historical Society was returned for revision and resubmission in the second cycle.

**Burrillville Historical & Preservation Society \$2,000**

**For records storage improvements**

**Bristol Historical & Preservation Society \$2,000**

**For log and account books appraisal and preservation**

**North Scituate Public Library \$1,950**

**For processing the Matthews Collection and producing a finding aid**

**Preservation Society of Newport County \$1,900**

**For the preservation of institutional archives**

**Langworthy Public Library \$1,000**

**For appraisal and processing archival collections**

**Middletown Historical Society \$1,600**

**To improve storage for maps and other oversize documents**

**Providence Athenaeum \$2,000**

**For the creations of a disaster plan and improving archival storage**

#### **IV Adjournment**

**Meeting adjourned at 2 p.m.**

**Read and approved 1/31/2007.**