

**Illinois State Archives Advisory Board/
Illinois State Historical Records Advisory Board
Minutes of the May 24, 2016 meeting**

A meeting of the Illinois State Archives Advisory Board (ISAAB)/Illinois State Historical Records Advisory Board (ISHRAB) was held on May 24, 2016 at the Thompson Center in Chicago. Present were Chair Matthew Rutherford, Vice-Chair Neil Dahlstrom, Janet Olson, Jenny Barker-Devine, M. Alison Eisendrath, Johanna Russ, Valerie Harris, Martin Tuohy, Pamela Hackbart-Dean, Matthew M. Sebek, Aaisha Haykal and Taran Ley. Also present were Illinois State Archives representatives David Joens, Elaine Evans, Cathy Popovitch and Lori Roberts.

The meeting began at 1:15 p.m. with a round of introductions. The board reviewed the minutes of the February 18, 2016 meeting. Ms. Eisendrath made a motion to approve the minutes and Ms. Hackbart-Dean seconded the motion. The motion passed unanimously.

Mr. Joens gave his Director's Report. He said the state still does not have a budget but that the State Archives is managing as best it can. He said the Archives is going to lose at least four senior staff members due to retirement this year, including Elaine Evans, Deputy Coordinator for the ISHRAB. The Archives is also still looking to hire a new electronic records archivist. Mr. Joens discussed the joint projects the state Archives is working on with the University of Illinois. He said that the Archives has just been awarded a three year National Historical Publications and Records Commission (NHPRC) grant to work with the U. of I. on emails. The grant is for \$34,630 a year. Mr. Joens said there has been only limited activity by the state in preparing to celebrate the upcoming 2018 bicentennial of statehood. He said he has heard the Department of Commerce and Economic Opportunity and its tourism office would be in charge of the state's efforts.

The board then moved to New Business and discussed advocacy on behalf of the NHPRC. Mr. Joens said the board has written advocacy letters in the past. He asked for a motion to grant the chair the authority to write to members of the Illinois Congressional delegation letters requesting an increase to \$10 million a year for NHPRC funding. Enclosed in the packet was a copy of a letter that will to be sent to Senator Richard Durbin and on which other letters would be based. Ms. Olson made a motion to give the chair the authority to send advocacy letters

to members of the Illinois Congressional delegation and Ms. Haykal seconded the motion. The board approved the motion unanimously.

Ms. Popovitch passed out copies of the new newsletter, which she said had yet to be put on-line.

Ms. Popovitch then discussed the proposed 2016 Archives Month Poster. The theme for this year's poster is "Open the Door to Your History" and will feature a photograph of the front door to the Margaret Cross Norton Building. Ms. Popovitch presented two sample lay-outs of the proposed poster. Ms. Evans noted that due to the budget constraints of the state, there may not be money available for printing or postage so the poster may end up on-line only. Ms. Haykal suggested placing the logos of the sponsoring organizations on the poster. The ISHRAB currently does not have a logo. Ms. Haykal said the Chicago Area Archivists have a new one.

The board then moved to Old Business. The first item under Old Business was the 2015-2017 state board programming grant. Ms. Popovitch and Mr. Joens gave updates on the two year grant. Ms. Evans said there is still \$1,015 in this year's appropriated scholarship fund. There is also \$8,000 unspent in the grant because the training of IRAD Interns was cancelled due to spending authority issues related to the state budget.

Mr. Joens discussed his recent site visits to the six re-grant recipients from the 2015-2016 year. He said the visits all went well and that the grant recipients are doing great work. He noted that board members participated in three of the visits. Mr. Dahlstrom participated in the visit at Augustana College, Ms. Eisendrath and Ms. Olson participated in the site visit to the Evanston Historical Society and Mr. Tuohy participated in the visit to the University of St. Mary of the Lake. Each of these board members discussed the visits in brief. Mr. Joens also noted that Ms. Evans and Ms. Popovitch participated in the site visits to Augustana College and the Peoria Historical Society.

The sub-committee created at the last board meeting (Dahlstrom, Hackbart-Dean, Haykal and Tuohy) to investigate creating educational archival programming then gave its report. Mr. Dahlstrom said the goal is to create programming that would support digitization with the idea that such programming could assist records keepers with learning about the basics of digitizing and also assist smaller repositories when they apply for digitization grants through our re-grant program, in keeping with NHPRC goals for re-grant programs. After discussion, the board voted to commit some or all of the extra money in this year's grant to creating digital educational

programming for the 2016-2017 year. The sub-committee will meet to help determine what that educational programming will be (webinars, on-line courses, sponsoring existing educational programming from groups such as SAA, etc.). Mr. Tuohy will look into costs. Mr. Joens noted that the board will need the NHPRC to approve an amendment to its existing grant to create the educational opportunity. He said he didn't believe that would be a problem.

The board then moved to a discussion of the proposed long-range plan. Mr. Joens noted that discussion of the plan had begun in 2012 and he congratulated the board for its efforts. Ms. Eisendrath asked how the plan will be distributed and publicized. Ms. Evans said it will be on the ISHRAB website and publicized in our newsletter. If money for printing becomes available hard copies could be distributed as well. Ms. Hackbart-Dean made a motion to approve the long-range plan. Ms. Eisendrath seconded the motion. The motion passed unanimously.

The board then moved to a discussion on awarding grants through its re-grant program, funded by the National Historical Publications and Records Commission. There were 28 applications to consider and awards were for up to \$5,000. After lengthy discussion the board voted to fund the following:

The Morton Arboretum, Sterling Morton Library	\$4,317
The Adler Planetarium	\$2,500
Women and Leadership Archives, Loyola University	\$4,000
Southeast Chicago Historical Society	\$5,000

The total amount of the grants awarded was \$15,817. Ms. Olson made a motion to approve awarding the grants. Ms. Barker-Devine seconded the motion. The board voted unanimously to approve all of the grants and the motion was approved, with Mr. Tuohy recusing himself on the vote on Southeast Chicago Historical Society. Mr. Joens said he would contact the applicants and let them know the results.

Ms. Popovitch is working on the 2017-2019 grant application. The deadline to submit the grant is June 15. The board voted to approve the application as written, with the exception of replacing money proposed to be budgeted for individual archival scholarships and earmarking it

instead for educational programming, which could include scholarships or educational training such as webinars. Ms. Olson made the motion to approve the grant application conditionally upon the board being able to review and approve by email the language to be inserted for the educational component of the application. Mr. Tuohy seconded the motion and the board approved the motion unanimously.

There were no comments from the public. This was the last scheduled board meeting for Chair Rutherford and Ms. Olson, who are leaving the board due to term limits, and Mr. Joens presented them each with a plaque and the thanks of the Secretary of State and the board for their service.

The board set the date of the next meeting for September 15 in Springfield. Ms. Olson made a motion to adjourn, which was seconded by Mr. Tuohy. The meeting adjourned at 4:32 p.m.