

Rhode Island Historical Records Advisory Board

Minutes of Meeting – November 6, 2013

Rhode Island State Archives

337 Westminster Street, Providence, RI 02903

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

Not attending: Peggy Long, Dave Maslyn, and Marilyn Massaro.

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

I Minutes of meeting – November 7, 2012, May 8, 2013 and September 4, 2013

DiMichele moved to approve the minutes of November 7, 2012.

Franks seconded the motion. Approved unanimously.

Cywin moved to approve the minutes of May 8, 2013. Civins seconded the motion. Approved unanimously.

Franks moved to approve the minutes of September 4, 2013. Cywin seconded the motion. Approved unanimously.

II 2014 meeting dates, Board member appointments, and further discussion

about recommendations to the Governor for Board vacancy

Stearn distributed proposed meeting dates for 2014. DiMichele made a motion to schedule September meetings for the second Wednesday of the month going forward. Cywin seconded the motion. Approved unanimously.

Stearn informed the Board that those members whose terms will expire on January 5th agreed to have their names put forward to the Governor for reappointment, should he choose to do so.

Regarding the Board vacancy, Stearn distributed ballots containing potential candidates discussed at previous meetings and asked members to select two names. After tallying the results, she will make contact to ascertain willingness to serve, and then write the Governor about this and re-appointments.

III Report on Protecting the Past-RI

- Donna DiMichele

DiMichele reported on the status of the project, explained its current activities, and informed members about a summit planned for December. The purpose of the summit is to bring together lead, secondary and support agencies, organizations, and individuals who could play a role in the event that ESF-11 was activated. A final workshop will also be conducted on December 9—a Disaster Plan

Tabletop Exercise to be held 9:30-12:00 p.m. at the Rhode Island Economic Development Corporation.

**IV Presentation on the Rhode Island State Archives online catalog
- Kate Telford, Technical Services Specialist**

Telford presented a live demonstration of the new Rhode Island State Archives online catalog. She explained the planning of the catalog, the software used, how content was managed, and back-end administrative support functions. Additionally, she showed how information is presented to the public, as well as how the site connects with outside content and web resources. The Board expressed its enthusiasm for the project. DiMichele suggested that the software (Archon) would also be useful to libraries with special collections.

V New and announcements

None reported.

VI Adjournment

DiMichele moved to adjourn. Civins seconded the motion. Approved unanimously. Meeting adjourned at 11:58 a.m.

Approved January 8, 2014