

# **Rhode Island Historical Records Advisory Board**

## **Minutes of Meeting – November 7, 2007**

**Rhode Island State Archives**

**337 Westminster Street**

**Providence, RI**

**Attending: Mark Brown, Jane Civins, Donna DiMichele, Jonathan Galli, Michael Hebert, Marlene Lopes, Gwenn Stearn, chair.**

**Not attending: Allison Cywin, Steve Grimes, Peggy Long, David Maslyn, Marilyn Massaro, Leonard Panaggio.**

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

**Meeting called to order: 10:20 a.m.**

### **I Minutes of the March 7 and September 5, 2007 meetings**

**DiMichele moved to approve the March 7 meeting minutes. Civins seconded the motion.**

**A grammatical error was corrected under item IV. Minutes approved unanimously.**

**Brown moved to approve the September 5 meeting minutes. Hebert seconded the motion. A grammatical error was corrected under item II. Minutes approved unanimously.**

## **II Board reappointments**

**With respect to terms due to expire on January 5th, Stearn reports that Jane Civins, Donna DiMichele and Peggy Long would be willing to serve another term should the Governor choose to reappoint. In speaking with Leonard Panaggio, he had expressed concern about his inability to regularly attend meetings and its impact on achieving quorum. Upon Board discussion, and especially in light of his service since 1976, it was suggested that he be honored with emeritus status, should he ultimately decide not to have his name put forward for another term. Alternative potential appointees were discussed by the Board should the need arise to fill Panaggio's seat.**

## **III 2008 meetings**

**A list of proposed 2008 meeting dates was presented. January 9th, instead of the first Wednesday (January 2nd) was the suggested alternative. A 'Greater Providence' area May meeting venue was also concurred upon.**

## **IV Project Archivist's report**

**Project Archivist Elliott Caldwell presented an extensive report on grant project activities. Several instructional e-mails had been sent to repositories during the past months. She delivered an overview of**

the types of repositories in the state based on the thirteen site visits she had recently made. For those that had received grants she broke down the types of projects they had undertaken, the types of facilities, storage areas and conditions. Caldwell provided a prognosis for the future based on various factors, including volunteer vs. professionally run repositories, and repositories' commitment to the use of archival "best practices", etc. She made several observations and recommendations for the Board's current and future consideration: that not all repositories had actual dedicated space for their collections; that public libraries do not identify themselves as being in the "archival records business"; that "consultants" credentials should be more thoroughly vetted; that grant applicants' representation about having completed the Basics of Archives course should be monitored or verified in some way. Caldwell also mentioned that her URI, Administration of Special Collections, Archives and Manuscripts class had been held at the State Archives on October 24th, and that she had attended an OLIS/NEDCC Disaster Planning workshop.

Lopes complimented Caldwell on her report.

## **V Connecting to Collections – IMLS grant application**

DiMichele provided background on the Institute of Museum & Library Services (IMLS) Connecting to Collections initiative, which began with the Heritage Health Index survey and report. She mentioned that two representatives from Rhode Island – Kate Wodehouse and Jenifer

**Bond – had attended a related conservation summit in Washington, D.C. last summer. Planning grants are the IMLS next step, with the intention that each state should be encouraged to apply for a grant of up to \$40,000. On short notice Howard Boksenbaum and DiMichele of OLIS, and Stearn put together a grant application for a statewide “pre-planning” grant. Its purpose would be to: define the RI heritage universe (primarily using RIHRAB’s Directory of RI Repositories); create a disaster planning tool by contracting NEDCC to customize dPlan for RI; bring stakeholders together to introduce dPlan and develop plans to establish a statewide network of response teams; and to raise public awareness and support. A further grant application would thereafter be prepared to implement the plan and response network.**

## **VI News and announcements**

**DiMichele reported on attending a recent conference of LSTA Coordinators (Library Services & Technology Act, supported by IMLS), in which capacity she serves for the state of Rhode Island.**

## **VII Adjournment**

**Hebert moved to adjourn. DiMichele seconded the motion. Approved unanimously. Meeting adjourned at 12:35 p.m.**

**At the January 9, 2008 meeting the adjournment time was corrected**

**from 12:35 a.m. to 12:35 p.m. and the minutes were subsequently approved unanimously.**