

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Monday, June 18, 2018

Wyoming State Library-Conference Room, Cheyenne, WY

## Approved Minutes

**Note:** These minutes are abridged.

### **1. Call to order**

Kathy Marquis, SHRAB Co-Chair called the meeting to order at 8:02 a.m.

Kathy completed roll call as members called in via conference call, and introduced themselves and related introductory information about themselves. .

### **Roll Call and Introductions/Announcements**

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

Kathy Marquis – SHRAB Co-Chair, State Historical Records Board, Cheyenne, WY

Amanda Benson, Sweetwater County Historical Museum, Green River, WY

Sara Davis, AHC-UW, Laramie, WY

Jeremy Johnston, PhD, Buffalo Bill Center of the West, Cody, WY (via conference call)

Travis Pollok – Wyoming State Library, Cheyenne, WY

Janie Wait – President, Intermountain Records, Casper, WY (via conference call)

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

Sylvia Bruner, Shawna Goetz, Karen Rimmer, Scarlet Skorcz

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

None

### **2. Review and approval: February 9, 2018 meeting minutes:**

Travis Pollok moved to approve the February 9, 2018 minutes as amended. Seconded by Sara Davis. Motion passed unanimously.

### **3. Financial Report:**

Kathy reviewed the SHRAB Financial Report. The SNAP Grant Award number NAR-RC-10267-16, 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, 2018.

For SNAP Grant Award number NAR-RC-100233-18, period for July 1, 2018 – June 30, 2020 is for \$ 42,448.00 with the divided amount of \$21,224.00 for the 1<sup>st</sup> period of 7/1/2018-6/30/2019 and 2<sup>nd</sup> period of 7/1/2019-6/30/2020. Jeremy Johnston moved to approve the financial report. Seconded by Janie Wait. Motion passed unanimously.

### **4. Workshops (NHPRC performance objective # 7):**

#### **a. ArchivesSpace**

This workshop was held at the Laramie County Library in Cheyenne with 16 attendees (10 from Wyoming and 6 from Colorado). ArchivesSpace shared detailed information about how it works, what it can do, and to help attendees make determinations if ArchivesSpace may fit their organization's requirements. Kathy added that ArchivesSpace uses a set metadata that allows users to more easily follow the format.

#### **b. Preservation workshop with AVPreserve:**

Kathy related the AVPreserve workshop with Chris Lisinak was held at the Jackson Hole Library with 5 attendees (2 from Wyoming and 3 from Rexburg, Idaho). Mike attended this workshop and was pleased to learn more about AVPreserve.

## **5. ARMA spring seminar (NHPRC performance objective #8):**

Pat Newbern gave a brief review of the March 13<sup>th</sup>, WY Chapter of ARMA Spring Seminar. This year's title was "Are You Cyber Aware? Who and What Can You Trust?" Cyber security is an ever growing area of concern for all who use and maintain digital information and this year's seminar host speaker covered what cyber threats are and how we can protect ourselves and our digital information. Additional speakers shared information about the new federal 'digital driver license project' that WYDOT and 5 other states are participating in. Also Vince Garcia spoke about the state of the art digital I-80 travel, variable speed limit and information project with the Wyoming Dept. of Transportation and how they are working to keep these new programs secure for public safety. Pat expressed sincere thanks for the SHRAB's continued support and assistance to share & disseminate timely records and information management.

## **6. Review Grant Applications:**

### **a. Jackson Hole Historical Society and Museum**

This grant application is to process, organize, digitize and maintain digital photos and some newspapers for long term with the JHHSM. Janie Wait estimated by the number of boxes that it could be 62,000 pages/images and with the estimated expense would be 13 cents per image, which would be a very good price. However, Kathy added that they really don't know the number of images at this time The 30 boxes include negatives which would be scanned, but probably contain more newspaper copies, which have already been scanned, and so would be discarded. We also raised the question of copyrights. The JHHSM would want to determine if the copyright for the photos was retained by the newspaper or the photographers. Additional discussion followed with Sara, Travis, Jeremy, and Janie relating to a contract archivist, if this project would be done in house or outsourced, and how the JHHSM would distribute their digitized project. There was some concern for clarity as to if this information would be available on-line, through their database with finding aides.

Janie Wait moved to approve the JHHSM grant application for \$2,500.00 pending determination of the following: Ask that the JHHSM Investigate the copy-right for images; Clarify who is doing the work-In house or outsourced; and Clarification of project result for the public available on the web. Seconded by Travis Pollok. Motion was unanimously approved.

### **b. Cheyenne Frontier Days Old West Museum**

This grant application is for archival and organizational efforts to update and more efficiently set metadata in the database of photographs to better serve multiple options of research/retrieval of images for exhibition and research purposes. The expected results from this archival project will be that the database will have digital files for each photo within the near future, multiple and accurate reference topics for each photo for a database search, with clarification of copyright, as well as location of a photo in under five minutes through an easy numbering access.

Janie Wait asked for a clarification as to a 'proxy researcher' and Kathy related it is someone for whom the archives provide contact information when patrons want extensive research that the archives may not have the time to do. Jeremy Johnston related it's better if the photo archives is online or available online and Kathy agreed there wasn't much available in the application or their website that appears to offer use of their website for research. Jeremy expressed a hesitation on their approach, as someone such as himself would be required to go to Cheyenne for research. Travis Pollok related that their mention of sharing with the Digital Public Library of America (DPLA) was positive. Sara Davis added that the DPLA does have a very strict set of metadata standards which is good because it allows continuity and consistency. Kathy related that Mike has emailed Daniek on some questions about their In-Kind budget. Travis Pollok moved to approve the CFDOWM grant application for \$2,500.00 pending revision of their In-Kind contributions to match NHPRC requirement, and clarification of public access. Seconded by Amanda Benson. Motion was unanimously approved

### **c. University of Wyoming – Coe Library**

This grant application is a collaborative effort between the Laramie Plains Museum and the University of Wyoming Libraries to make their individually held stereograph collections of

Wyoming and the Yellowstone more publicly accessible through the UW digital repository portal and DPLA. There are two parts to this project; the first involves digitizing all of the stereographs and hosting them in the University of Wyoming Libraries' digital repository; The second part would involve collaborating with the Shell 3D Visualization Center to create 3D cards that can be viewed with an application via mobile devices.

Kathy shared a question regarding the use of 'hope that....' Should be clarified, and she will check on the status of 'creating a 3-dimensional collection and in turn working with the Shell 3D Visualization Center to create an augmented reality experience built on the collection'. Jeremy related he didn't see a number of images and Amanda added that it was about 400 images which she felt was appropriate. Jeremy Johnston moved to approve the UW-CL grant application for \$1,271.11 pending clarification/status of the above question. Seconded by Janie Wait. Motion was unanimously approved

## **7. Upcoming Workshops:**

Kathy asked the board what workshops they would like to see the SHRAB support this grant year.

\*Ideas included Oral History Workshops and Kathy asked Travis Pollok if he and Rachel Gattermeyer, Digital Archivist at the American Heritage Center, may be interested in co-presenting a digital workshop (referencing in part the digital workshop done last year by SHRAB member Tyler Cline), and Travis said that he would like to and would get with Kathy.

\*Sara Davis added a grant writing workshop would be good and Kathy shared it would also be good to have someone that could help identify available grants for small archival repositories.

\*Jeremy Johnston suggested a workshop with crowdsourcing for transcription and review. Kathy related she has served on a NEH grant review panel and that many of the applicants were seeking funding to either conduct crowdsourcing or develop software to manage it. Kathy will check back with Jeremy to share how he's working with this. Jeremy added he has been coordinating efforts with the Univ. of Nebraska in current efforts and would consider leading a workshop on this topic.

\*Kathy also shared that several states are using SHRAB funding to support Traveling or Circuit Rider Archivist positions to help smaller repositories with basic archival management (includes teleconferencing and some travel). Jeremy added he felt this was a great idea (and included the paper conservator at the McCracken Library). Kathy added NEH has several funding options for small repositories and perhaps we could even collaborate between NEH and the SHRAB for this purpose. The Traveling Archivist often performs short-term consulting to determine the best course for the archives.

\*Amanda suggested a workshop for Disaster Recovery and how to triage damaged historical records and added that this is an area of her expertise and that she would be happy to help.

Amanda Benson moved to approve up to \$3,800.00 to sponsor 2 to 4 workshops this coming year. Seconded by Sara Davis. Motion was unanimously approved

## **8. Executive Session, if necessary**

An executive session was not necessary.

## **9. Next meeting:**

Mike will notify the board for the next meeting date and time, normally in February of next year (2/2019). The meeting will be offered via a conference call and/or board members may attend in person. The date and time will also be posted on the SHRAB WIKI and the [State Archives Web site - SHRAB](#) page.

## **10. Adjourn:**

Travis Pollok moved to adjourn the meeting. Seconded by Sara Davis. The meeting was adjourned at 9:15 a.m.

Respectfully submitted, *Pat Newbern*