

**MINUTES**  
TEXAS HISTORICAL RECORDS ADVISORY BOARD  
February 16, 2022

The Texas Historical Records Advisory Board (THRAB) meeting was called to order at 2:00 p.m. on February 16, 2022, in the Commission Room of the Texas State Library and Archives Commission at 1201 Brazos St. Austin, Texas 78701 and via teleconference. In accordance with the Texas Open Meetings Act, members of the public had access to and a means to participate in this meeting by two-way communication by dialing the teleconference line.

**Members Present:** Jelain Chubb, coordinator; Linda Barrett, Phyllis Earles, Leslie Stapleton, Tara Turk-Zaafan, Carla Alvarez, Mike Miller

**Members Absent:** Malinda Cowen

**Also Present:** Gloria Meraz, Director and State Librarian

**Staff Support:** Peggy Price, principal assistant

**1. Welcome and introductions**

Jelain Chubb welcomed board members and reviewed procedures specific to teleconferencing for open meetings.

**2. Roll call for members and establishment of quorum**

Chubb called roll and established a quorum with Linda Barrett, Leslie Stapleton, Phyllis Earles, Carla Alvarez, Tara Turk-Zaafan, and Mike Miller.

**3. Approve minutes of the October 21, 2021 meeting**

Leslie Stapleton moved to approve the minutes with minor corrections and Linda Barrett seconded. The motion was approved unanimously by the board in a roll-call vote.

**4. Public comment.**

There were no comments from the public.

**5. Consideration of resolutions and certificates of appreciation**

Chubb requested a motion to recognize the service of long-time board member Kristy Sorensen, whose second three-year term ended February 1 and Melissa Gonzales, who had left the state for a position in California in the fall, with certificates of appreciation. Phyllis Earles moved to approve and Tara Turk-Zaafan seconded. The motion was approved unanimously by the board in a roll-call vote.

**6. Update on National Historical Publications and Records Commission (NHPRC)**

Chubb updated the board on the NHPRC by explaining that they are operating under a continuing resolution until a budget was in place, but that the funds for the upcoming THRAB grant beginning July 1 were appropriated. THRAB will apply for the next grant (July 1, 2023-June 30, 2024) by the application deadline on June 8. Chubb reminded the board that NHPRC has on its website its strategic plan and its areas of focus. Chubb encouraged the board to review the information on the NHPRC website and

become familiar with the THRAB strategic plan. The THRAB plan is aligned with the goals of NHPRC. The board will update the strategic plan at the October meeting.

#### **7. Update on the Texas State Library and Archives Commission's (TSLAC) activities**

TSLAC Director and Librarian Gloria Meraz provided an update to the board. Meraz discussed how the agency is administering federal funds provided through the American Rescue Plan Act (ARPA). The agency received \$8.4 million directly from the Institute of Museum and Library Services (IMLS) to deploy for pandemic response and to increase digital inclusion. Some projects support online access by funding the archives program's efforts to convert material into a digital format. Meraz mentioned the Texas Archival Resources Online (TARO) project and deferred to Chubb for more detail on that. Meraz provided information on TSLAC's efforts to expend ARPA funds and support digital inclusion.

Additionally, the agency is beginning its strategic planning process. The agency is aware of the changes the pandemic has had on the public's need for and reliance on digital access and access to primary materials. Meraz mentioned that Chubb began work on the State Archives plan last year and the agency is well-positioned to continue with those important efforts to provide access to archives. Meraz also discussed the upcoming legislative appropriations request and the need for staff support, the ability to adequately execute current programs, and future growth.

Chubb thanked Meraz and elaborated on how the federal funding supports access to information in Texas. Chubb informed the board that she was pleased to announce that \$98,000 in ARPA funds could be directed toward enhanced access to archival collections through TARO. TARO had already received grants from the National Endowment for the Humanities (NEH) and others, in addition to THRAB including TARO training for small repositories as part of our NHPRC grant. The new funds will help with infrastructure and usability. Some federal funds will also support digitization at the State Archives.

Chubb added that TSLAC had an exhibit opening soon on Feb. 22 and that the board was invited to attend the reception held on Feb. 23. On display were iconic documents from the collections not on view very often. Chubb concluded by mentioning that Meraz had recently appointed Mike Miller to the board and asked Miller to introduce himself to the group.

#### **8. Discussion of current State Board Programming Grant activities**

Chubb informed the board that THRAB received \$35,272 for the last grant period that began January 1, 2021 and ending June 30, 2022. The interim report covered activities from July 1, 2021 through December 31, 2021. Chubb gave updates on the cost share, which is lacking due to lack of in-person meetings and the fact that committee work will not happen until spring. Chubb informed the board that there were funds to engage Rebecca Elder for wet salvage workshops for five sites instead of four. The Rosenberg Library and Lamar University have agreed to host and Chubb has approached the University of Houston-Victoria with date pending. Board member Linda Barrett was coordinating a session at the Fort Worth Public Library and the fifth would be held at Texas State University in San Marcos. THRAB will offer registration for up to 20 people per workshop. In addition, University of Texas Libraries will facilitate three TARO workshops in the spring with a limit of 15 participants each. Lastly, the board had offered registration to 30 participants in the AASLH Basics of Archives course. The responses had been very positive. There was discussion about repurposing unused funds for professional development.

#### **9. Discussion of future grants and applications**

Chubb reminded the board that the next meeting in June will wrap-up the current grant and preview upcoming grant activities. The grant that begins July 1 provides \$39,824 for the same types of activities

that THRAB has been doing, such as the AASLH Basics of Archives course and SAA DAS courses, but directed toward HBCUs, Hispanic-serving institutions, rural institutions and areas with staff receiving little funding for professional development.

THRAB will also offer three preservation assessments for repositories located in the Rio Grande Valley that have significant historical collections. The assessments will take place in 2023 and may serve as a road map for those institutions to seek further grant funding. Chubb will request that a THRAB committee form and implement the application process for the assessments. Another new initiative will be hiring an intern for a limited time to enhance the website and work on assigned projects for THRAB. Continuing projects include support for archives bazaars, archival awards, archives month activities, National History Day awards, and support for the Texas State Historical Association conference.

The board discussed the theme for the next archives month poster and National History Day (NHD). The board agreed that a focus on a theme of primary sources and how to identify them. Mike Miller, Phyllis Earles and Leslie Stapleton volunteered to assist with development. Leslie Stapleton and Turk-Zafran volunteered to judge NHD awards. The grant funding period ends June 30, 2023.

Chubb moved the discussion to the grant proposal due June 8, which will support activities for the period of July 1, 2023- June 30, 2024. Miller suggested supporting the Society of Southwest's Archivist's (SSA) paid student internship program and the board discussed the idea. Chubb said that she would want another opportunity to discuss with the board once the details were known and the June meeting would be a possibility. The board agreed that a project archivist internship would be a good component of the next grant. Chubb mentioned that teleconferencing meetings saved funds and planned on holding one in-person meeting per year. Other ideas would be to continue offering registrations and trainings, but perhaps for a fewer number of people. For example, 15 registrations for Basics of Archives instead of 30. Another idea was to directly support coding for finding aids in smaller institutions for TARO. Chubb added THRAB would still offer SAA DAS courses and courses on management. More initiatives discussed were to add another round of preservation assessments for a particular group of institutions, perhaps those with participants in the wet salvage workshops, and again requesting funds for an intern and archives bazaar support. THRAB could continue supporting NHD awards and the TSHA conference.

The board discussed the date for the next meeting. The proposed date was June 3 via teleconference.

## **12. Adjournment**

The meeting adjourned at 4:00p.m.

*Approved, June 7, 2022*