

**Illinois State Archives Advisory Board/
Illinois State Historical Records Advisory Board
Minutes of the February 20, 2014 Meeting**

A meeting of the Illinois State Archives Advisory Board (ISAAB)/Illinois State Historical Records Advisory Board (ISHRAB) was held in Springfield February 20, 2014. Present were Chairman Matthew Rutherford, Vice-Chairman Beatrice Julian, Morag Walsh, Alison Eisendrath, Valerie Harris, Pamela Hackbart-Dean, Gary Stockton, Janet Olson, Jenny Barker-Devine, Neil Dahlstrom and Jodi Martinez. Also present were Illinois State Archives representatives David Joens and Elaine Evans.

The meeting began at 11:50 a.m. The delayed start was due to a late train from Chicago. The board did a round of introductions and next went to calling on the phone Daniel Stokes from the National Historical Publications and Records Commission's Washington D. C. office for an update on its grant programs. Mr. Stokes said the NHPRC was reviewing all of its grant programs with an eye of changing them. He said today he was going to talk to the ISHRAB about possible changes to the SNAP Grant program. The ISHRAB is currently operating a SNAP grant that expires in June 2015.

Mr. Stokes said the name of the grant would change. He said there would be a shift in focus for this grant more toward accessibility of records, especially in getting information out electronically. He also said there would be an increased effort to get money away from administrative costs. Mr. Stokes said he would use the existing Illinois grant's performance objectives as the basis of discussing the potential changes to the SNAP grant program.

Under the current ISHRAB grant funding is provided for travel for the ISHRAB meetings. Mr. Stokes said the NHPRC might try to limit travel money. He suggested ISHRAB might wish to do a videoconference for one of its three annual meetings to reduce that cost. Mr. Stokes said that the cost share for the SNAP grants may be reduced to 25%, down from the current 50%. He said a scholarship program would still be possible under a revised SNAP grant but said the focus of such scholarships should be for courses on electronic archiving and accessibility. He said a re-grant program will also probably be okay but that the proposals will probably have to focus more on on-line access and finding aids. He said digitizing should be for access and not preservation. He said the hiring of consultants for electronic access would probably be fine under a re-grant program. Mr. Stokes also said the training for the regional

depositories should also be fine but the grant should focus on how the program is preparing the students on the new (electronic) ways of accessing records. Finally, he said Archives Month posters may not be acceptable to the NHPRC anymore. He suggested conducting different activities during Archives month, with an emphasis on using electronic media for those activities.

Mr. Stokes said the maximum amount of a SNAP grant will probably be \$40,000 a year or \$80,000 over two years. He said that unlike in the past, the grant will probably be considered one lump sum. Last year, the SNAP grant was a \$15,000 basic and a \$35,000 supplemental grant. He also said he expected the grants to be more competitive than in the past and reviewed in a different way (by a panel able to ask follow up questions). He said the NHPRC hoped to fund 20 out of 30 applications. He said May 5 will be the deadline for applicants to get a draft proposal to the NHPRC for review and that July 8 will actually be the deadline to apply for a grant that would have a July 1, 2015 start. The NHPRC is going to meet in March to discuss all the proposed changes to the program and should issue rule changes by the middle of the month.

Following Mr. Stokes presentation the board took a break for lunch. It reconvened around 1:20 and returned to the regular agenda. The board approved the minutes of the October 3, 2014 meeting as written.

Director Joens gave his Director's Report. He said there wasn't anything to report at this point on the budget and also noted that he did not expect any action this year would be taken on the Chicago Archives. He noted that the 75th anniversary celebration for the Norton Building in October had generated some nice publicity for the Archives, including a recent half hour PBS show.

The board then moved to Old Business. Ms. Evans noted that the board summary review for the one NHPRC grant the board reviewed was in the packet. Also in the packet was our Interim SNAP grant report.

The board then discussed our re-grant program. Chairman Rutherford asked if the board was satisfied with the rubric and the rating system developed from last year's grants and the board appeared to be satisfied with it. Over lunch, Ms. Evans had passed out the grant applications to board members. It was determined that the rankings should be back to Ms. Evans by May 1. Ms. Julian asked if it was important to rank them all or just the top ones. It was

determined that the board should provide a ranking for all of the applications, not just for the best ones.

The board then returned to a discussion of the NHPRC funding in light of the earlier presentation by Mr. Stokes. It was decided that the board would still want to apply for a 2015-2017 grant but in light of Mr. Stokes' comments about the probable changed dates for the application process, Mr. Stockton made a motion that the ISHRAB would like to apply for a 2015 grant from the NHPRC. Ms. Martinez seconded the motion and the motion carried.

The board then laid out some basic principles and options to look at for the draft. It would like to continue a scholarship program although it would need to be tweaked so the scholarships are for workshops emphasizing more digitization and electronic access and archiving. The board also would like to keep a re-grant program. The emphasis for that will also have to be applications for projects emphasizing digital information. Concern was expressed about digitizing dividing applicants into the haves who already have the capability to do digitizing projects and institutions who don't have the capability and wouldn't even with a \$5,000 grant. Ms. Olson said maybe an electronic clearinghouse could be created to provide a place for smaller institutions to get information about their materials on-line. Ms. Eisendrath suggested the guidelines include a requirement that applicants demonstrate that a result of the grant would be a public web access or broader dissemination of information about their materials. Ms. Barker-Devine said we might need standards on that type of dissemination, asking if, for example, would Twitter or Facebook suffice? Ms. Julian said perhaps this could lead to partnerships between smaller institutions and universities and colleges. Others noted that perhaps board members could assist with the grant applications themselves and that this would be in keeping with some of the goals outlined in the long-range plan. Finally, the board agreed that IRAD training funding should still be part of the grant, although it too might need tweaking. The board then discussed possible events for Archives month. It debated funding for an Archives month poster but Ms. Evans and Director Joens said that cost could probably be picked up by the Secretary of State's office. Possible events could include hosting a workshop, providing on-line resources or pointing them out to archival institutions, conducting webinars or you tube videos, or having board members help institutions with training. It was noted that in keeping with the NHPRC's increased emphasis on electronic records potential events should have an electronic component. Ms. Walsh said they should emphasize capacity building. Ms. Walsh made a motion

to have Archives staff prepare a draft application to submit to the NHPRC by May 5. The application will incorporate the ideas presented at today's meeting and staff will also submit some options for board members to review before the draft is turned in. Ms. Olson seconded the motion. The motion carried.

The board then discussed ideas for the 2014 Archives Month poster. Mr. Dahlstrom said perhaps an interactive electronic version of the poster should be done with links to board activities. He also mentioned as a theme Archives: The Original Social Network. The board was amenable to that theme and Ms. Harris suggested perhaps a map of Illinois with locations of archives and other institutions on it. Another suggestion was to highlight where grant recipients were located and urge others to apply. Mr. Dahlstrom said this idea could lead to a "We Want You" style poster.

The board then moved to a discussion of a long-range plan. Chairman Rutherford said his goal for today's meeting was to come up with how we wished to proceed on the plan. Because the May meeting agenda is already crowded, it was decided to pass around ideas for discussion over the next few months and have a full discussion of updating the plan at the October meeting.

Director Joens then noted that as part of the NHPRC discussion, he had wanted to ask the board's permission to draft letters to Illinois' Senators and congressmen requesting \$10 million in funding for the NHPRC. It is currently funded at \$4.5 million. This item will be on the May agenda.

Board members then gave events announcements. The board set the next date for a meeting for May 29 in Chicago. Mr. Stockton moved to adjourn and Ms. Julian seconded the motion. The board adjourned at 3:24 p.m.