



Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise to encourage the preservation of historical and significant records.

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Minutes of the Idaho State Historical Records Advisory Board
Public Meeting held February 4, 2009, at the Idaho Public Archives and Research Library, Boise, Idaho

Welcome and introduction of Idaho SHRAB members and guests:

Attending Idaho SHRAB Members:

Carter Wilson
Rod House
Steve Walker
Blaine Bake
Jeffrey Bryant
Duane Bogstie
Alan Virta

Members not attending:

Clete Edmunson
Sharon Widner
Denton Darrington
Susan Weathers
Bonnie Fuller
Tom Terrall
Lucy Loewen

Guests:

Dennis Kavanaugh, Data One, Inc
Linda Morton-Keithley, Administrator, Historical Library and Archives
Melonie S. Bartolome, Financial Specialist Sr., ISHS
Marilyn Sandmeyer, ISHS Records Technician, Kempthorne Papers

Prior to the opening of the meeting, Archivist Rod House showed board members an original, previously unknown document signed by President Abraham Lincoln.

A quorum being present, Deputy Coordinator, Carter Wilson, called the meeting to order at 8:08 A.M.

MOTION ADOPTED: A motion to adopt the minutes of the September 17, 2008 meeting was made by Steve Walker, seconded by Blaine Bake, and adopted unanimously.

COMMITTEE REPOTS:

Training Report:

Steve Walker and Jeffrey Bryant reported on the Disaster Preparedness/Recovery training workshop held in Idaho Falls on October 16, 2008. About 10 people attended. Those in attendance were from

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DOCUMENTING DEMOCRACY

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Bonneville School District 93, including the Superintendent, and from the Museum of Idaho. The planned evening session was not held. Court records were picked up in Twin Falls after the meeting.

Guest, Dennis Kavanaugh, from Data One described his company's services. They are doing digital archiving. They are currently working on the Basque Museum records and are interested in staying current with standards and practices used by the State of Idaho and others. Duane Bogstie indicated Idaho has adopted the DOD standards. Records requirements were discussed at length. Judges have an option whether they accept original or scanned images. Duane Bogstie is developing the policies for electronic documents for the agencies.

Archivist's Report:

Rod House gave a brief synopsis of the ISHS financial conditions.

- There is talk of salary cuts and furloughs. Budgets are expected to be tight throughout the State government. The grant request for work on the *Kemphorne papers* was not funded. *The Idaho Digital Archives* is beginning to generate records requests. And they are increasing. Most of the records that came out of the State House during its renovation will remain at the Archives. Statehouse mail is being used, or government researchers are coming to the Archives to access records that came from the State House. Funding is still intact for mobile shelving, and it is going out for bid. Mobile shelving for the Governor's Room has been completed.
- Results of a COSA survey on "Impact of Economy on State Archives" was circulated. COSA is seeking funding for the PAHR bill (Partnership for the American Historical Record), and is requesting support from SHRAB members.
- Records pickups from around the state have been limited. Some boxes are being delivered or picked up by others, such as SHPO.

Kemphorne Papers Report:

Marilyn Sandmeyer came in. She is working half time on Governor Kemphorne's records. She is doing minimal processing, creating records series and sorting materials. Many of the boxes, especially legal records, are marked as confidential. Focus is on non-confidential records, starting with correspondence. Electronic records have not yet been received. 293 cubic feet of material were received, 72 of which were designated confidential.

Digital Collections:

Rod House demonstrated the ISHS Digital Collections Catalog for use in decorating the State House. He also showed the Mining and Shorty Fuller collection.

MOTION ADOPTED: Blaine Bake proposed that the SHRAB commend the ISHS on this effort as a significant outreach effort. Steve Walker seconded the motion and it was adopted by unanimous consent. Carter Wilson will write a letter to the Director and Board of Trustees.

ISHS Liaison Report:

Linda Morton-Keithley provided a state of the agency report. ISHS currently has a 4 percent budget holdback, plus a 2 percent reserve. They are trying to keep from losing personnel or cut back programs. They are cutting where they can. The smaller shelving project for the Governor's Room has been completed. Six furlough days are planned for employees throughout the year and the ISHS is not planning to cut hours. Legislation has been introduced to remove the ISHS from under the State Board of Education and become a self-governing agency.

SHRAB Financial Report:

Melonie Bartolome from the ISHS fiscal office was invited to the meeting. She reviewed the SHRAB grant status. The 2005–2007 grants are closed, with \$800 returned. The 2007-2008 grant of \$10,000 needs to be closed. A total of \$3845 remains in the account at this time. Forms identifying volunteer matching contributions, including hours devoted to SHRAB efforts need to be completed and submitted to Melonie Bartolome within the week. We can include state matching funds, indirect costs, paper copying, time reading e-mails, time on travel, etc. The current SNAP grant has only used 2% of the federal budget so far. She suggested that we focus re-grants on a limited audience at first. Carter Wilson suggested that we consider shifting some of our training meetings to items that were cut from the SNAP grant, such as updating the strategic plan. He also reported that he and Melonie had been working to identify funds that were expended and should have been charged to the SNAP grant, but apparently were changed to some other fund.

MOTION ADOPTED: Turing the chair over to Rod House, Carter Wilson moved that the 2010 SNAP grant proposal be approved with any changes to be identified during discussion in the afternoon, and that possible modifications to the current SNAP grant could be discussed with NHPRC, if necessary. Blaine Bake seconded the motion and it passed unanimously.

MOTION ADOPTED: Carter Wilson moved to approve all expenses for this SHRAB meeting. Blaine Bake seconded the motion and it passed unanimously.

Lunch Break

Rod House led a tour of the new Governor’s Room after the lunch break. The new shelving provides for considerably more storage space.

Old Business – SNAP Grant Training:

Discussion was held on how to complete the SNAP grant. We committed to complete “up to 36 training workshops,” only one which has been held to date. Notice of the availability of Disaster Preparedness/Recovery training went out to various organizations. Notification needs to be made when specific schedules are identified. Logistics for getting the electronic equipment and media were discussed. Training could be provided in conjunction with SHRAB meetings and possibly at meetings of other organizations. Coordination with records pickups could also be done. Carter has a projector that could be used if needed. Community regrant recipients will be encouraged to include a training session during presentation of the grant. It was concluded that the current SNAP grant will be left as-is with no modification of scope.

Old Business: Training Materials:

“Pocket Response Plans” and “Rescuing Family Records” handouts identified in the current SNAP grant need to be ordered and charged to the current SNAP grant. Rod House has the action to get them ordered.

New Business: 2010 SNAP Grant Proposal:

The 2010 SNAP Grant proposal was discussed. Promotions and awards to recognize individuals should be funded. Publications, such as the Strategic Plan update, should meet the ISHS standards for

publications and should include the ISHS branding. Distribution costs should be included, with requested funds remaining set at \$2,400. Quantities may vary based on costs and distribution list. Carter Wilson will make necessary modifications to the 2010 SNAP Grant proposal and will see that it is submitted before the deadline.

New Business – Community Regrant Program:

The SNAP Regrant program announcement has been placed on the SHRAB webpage and applications are due by the end of February. A committee will review the grant proposals, and then the SHRAB needs to approve their decision. Grants should be acknowledged and awarded before the end of March in a face-to-face meeting with publicity if available.

New Business - Legislative Update:

Proposed replevin legislation has been put on hold due to communication issues. There were problems with e-mails not being received by interested parties. Other organizations need to agree with the proposed language. A fair warning notice should go out to organizations soon. Senator Darrington could then begin working on the detailed language in July. The language prepared by Carter Wilson, with some modification and background, should be the starting point. A second set of words setting the limit for closed records will also be prepared.

New Business – Membership:

Persons nominated for SHRAB positions have been approved. Dr. Russ Tremaine at CSI has been suggested as a SHRAB member. Rod House will contact him to see if he is interested. Carter Wilson will attempt to contact Clete Edmunson to determine if he wishes to remain on the SHRAB.

New Business – Meetings:

A joint Idaho Washington SHRAB meeting was discussed. The Washington SHRAB has proposed a meeting on September 3-4 or September 17-18 at Cheney, Washington. An additional day could be used for our own agenda and training. September 17-18 was recommended.

New Business: Esto Perpetua Awards

The ISHS *Esto Perpetua* awards were discussed and three individuals were identified as deserving nomination by the SHRAB. Rod House is to prepare one application and Carter Wilson will prepare the other two.

Other Business: The President's Volunteer Service Award

The President's Volunteer Service Award was discussed. Bonnie Fuller was suggested as a possible coordinator with the ISHS as a sponsor. This recognition program will be pursued further.

MOTION ADOPTED: Carter Wilson turned the chair over to Rod House and asked for unanimous consent in requesting the SHRAB go on record as supporting and encouraging public input and dialog at SHRAB meetings, as time allows.

Jeffrey Bryant conducted a training workshop for Disaster Preparedness/Recovery. Although invited, there were no outside attendees.

The meeting was adjourned at 4:40 p.m.

