

Rhode Island Historical Records Advisory Board

Minutes of Meeting – September 7, 2011

Rhode Island State Archives

337 Westminster Street, Providence, RI 02903

Attending: Jane Civins, Allison Cywin, Donna Longo DiMichele, Michael Hebert, Russell Franks, Marlene Lopes, and Gwenn Stearn, chair.

Not attending: Mark Brown, Jonathan Galli, Stephen Grimes, Peggy Long, Dave Maslyn, and Marilyn Massaro.

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

I Minutes of meeting – May 4, 2011

The meeting opened without a quorum. The minutes were read upon Hebert's arrival. DiMichele moved to approve the minutes. Cywin seconded the motion. Approved unanimously.

II Report on Protecting the Past – RI project

(IMLS Connecting to Collections – Implementation Grant)

DiMichele informed members that project manager Eileen Warburton had resigned in July. Resumes have been received and it is intended

to fill the position as soon as possible. Project partners are working with the RI Emergency Management Agency (RIEMA) and have been involved in producing a revised ESF #11 (Emergency Support Function), as well as an Annex to it. The Protection of Cultural Resources and Historic Properties Annex specifically addresses the cultural heritage community. Project leadership were also on conference calls with RIEMA preparing for Hurricane Irene, and participated in a post-Irene conference call with Heritage Preservation. DiMichele also mentioned and provided a handout about Heritage Preservation's new Connecting to Collections Online Community—an interactive resource to connect small cultural heritage organizations with each other and with information about collections care.

Stearn reported on steps that had been taken to provide the historical records community with information on resources and aid prior to Irene's arrival. She also remarked that awareness was high among those who had participated in the Intergovernmental Preparedness for Essential Records (IPER) webinars offered by the State Archives & Public Records Administration in the spring. The IPER webinars will begin again later this month, and it is hoped Irene may have raised awareness among state and local government agencies. The State Archives itself had made extensive preparations for Irene. DiMichele also remarked that because Rhode Island was declared a disaster area, cultural institutions would be eligible for aid.

III Report on activities of the RI Civil War Sesquicentennial

Commemoration Commission

Stearn informed members about the creation of the RI Civil War Sesquicentennial Commemoration Commission by the General Assembly. She remarked that under the Joint Resolution (<http://www.rilin.state.ri.us/publiclaws11/res11/res11084.htm>), as State Archivist, she is a member of the Commission. Chaired by retired Chief Justice Frank Williams, the Commission held its first meeting on March 30, and has created an Executive Committee, an Advisory Council, as well as numerous other committees. She has agreed to chair a committee to explore the possible digitization of Civil War related materials in Rhode Island repositories. As a starting place, the committee has decided it is important to discover which repositories hold Civil War related materials and what they are. A five question survey has been developed to gather this information, as well as to ascertain whether digital images already exist of any materials, repositories' interest relative to creating digital images, and whether they are willing to share information about their materials on a website. SurveyMonkey will be used to gather this information from the 150-plus repositories listed in the RIHRAB's online Directory of Repositories. Stearn strongly believes this survey falls within the scope of the Board's strategic plan and interests. Information about Civil War related materials and their locations will be made available on the RIHRAB website, and the planned Sesquicentennial Commission website will create a link to it. Stearn provided copies of

the survey questions to members and received comments and useful suggestions.

IV Review of strategic plan mission and stakeholders

Stearn led a review of the strategic plan mission statement. Several changes were made to further clarify the Board's mission. Franks made a motion to adopt the revised mission statement as part of the strategic plan. Cywin seconded the motion. Stearn asked for any further discussion and DiMichele queried the format of the mission statement and how it related to the goals and objectives of the strategic plan. After discussion, members unanimously approved the revised mission statement. Upon review and discussion, no action was taken relative to the list of stakeholders included as an appendix in the Board's Heritage 2001: A Strategic Plan document.

V News and announcements

DiMichele reported that Karen Eberhart, formerly with the Rhode Island Historical Society, is now Manuscript Processing Archivist at Brown University's Rockefeller Library, Special Collections. She also announced that Jordan Goffin is the new Special Collections Librarian at Providence Public Library.

Stearn informed members that the Newport Historical Society's grant application to NHPRC did not receive funding. She read the letter

NHS had received from NHPRC to the Board. Stearn noted that NEH grants had been received by RI organizations for the following projects: RI Historical Society, \$300,000 for environmental and security upgrades to preserve library collections; Brown University, \$38,476 for a workshop on knowledge organization and data modeling in the humanities, and \$249,974 for workshops to explore advanced uses of digital text encoding for use in humanities scholarship and teaching.

DiMichele informed members that the Office of Library and Information Services' blog, the Rhodarian, lists current grant information (<http://rhodarian.lorinet.info/>).

Stearn remarked that the State Archives/Public Records Administration will again conduct Intergovernmental Preparedness for Essential Records (IPER) webinar training for state and municipal employees. The training covers Essential Records and Records Emergency Preparedness and Response in four sessions of 90 – 120 minutes.

VI Adjournment

DiMichele moved to adjourn. Franks seconded the motion. Approved unanimously. Meeting adjourned at 11:30 am.

Approved November 2, 2011