

**Massachusetts State Historical Records Advisory Board (MA SHRAB)  
Meeting**

Date: March 12, 2014  
Time: 10:00 am to 11:45 am  
Location: Massachusetts Archives  
220 Morrissey Boulevard  
Boston, MA 02125

**Attendance:**

Libby Bouvier, Vicky Kruckeberg, Penni Martorell, Veronica Martzahl (Secretary), Cliff McCarty, Dan McCormack, Kaari Mai Tari, Gregor Trinkaus-Randall, Jack Warner (Coordinator)

**Guests:**

Michael Comeau, Nancy Maida

**Absent:**

Rob Cox

**Call to Order**

Jack Warner called the meeting to order at 10:00 am.

**Approval of Minutes**

Minutes for the January 15, 2014 meeting were approved by unanimous consent.

**Oath of Office for Renewing Member**

Michael Comeau and Nancy Maida administered the Oath of Office to Vicky Kruckeberg.

**Roving Archivist Program Updates**

Rachel Onuf was not able to attend due to a conflict with an ArchivesSpace training. However, based on her reports, Veronica Martzahl reported that she has conducted site visits with Buckland Public Library, the EcoTarium, the Grafton Public Library, the Littleton Historical Society, Longmeadow Historical Society and the Perkins School for the Blind.

**Action Item:** The group will follow up with Rachel to determine what she says to institutions when she encounters town records.

**Action Item:** The group supported the idea of developing a press release template for institutions to use when they are awarded Roving Archivist or regrant services.

**Review of 2<sup>nd</sup> Round of Roving Archivist Program Applications**

The group reviewed and approved the following applications for Roving Archivist services.

Egremont Historical Commission – Level 1 Services  
Grafton Public Library – Level 3 Services  
Halifax Historical Society – Level 1 Services  
Hamilton Historical Society – Level 1 Services

Robert S. Peabody Museum of Archaeology, Phillips Academy – Level 1 Services  
Whitinsville Social Library – Level 1 Services  
Uxbridge Free Public Library – Level 1 services

### **Review of 1<sup>st</sup> Round of Regrant Program Applications**

The group reviewed and approved the following requests for regrant funds with the following notes:  
Belchertown Historical Association/Stone House Museum – They are encouraged to contact Tom Blake at Digital Commonwealth regarding digitization.

Littleton Historical Society – approved with encouragement that they meet their cost-share through volunteer time rather than through software updates.

Wistariahurst Museum - approved provided that cost-share can be met through other means than through internship time

The following applications were reviewed and rejected at this time.

Bostonian Society – Declined - encouraged to resubmit with project parameters, storage environment and metadata/ cataloging and descriptions, how is volunteer time is being used and do they have the skills to do this work. It is also recommend they contact the Digital Commonwealth as a more cost effective, stable solution.

Hamilton Historical Society – declined at this point due to lack of sufficient information; they can resubmit following their Roving Archivist visit

Lynn English High School – declined at this time due to lack of information and clarity about what is being requested.

### **Forum Update, Planning and Next Steps**

The forum date is set for June 19, 2014 at Mount Wachusett Community College in Gardner, Massachusetts. The event will be held in the South Cafeteria which has seating for 200 and technological capabilities. The group also discussed approaching the College about recording the sessions. Penni Martorell will be following up about catering shortly. A “Save the Date” can go out at any point now.

Program: Penni will send out what she has listed as the tentative program. Rachel Onuf and Brad Westbrook are confirmed for presenting on ArchivesSpace.

Talk about recording through the community college

### **Discussion of changes to NHPRC grant program**

The group discussed the proposed changes to the NHPRC State Program grants. The discussion highlighted that the process will now be competitive and that the fact that our grants run off-cycle (July to June) may work against us in the first round. If we are not funded for July 2015-June 2016 we could ask for a 6 month extension on the grant currently funded until June 2015. On the plus side, the cost-share for the grants will be reduced to 25%.

The group discussed partnering with Digital Commonwealth and tailoring the Roving Archivist position to take on a more community-based approach. The group agreed that the topic for the June 2015 Forum

should focus on building a cultural community within municipalities and approaches to citizen engagement. We can work with local public access stations in the forum community to record and rebroadcast the information for wider outreach.

The group discussed changing the focus of our workshops from grant writing to good digitization practices and discussed the possibility of partnering with the “Metadata Mob” out of the Digital Commonwealth project.

The group also discussed ways of increasing knowledge of and access to collection materials.

**Next Meeting**

May 14, 2014

10am

Location: TBD