

STATE HISTORICAL RECORDS ADVISORY BOARD

Meeting Minutes

February 14, 2023, 11:00 AM

Online via Zoom and YouTube Screening

Board members present: Katherine Calhoun Cutshall, Sharon Davis, Karen Feeney, Lynn Gilliard, Scarlett Hargis, Erin Lawrimore, Drew Reisinger, Deputy Secretary Darin Waters, and State Archivist Sarah Koonts

Staff present: Adrienne Berney, Brooke Csuka, Greg Snyder, Kelley Young

I. Welcome and Introductions

Sarah welcomed all to the meeting and led introductions from staff and board members.

II. Approval of Minutes from June 1st and October 5th, 2022, meetings

Sarah asked for any corrections or additions to the minutes. Lynn Gillard motioned to approve; Sharon Davis seconded the approval. The board voted to approve minutes with no corrections or additions.

III. Reports from the Deputy Secretary for the Office of Archives & History and the State Archivist

Dr. Waters addressed the budget process and his advocacy for the department's history divisions. He explained that the history section has been underfunded and needs to be enhanced. He has requested more staff funding through the Office of State Human Resources, and he will keep the board updated. Dr. Waters also talked about the Archives and Records staff retreat that took place in January. He stated that the retreat brought the team together from across the state to engage with one another. Great ideas came out of the meeting, and it was very productive. The N.C. American Indian Heritage Commission was created in the last budget cycle. Tracy Burns, Deputy Secretary for Diversity, Equity, and Inclusion, oversees the commission, which has met twice in the last six months. Dr. Waters looks forward to integrating the commission across the whole department. Prior to his arrival at the department, DNCR engaged the work of a consultant, Lord Cultural Resources, to begin visitor assessments of selected sites, museums, and parks. In the second round of assessments, the State Archives volunteered to participate in the project. The Carolina Public Humanities group is collaborating with DNCR to work on next steps following the visitor assessments. He hopes this collaboration will lead to new and innovative programming across the agency. He thanked Sarah and her team for exploring new ways to work with SHRAB across the state and appreciated the work being done to preserve the state's records and culture.

Sarah elaborated on the retreat and discussed strategic planning activities. She described goals identified in the planning process: collect North Carolina; uplift our stories; collections stewardship; and staff development. Sarah also announced the addition of a new records analyst position for the eastern region. The new staff member is Kayla Leonard, and she is based at

Tryon Palace in New Bern. Kayla will be introduced to county Registers of Deeds at their upcoming meeting in March. The State Archives' & State Library's digital collections are moving from ContentDM to Quartex. Lord Cultural Resources has gathered preliminary feedback from its visitor services assessment. We are hopeful that the consultants' report will suggest improvements to the search room and ways to make collections more accessible. A symposium focused on North Carolina in the American Revolution will be May 19 and 20 in the State Archives building and jointly hosted by the N.C. Genealogy Society, Friends of the Archives, and DNCR. Sarah mentioned that the planning committee is finalizing speakers for the event and preparing to advertise the meeting. She discussed progress on a new project to digitize cohabitation records for formerly enslaved people who registered their marriages in the aftermath of the Civil War. The records are housed in the State Archives, as well as various county clerks' offices. The goal of this project is to aggregate these records into a large digital collection. The State Archives has been approved for \$142,000 federal funding to start a docs-box program. Inspired by a Tennessee State Archives program, docs-boxes are primary source sets, duplicated from Archives materials, and classroom activities to loan to teachers. The funding would pay for a temporary staff member to develop content related to the A250 commemoration, the physical creation of the boxes, and shipping to schools statewide. Initial kits may focus on the state constitution and its changes over time, starting with the 1776 constitution and continuing with ways revisions excluded and included more of the state's population in definitions of citizenship and rights. This topic connects well to the America250 theme, "When Are We Us?," voting rights, and N.C. timelines.

IV. Current Grant

Traveling Archivist Program (TAP) consultations for 2022 recipients are complete. The program included Dare County Library, Museum of the Cherokee Indian, Brevard Library, Winston-Salem African American Archives, Durham Technical Community College Library, and the North Carolina Black Repertory Theater in Winston-Salem. For TAP 2023, Adrienne reported that she expected six applications, but we received more than double—certainly more than we will be able to serve. She solicited interested members to serve on a selection committee and will contact Trey Adcock to help with selection. The grant has funds for no more than six, allotting only \$250 for each applicant—only enough for a starter set of preservation supplies. Adrienne will request more funding for that purpose in the next grant cycle. Karen, Katherine, and Scarlett volunteered for the selection committee. The regional workshops that are part of the current grant have been going well. Locations for the spring trainings are Wilmington at the Battleship on February 27, Edenton on March 20, and at the Museum of History in Raleigh on May 8. Recordings of each instructional module will be posted as a playlist on the State Archives YouTube channel. Sarah mentioned the purchasing challenges involved in fulfilling the part of the grant project to set up regional lending stations for recording equipment. Another challenge is the lack of response for the scholarships for preservation training SHRAB has offered. Sarah suggested reallocating those funds to go to other areas of the program or finding ways to spark interest in the training opportunities. Adrienne posited that the \$100 scholarship may not be enough money to travel or to take a special class and suggested giving more money for fewer

scholarships. Drew agreed that the money should be shifted or changed and there was consensus to try five or more scholarships at \$250 each.

V. Next Grant Application-Outline of Deliverables and Budget

Staff have been working on the board's idea to support local librarians with training on community archiving. As a preliminary step, staff created a survey and emailed it to public library directors to gauge their interest in training on this topic. About forty-five library staff responded. Within the modest response, qualitative information indicated an interest in the subject and desire for assistance. Adrienne suggested a webinar series to include Karen and Katherine, who are experts with community archiving projects, to share the success and challenges they've had with staff in other libraries. State Library staff are willing to present about grant opportunities for community archiving work. UNC Chapel Hill staff could also help with the webinar series. The resources this project assembles could be announced and discussed at regional meetings such as the NC Library Association meeting in 2025 and other regional meetings, fewer than this current grant cycle. The grant application is due in early May. Another component could be hiring a designer to develop printed materials and funds for printing and postage. Adrienne plans to request \$500, instead of \$250 in supplies for each TAP recipient. Katherine and Karen discussed some of the points they could share in webinars. Karen struggles with digitization for community partners without a contact management system. Katherine reported that her library has done a good job at marketing their collections as a resource but now they are overwhelmed with community organizations requesting to have their materials added. Karen suggested information on indexing—most people do not like it but it helps to access information in a timely manner.

Erin announced that the NC Community College Archives Association has scheduled its meeting for August 4 in Asheboro.

VI. Board Updates

As discussed in SHRAB's previous meeting, the nomination for the new United States Archivist was reintroduced this year. There has been no committee hearing scheduled yet for this announcement, but she is expecting one soon. Several national archives associations will be convening for an advocacy Day in July. The last one was about five years ago; it has been on hold because of pandemic. The advocacy day is called "Archives on the Hill" and it combines the Society of American Archivists; the Council of State Archivists; NAGARA, which is a national group of archives and records administrators; and RAAC, which is a consortium of regional archival groups such as Society of North Carolina Archivists. North Carolina will lean on other organizations to help with messaging and to identify key Senate and House members' offices to visit. This will all be in conjunction with a national meeting in DC and folks can sign up and get information on how to hold these advocacy meetings with their congressional representatives and talk about the importance of records and how to preserve collections at a local level. She encourages everyone to pay attention as federal earmark guidelines come out to

see how we could benefit. It is important to advocate with your representatives and Senators about the needs for preservation of our heritage.

Katherine announced new staff at her library. Buncombe county has a new library director, Jayson Hyatt. Buncombe County Libraries have begun to set formal processes with community organizations with MOUs, such as retention schedules. One example is the Pen and Plate Club: Pack Memorial Library has collected the club's records since 1908, but in the last six months, they have made a formal agreement on accession and use restrictions.

Adrienne agreed that the topic of MOUs will be useful in training for the community college archives as well as public libraries. Erin mentions that the board of the N.C. Community College Archivist Association has developed an archives consultant committee. A handful of university archivists across the state will serve as advisors for community college archivists. They include: Austin Coburn from East Carolina University, Gene Hyde from UNC Asheville, Kim Sims from Appalachian State, and Katie Howell from UNC Charlotte. The committee had its first meeting and they are working on both an FAQ list and a mission statement to begin promoting the service.

VII. Future Meeting Schedule

Sarah suggested three meetings total in 2023, with the next meeting dates June 13th and October 10th. She asked for a motion to approve meeting dates. Drew made the motion and Karen seconded. Members voted to approve the dates.

Adjournment