

**Illinois State Archives Advisory Board/
Illinois State Historical Records Advisory Board
Minutes of the February 18, 2016 meeting**

A meeting of the Illinois State Archives Advisory Board (ISAAB)/Illinois State Historical Records Advisory Board (ISHRAB) was held on February 18, 2016 at the Illinois State Library in Springfield. Present were Chair Matthew Rutherford, Vice-Chair Neil Dahlstrom, Janet Olson, M. Alison Eisendrath, Martin Tuohy, Pamela Hackbart-Dean, Matthew M. Sebek, Aaisha Haykal and Taran Ley. Also present were Illinois State Archives representatives David Joens, Elaine Evans and Cathy Popovitch.

The meeting began at 11:00 a.m. with a round of introductions. The board reviewed the minutes of the October 8, 2015 meeting. Ms. Olson made a motion to approve the minutes and Mr. Dahlstrom seconded the motion. The motion passed unanimously.

Mr. Joens gave his Director's Report. He said the state still had not approved a Fiscal Year 2016 budget, even though the fiscal year began July 1. He said most bills are still being paid so the impact on the State Archives has been minimal. However, he expects problems to arise at some point. He also noted that the Governor had given his budget address for FY 2017 the day before this meeting and it had included a 10% cut to the Secretary of State's office. Mr. Joens said hiring was being limited and noted that his Chief Deputy Director, Dr. Wayne Temple, had just retired. He briefly discussed projects the Archives is working on and also said there has not been much movement on commemorating the state's bicentennial in 2018.

Ms. Evans then gave an update on the 2015-2017 State Board Programming Grant. The interim report had been sent to the National Historical Publications and Records Commission (NHPRC) and a copy of it was included in the packet. Ms. Evans noted that we have had only three scholarship applications to date. Site visits for the re-grant recipients will begin this spring. The board reviewed a draft of the newsletter and had no suggestions.

At 11:30 the board received a call-in briefing from Daniel Stokes of the NHPRC. Mr. Stokes reviewed the status of the State Board Programming Grant program. He discussed potential changes to the program and things that the NHPRC members look at when reviewing applications. He said the emphasis on on-line access would continue and said building capacity and collaboration are important. He also said re-grant recipients need to do a better job with publicizing the projects and publicizing where the funding for the projects came from. He said

state boards need to be more active with the grants, including going on site visits to re-grant recipients. He encouraged board members to attend the Council of State Archivists' Town Hall webinar on Thursday, February 25. Ms. Olson asked what other SHRABS did with their grant money and Mr. Stokes gave several examples of programming.

At 12 noon Mr. Stokes finished and the board took a break for lunch.

The board reconvened at 12:50 p.m. and returned to a discussion on the current State Board Programming Grant. Ms Evans said because of state delays in approving spending authority for the grant money, the Archives was unable to host the two-day IRAD Intern training program in August. She said this means the board has an additional \$8,150 to spend for this grant. She said no decision on how to spend the money had to be made at this meeting but she said options included rolling the extra money into the re-grant program or the scholarship program. She said another option could be to sponsor a workshop or webinar. The board discussed hosting digital workshops and several board members said their institution could host such a workshop. Mr. Tuohy said another option for a workshop would be an "Archives for Museum Professionals" or an "Archives for Non-Archivists" course. A sub committee consisting of Mr. Tuohy, Mr. Dahlstrom (chair), Ms. Haykal and Ms. Hackbart-Dean will investigate the webinar idea, both for the current grant and also for the next grant cycle.

Ms. Evans also noted that there are also only seven applicants for the re-grant program. Mr. Joens said he expected to end up with more than 20 applicants, as Friday (February 19) is the deadline and most applications come in on the last day or the following couple of days if postmarked by the last day. Ms. Evans reviewed the timeline for judging the applications.

Ms. Popovitch then went through the proposed 2017-2019 State Board Programming Grant proposal. She said it was similar to the board's previous proposal, with an emphasis on digital projects. The proposal requests an \$80,000 grant to fund six board meetings, two IRAD training sessions, a scholarship program and a re-grant program. Ms. Popovitch said that based on some of Mr. Stokes' comments from earlier in the meeting, she would go back and strengthen some of the sections related to what he had discussed. Ms. Eisendrath said one example would be making sure the recipients of a re-grant would not charge for access to materials. She also suggested mentioning that the ISHRAB has (or is in the process) of updating its strategic plan. Board members also said they would be willing to go on site visits for re-grant recipients, as suggested by Mr. Stokes. Mr. Dahlstrom said the specific objective listed on Page 9 should be

updated to reflect the change in the strategic plan. The board also suggested that looking at areas to collaborate with other states or institutions and also look for areas of greater board participation in the re-grant program. Ms. Eisendrath asked if funding for the IRAD Training program had been questioned from the last grant. Mr. Joens said because it was one aspect of the grant, it had been mentioned as a possible place to cut if our grant application request amount was reduced. Ms. Haykal suggested placing links to the re-grant projects cited in the application. Mr. Joens said he would call neighboring states to see about areas of possible collaboration. Ms. Eisendrath suggested adding the titles of board members to the grant application. Chair Rutherford thanked the board for its suggestions and said the board will revisit the application at its May meeting.

The ISHRAB then discussed the Archives Month poster idea for 2016. Ms. Evans cautioned that there may not be money for the poster or it may also just be produced in digital format. Chair Rutherford said the board may wish to add Archives Month poster funding to the State Partnership grant application. Another idea discussed was finding a corporate sponsor for the poster. The board discussed several theme ideas for the poster. In the end the board settled on a “Doors to the Archives” theme.

The board then discussed its long-range plan. Chair Rutherford noted all the hard work that had been put into the plan and said he hoped to have the text approved today and then discuss formatting. Ms. Eisendrath made a motion to approve the text and Mr. Tuohy seconded the motion. The motion passed unanimously. Ms. Evans then passed around some examples of how other states print and distribute their long-range plans. The board decided Kansas’s version could serve as a template for what Illinois would like to do. Several formatting and design ideas were presented and a final lay-out will be voted on at the May meeting of the ISHRAB.

The board selected Tuesday, May 24, 2016 in Chicago as the time and location for the next ISHRAB meeting. Board members gave several event announcements on behalf of their institutions. Mr. Dahlstrom made a motion to adjourn the meeting and Ms. Olson seconded the motion. The motion passed unanimously and the board adjourned at 3:35 p.m.