

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Thursday – February 28, 2014  
Wyoming State Library, Cheyenne, WY

## Approved Minutes

**Note:** These minutes are abridged.

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

Mike Strom, SHRAB Coordinator called the meeting to order at 10:07 a.m.  
Mike completed roll call as members called in via conference call.

### **2. Roll Call**

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

Mike Strom-SHRAB Chair & State Historical Records Coordinator, Cheyenne, WY  
Tony Adams – C.R.M., Cheyenne, WY  
Venice Beske – Statewide Information, Wyoming State Library, Cheyenne, WY (via conference call)  
Courtney Bohlender – City of Riverton, WY (via conference call)  
Sherry Daigle – Teton County Clerk, Jackson Hole, WY (via conference call)  
Rick Ewig – American Heritage Center, University of Wyoming, Laramie, WY  
Lokey Lytjen – Teton County Library, Jackson Hole, WY (via conference call)  
Sarah Brown Mathews – Wyoming Public Media, Laramie, WY (via conference call)  
Judith Olah – Cheyenne Regional Hospital, Cheyenne  
Carol Thompson – Supreme Court Clerk, Wyoming Supreme Court, Cheyenne  
Robert Webster, Sheridan, WY (via conference call)

#### ***Members absent:***

Scarlet Skorcz – Western Wyoming Community College

**Guests:** Sara Needles, Administrator, Cultural Resources, SPCR  
Matt Tischer (Wyoming State Library)

### **3. Approval of previous minutes:**

Tony Adams moved to accept the minutes as amended for the November 21, 2013 meeting. Rick Ewig seconded the motion. Motion passed unanimously.

### **4. Greetings and program updates**

Mike welcomed everyone to the SHRAB meeting and began with brief introductions and welcomed guest, Matt Tischer: Matt works with electronic records at the Wyoming State Library (PTFS – Content Management).

Sara Needles gave an update including:

- Current Legislative activity for expansion of the Cultural Trust Fund Bill will expand the Board members from 5 to 6 and move the Cultural Resources Administrator position (currently Sara's position) to an 'ex-officio'. Sara explained this bill has been positive and will await Senate confirmation with the additional seat not going into effect until next year.
- The Electronic Records Digital Archive has been a huge positive project.
- There continues to be more and more positive use and feedback of social media. In the 2013 calendar year, there were over 130,000 visits to all of the State Archives social media outlets combined (Pinterest, Facebook, Historypin, blog, and Twitter). Facebook accounted for 95% of the total and Suzi Taylor continues to keep this site current with clever and interesting information and photos from the State Archives.
- Next year will be the state's 125<sup>th</sup> year of Statehood and everyone is busy brainstorming to see what can be done to help with public and educational components.

- The State Archives budget is holding well with no additional cuts anticipated. Previously frozen position vacancies have been filled with other vacant positions lost through last year's budget cuts.
- The Cultural Trust Fund continues to fair well with hopes to increase the amount available each year. Currently Trust Fund grants are available and awarded for up to \$25,000.00 each year.
- Sara added Helen Louise, Manager of the State Museum, is working to create a State Museum Foundation. A Museum Foundation would be helpful in raising money to pay for a redesign of the museum as well as ongoing museum projects.  
The state Museum is currently hosting the "Traveling Trout" display. This display features a series of three-foot-tall trout sculptures that were decorated by Wyoming high school students as part of a statewide art competition. Offered by the National Museum of Wildlife Art in Jackson Hole, with the assistance of the Wyoming Cultural Trust Fund and Friess Foundation among others, the competition asked participants to transform plain white fiberglass trout into works of art.
- The State Archives received a \$25,000 Trust Fund grant for Wyoming Aviation Oral Histories. A lot of travel and work efforts continue through the State Archives with these oral histories.

## 5. Digital archives project update

Mike introduced Damion Strommer, project manager for the Wyoming State Archives Digital Repository initiative (Digital Archives). Damion presented a brief PowerPoint with an up to date overview and summary of the progress for the Digital Archives. Damion also introduced HPTrim, the software selected to be used for the Digital Archive and the current pilot agencies. Discussion followed with questions including Damion and Mike's answers:

1. How will this initiative continue to be funded and would the Public Subdivisions be included to be able to use the Digital Archive? Answer-Funding for training and maintenance is being addressed at this time, and the Archives will be better able to answer following this legislative session and at our next SHRAB meeting. Yes, Wyoming Public Subdivisions will be able to use the Digital Archive, but not at this time. The initiative is still in the 'pilot process' and retention schedules for Public Subdivisions are still in process of review and updating.
2. How will the State Archives market this process? Answer-The first process after completion of the 'pilot' will be to get other state agencies involved (as well as the legislature). There are additional considerations to be addressed including licensed use of HPTrim.
3. Will Archives maintain the electronic data? Answer- Enterprise Technology Services (ETS-state IT agency) will be hosting the data for the State Archives.
4. Will legacy information and data be covered: Answer-ETS is working with the Archives to address this.
5. Will there be 'Help Desk' support, especially for the public? Answer-At this time we do not have 'help desk' support, however this is something that will be addressed with ETS.
6. How will State Archives digital files be moved to HPTrim and how will the metadata be done? Answer-State Parks and Cultural Resources (SPCR) including the State Archives and State Historic Preservation Office (SHPO) are part of the pilot, have gone through training and each has been successfully moving their records into HPTrim. Mapping metadata and import mapping with HPTrim has been initialized and scaled with ETS. Files are saved to PDF or PDF A (the preferred format) for permanent Archival records.
7. How will this process/system be backed up? Answer-ETS backs up HPTrim nightly and weekly with their 'ComVault' and storage is maintained on servers through their 'Sonas'.
8. Will there be storage costs? Answer-Yes. Discussion and storage costs are part of the funding discussion that is being addressed with ETS

## 6. Budget Report

Mike shared the 2013-2014 budget report for this Grant Cycle amount of \$22,100.00. This report includes paid expenses of \$6,837.36, which includes: CoSA annual dues of \$2,500.00; Archives month poster of \$734.35; Society of American Archivists - Co-sponsorship for Part II SAA workshop of \$534.00; WLA workshop expenses of \$300.00; And leader-phone costs of \$71.85; \$697.16 for expenses for Tammi Pusheck to attend the ARMA Conference; Approved regrant paid to the Murie Center, Wilson, WY of \$2,000.00 and encumbered funds for regrants of \$6,000.00 with approximately \$8,996.75 available. Venice Beske moved to accept the budget report. Sherry Daigle seconded the motion. Motion passed unanimously.

## **7. Old Business**

- A.** Discussion followed regarding the 'WY SHRAB brochure' and 'rack card'. Sarah Brown Mathews related there will be tightening of 'space' and grammatical work still to be done on the brochure, as well as the committee would like to include items/photos of historical Wyoming railroad and airplane activity. Anticipated first printing and costs are \$110.00 for 250 brochures and \$70.00 for 250 rack cards. Additional discussion followed including the Website address, getting the brochure and card out to the public (various options from mail to distribution at conferences, etc.), fund/grants available through SHRAB and possibly including past grant recipients, replacing the scenic photo in the brochure, and finalizing both the brochure and card with Mike as soon as possible. Lokey moved we allow for up to \$500.00 for printing of completed brochures, rack cards, and to include up to approximately \$150.00 mailing/postage. Seconded by Sherry Daigle. Following discussion, motion passed unanimously. Tony added that in the event we may need more brochures/cards, our budget should be able to allow for the additional cost.
- B.** Mike gave a report on the first completed Re-Grant of this year, from the Murie Center, Wilson, Wyoming. Their re-grant was for \$2,000.00, which was paid the last part of January.

## **8. New Business**

### **A. 2014-15 SHRAB Grant**

Mike related he received notification that the board was awarded a two-year Grant of \$48,800.00 for the upcoming 2 years beginning July 1, 2014 through June 30, 2016. This two year grant is for July 1, 2014 through June 30, 2015 for \$24,400.00 (with \$8,000.00 regrant funds and 16,400.00 administration), and for July 1, 2015 through June 30, 2016 for \$24,400.00 (with \$8,000.00 regrant funds and 16,400.00 administration). In addition, Mike also requested an additional \$2,000.00 for the SHRAB Strategic Plan, which was also granted.

### **B. NRPRC proposed grant changes**

Mike shared information about the NHPRC webinar from February 21, 2014. There are proposed changes to State Boards (affecting all state SHRABs), including focus on programming VS administrative costs pointing to more accomplishments at the end of the grant period. It is possible not all states would receive funding and available grants could become more competitive. Mike will keep the board updated as he learns more about possible changes that may affect our WY SHRAB.

### **C. Potential SHRAB sponsored activities**

#### **1. ARMA Spring Seminar-Cheyenne, March 20, 2014**

Mike related the SHRAB has received a request for financial assistance from the Wyoming Chapter of ARMA to help with the speaker expenses for their Annual Spring Seminar. Mike asked Pat Newbern to relate the details of this year's Spring Seminar. Pat shared the agenda for the upcoming Seminar (March 20, 2014) to be held at LCCC. This year seminar speakers feature Jason Stearn, from New York, New York and three additional speakers who will cover the timely subject of 'the security and integrity of today's electronic records'.

Lokey Lytjen moved that the SHRAB assist with the Wyoming Chapter of ARMA Spring Seminar for \$1,000.00. Seconded by Carol Thompson. Motion was unanimously approved.

#### **2. Statewide survey of oral histories**

Rick Ewig discussed the statewide survey of oral histories which was primarily directed through Judy Knight of the Laramie Plains Museum, of Albany County, and how these oral histories are in fact, scattered across the state. Rick expressed this process could expand well past Albany County to the entire state with over 1,000 interviews. Discussion followed with consensus that this project could be significant enough to pay an individual and to promote the collections, although this project would be beyond the scope the SHRAB could afford. Lokey Lytjen suggested an 'Oral Histories statewide project' would be an ideal opportunity to apply for a Cultural Trust Fund grant, including transcription of current oral histories to digital format. Considerations include planning for someone that would put together a Cultural Trust Fund grant request as well as coordinate the statewide oral history project. Rick suggested this project be considered to be administered through the Wyoming

Historical Society which would further open the opportunity for County Historical Chapters to help out. The board briefly identified what an individual coordinator would be charged to do: Write Grant; Write a scope of work with the WY SHRAB and Wyoming Historical Society; Map out the project; Identify public and contacts and name to assist with the project. Tony Adams added a down fall the SHRAB has experienced is that we do not have a good mailing list. Sarah Brown Matthews added that one result of this project would be to have a directory (including a mailing list) of oral histories around the state.

Sarah Brown Matthews moved to form a committee to move forward and to hire an individual to coordinate this project. There was no second. Further discussion followed and Lokey Lytjen moved to form an ad hoc committee to examine the oral histories project through the Wyoming Historical Society, determine requirements to map out the project and establish how the project can be accomplished, include writing a grant to assist with funding and project completion. Seconded by Tony Adams. Motion was approved unanimously. Board individuals for this ad hoc committee will be Rick Ewig, Lokey Lytjen, and Matt Tischer.

### 3. Workshops in Gillette and Torrington

Mike related he was contacted by Chris Mather of Torrington for an oral history workshop in Torrington. With the previously approved workshop in Gillette, this would be two workshops this spring. Venice Beske moved to assist with the Torrington workshop for \$500.00. Seconded by Lokey Lytjen. Motion passed unanimously.

## D. Other new business

Mike relayed the sad news that Venice Beske will be leaving the board. Venice told the board that Matt Tischer has applied to the Governor to fill her board seat, and that she was very confident in her support of Matt. Mike expressed his gratitude to Venice for her time and commitment to the board and Lokey also added how the board will miss Venice and that Lokey has so enjoyed working and serving with Venice.

Mike opened the floor to Rick Ewig who shared information that the Wyoming State Historical Society was planning for the 125<sup>th</sup> State Celebration. At this time the WSHS is calling for proposals (could be papers, cultural history, etc.), to be as inclusive as possible. Rich related these processes haven't been done since the 100<sup>th</sup> statehood celebration in 1990. Rick asked for of up to \$1,000.00 financial assistance from the SHRAB with this worthy project to assist with the project and planning costs. Tony Adams moved to allow up to \$1,000.00 to the Wyoming State Historical Society to help with the 125<sup>th</sup> Statehood celebration to be held in Laramie, Wyoming in 2015 during the Wyoming History Conference. Seconded by Venice Beske. Following a brief discussion the motion was unanimously approved.

## E. Date, site/location for next SHRAB meeting

The next meeting will be planned for late April-early May of 2014. Mike will be in communications and email the date and agenda to the Board in advance.

## 8. Executive Session – No action required at this time

## 9. Adjournment

There being no further business, Lokey Lytjen motioned to adjourn the meeting. Seconded by Carol Thompson. Motion passed unanimously. Meeting was adjourned at 12:12 p.m.

Respectfully submitted,

*Pat Newbern*