

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Thursday, June 15, 2017

Wyoming State Library-Conference Room, Cheyenne, WY

## Approved Minutes

**Note:** These minutes are abridged.

### 1. Call to order

Mike Strom, SHRAB Coordinator called the meeting to order at 2:10 p.m.  
Mike completed roll call as members called in via conference call.

### Roll Call and Introductions/Announcements

#### ***Members in attendance:***

Mike Strom – SHRAB Chair & State Historical Records Coordinator, Cheyenne, WY  
Sylvia Bruner– Director, Jim Gatchell Museum, Buffalo, WY (via conference call)  
Tyler Cline – American Heritage Center, University of Wyoming, Laramie, WY (via conference call)  
Rick Ewig-Past Deputy Director, AHC, Cheyenne, WY  
Paul Goodson – Wyoming State Library, Cheyenne, WY  
Karen Rimmer – City Clerk, Douglas, WY (via conference call)  
Scarlet Skorcz – Western Wyoming Community College, Rock Springs, WY (via conference call)  
Janie Wait – President, Intermountain Records, Casper, WY  
Kathy Marquis – Deputy State Archivist, Cheyenne, WY

#### ***Members not present:***

Lokey Lytjen, Sarah Brown Mathews.

#### ***Guests:***

No guests

### 2. Review and approval: February 3, 2017 meeting minutes:

Paul Goodson moved to approve the February 3, 2017 minutes as submitted. Seconded by Karen Rimmer. Motion passed unanimously.

### 3. Financial Report:

Mike reviewed the SHRAB Financial Report. The SNAP Grant period for July 1, 2016-June 30, 2018 is for \$46,068.00 with the divided amount of \$23,034.00 for the 1<sup>st</sup> period of 7/1/2016-6/30/2017 and 2<sup>nd</sup> period of 7/1/2017-6/30/18 with approximately \$11,897.59 in grant funds remaining through June 30, 2017.

This period grant funds includes money for administrative funds (Board travel, Board meeting expenses), workshop expenses, CoSA annual dues, and re-grants. \$11,136.41 encumbered. Rick Ewig moved to approve the financial report. Seconded by Janie Wait. Motion passed unanimously.

### 4. Old Business:

Mike reviewed workshop and activities including the Born-Digital Records Webinar, Oral History workshop, and ARMA Spring Seminar.

Tyler Cline was pleased to report there were 96 attendees for his presentation, 'Born-Digital Records Webinar'. This webinar included a significant amount of information and from comments received was equally appreciated. Kathy Marquis asked Tyler if he knew where each of the attendees logged in from, and Tyler related he did not, that it's difficult to identify where the IP's are. Mike gave a brief overview of the Oral History in Gillette where there was over 20 attendees. Mike related the Oral History workshops are always appreciated by those who attend. Pat Newbern reported for the March 14<sup>th</sup> WY Chapter of ARMA Spring Seminar. This year's title was 'Surviving in Lean Times: Collaboration, Communication & Cooperation'. There were 46 attendees from 4 Wyoming counties and several from the state of Colorado (Karen Rimmer attended as one of the complimentary registration for SHRAB membership).

Pat expressed sincere thank you's for SHRAB's assistance to share and disseminate timely records and information management pertaining to our continuing tight organizational budgets as brought to

attendees through this year's speakers. The above workshops and activities are a part of NHPRC's performance objective #7.

**5. New Business:**

**a. Preservation workshop with AVPreserve – (NRPRC performance objective #7)**

Mike related we may have an opportunity to work with Chris Lacinak, founder and President of AVPreserve, (who now lives in Bondurant, WY), for a Preservation workshop with ABPreserve that could cover data management, digital records, and preservation (with fixity and exactly). Mike would like to see us offer up to a ½ day workshop in the fall as may be coordinated with Chris. Rick Ewig moved that we approve up to \$500.00 for an AVPreserve workshop. Seconded by Sylvia Bruner. Motion passed unanimously.

**b. Re-grant application review (NHPRC performance objective # 7)**

Mike explained our reporting is a part of our NHPRC performance objectives 4 & 5 and he has revised the Re-Grant guidelines removing redundancy

The current 2017 Grant Cycle includes the following applications (NHPRC's performance objective 4): Applicants 'shaded' were successful.

	Amount Requested	Website Address	Facebook Address	
<b>1</b>	<b>Sweetwater County Historical Museum, Green River, WY</b>	<b>\$2,080.45</b>	<b><a href="http://sweetwatermuseum.org/">http://sweetwatermuseum.org/</a></b>	Sweetwater County Historical Museum
	Digitize and preserve museum's film and audio collection, house digitized collections with archival quality storage and make these more available to the public through online resources.			
<b>2</b>	<b>Friends of Wyoming Veterans Museum, Casper, WY</b>	<b>\$2,500.00</b>	<b><a href="http://wyomilitary.wyo.gov/veterans/museums/vets-museum/">http://wyomilitary.wyo.gov/veterans/museums/vets-museum/</a></b>	Wyoming Veterans Museum
	In cooperation with the Wyoming State Historical Society, the WVM will develop a website dedicated to promote and preserve the Museum's collection of oral histories and interviews accessible through online - webbased resources.			
<b>3</b>	<b>Laramie Plains Museum Laramie, WY</b>	<b>\$2,300.00</b>	<b><a href="http://www.laramiemuseum.org/">http://www.laramiemuseum.org/</a></b>	Laramie Plains Museum
	Provide public access to LPM digital collections through two search-able website platforms: PastPerfect Online and Digital Public Library of America. Use of new technology expands the outreach of small museums like the LPM through the Past Perfect and DPLA search engines linkable to LPM's existing website.			
<b>4</b>	<b>City of Cheyenne Cheyenne, WY</b>	<b>\$2,500.00</b>	<b><a href="http://www.cheyennecity.org/">http://www.cheyennecity.org/</a></b>	City of Cheyenne, WY
	Scanning of historical City of Cheyenne building plans for public access through the City's webpage, City's Facebook, and Wyoming State Historic Preservation Office & Wyoming State Historical Society through their additional online and media outlets.			
<b>5</b>	<b>Rockpile Museum Association Gillette, WY</b>	<b>\$2,596.00</b>	<b><a href="https://www.ccgov.net/317/Rockpile-Museum">https://www.ccgov.net/317/Rockpile-Museum</a></b>	Rockpile Museum Association
	Scanning, cataloging and archiving photographs and entering them in PastPerfect database and development of research of museum photography collection for presentation in the museum and through online access for the public through a new internship program.			
<b>6</b>	<b>Western Plains Historical Preservation Association, Lingle, WY</b>	<b>\$1,370.00</b>		Western History Center
	Digitization of WHC's collection of SVS video taped interviews of local pioneers and provide availability of these DVD's to students, researcher, and the public through the internet.			
<b>7</b>	<b>Sheridan County Historical Society and Museum, Sheridan, WY</b>	<b>\$505.64</b>	<b><a href="http://www.sheridanmuseum.org/">http://www.sheridanmuseum.org/</a></b>	Sheridan County Historical Society & Museum
	Scanning, cataloging, housing and archiving approximately 1,000 Vacationland Studio Collection Project photographs for entry into the SCHS&M's PastPerfect database and archive in the Sheridan county Memory Book.			
<b>8</b>	<b>Grand Encampment Museum Encampment, WY</b>	<b>\$2,426.00</b>	<b><a href="http://gemuseum.com/">http://gemuseum.com/</a></b>	Grand Encampment Museum, Inc.

Digitization of the Lora Webb Nichols (LWN) collection, a multi-phased project (*includes photography, transcribed diaries & scrapbooks*), so this collection may be accessed on-line at the GEMuseum.com website.

Total amount requested: 16,278.09

Amount approved for successful grant applicants: \$10,012.09

**c. Other new business**

Paul brought up the WYLA (WY Library Assc) annual meeting and conference will be held in Sheridan Aug. 10-11. Also the DPLA (Public Libraries of America) will be meeting at Coe Library (UW) in Laramie on Sept. 28<sup>th</sup>, where they are is working to create a 'centralized portal' for digitized collections in efforts to form a hub for regionalized access. This effort has been a part of the Unified Digital Library for the US. There have been private funds and cost sharing with regional hubs also contributing.

Mike congratulated Janie Wait, for her honor of being named Wyoming Small Businessperson of the Year. Janie will travel to Washington, D.C. to receive her award.

**d. Date, site/location for next SHRAB meeting**

Mike relayed the next meeting may be held in October although chances are we will not need to meet until February of 2018. Mike will email the SHRAB with the date, time, and agenda once the date is determined.

**6. Executive Session, if necessary:**

**7. Adjourn**

The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

*Pat Newbern*