

MINUTES
TEXAS HISTORICAL RECORDS ADVISORY BOARD
February 2, 2018

The Texas Historical Records Advisory Board meeting was called to order at 10:02 a.m. on February 2, 2018, at the Texas A&M University – San Antonio Archives and Special Collections /Daughters of the Republic of Texas Library Collection, Bexar County Archives Building 126 E. Nueva Street, San Antonio, TX.

Members Present: Jelain Chubb, coordinator; Teri Flack, Kristy Sorensen, Linda Reynolds, Linda Barrett, Malinda Cowen, Monte Monroe, Bob Glenn

Staff Support: Pamela Fuentes, administrative assistant

Also Present: Assistant State Librarian, Gloria Meraz; Louise Welder Hall, guest of Malinda Cowen; Texas A&M student worker Claudia Martinez and student intern Catherine Riley

1. Welcome and General Announcements

Chubb welcomed those present, including Assistant State Librarian, Gloria Meraz and the newest member of the board, Bob Glenn. Board members and the principal assistant introduced themselves. In addition, Cowan introduced her guest Louise Welder Hall. Claudia Martinez and Catherine Riley were welcomed by Chubb and introduced themselves. Martinez is a student worker at the Texas A&M San Antonio Special Collections and Riley is a student intern. Chubb thanked Leslie Stapleton (in absentia) for hosting the meeting. Chubb requested that members sign in and record the volunteer time that goes into board work. Guests should sign witness affirmation forms. Receipts should be sent to Fuentes.

2. Approve minutes of October 6, 2017 meeting

Monroe moved to approve the minutes as presented. Sorensen noted that there were some typos and Chubb recommended to amend the motion to approve as corrected. Sorensen seconded the motion. The board voted unanimously to approve minutes as corrected.

3. Public Comment

Assistant State Librarian Gloria Meraz of TSLAC thanked the board for their work and shared how much she appreciates the discussions that the state library has had with this group. She hopes that the issues that they have expressed concerns about will continue to be topics of discussion during the sunset review process. The self-evaluation report reflects the State Library's best understanding of the issues.

Meraz described the State Library "take-aways" as:

- A commitment to continued support for RHRDs and training to the extent that they are able.
- They recognized a desire for increased autonomy in managing the local records.
- They offered a range of options for solutions to the issues.
- She made clear that anything (in the report) dealing with state records refers to this point in time moving forward, not records already held in repositories.

- They considered all comments and they are reflected in the report.
- For example, another issue important to THRAB is the desire to make public records more available to the public.
- THRAB was mentioned in the self-evaluation report and she hoped that the sunset review committee would reach out to them.

Monroe commented that they all agreed at the last meeting that it was a very good report. He had concerns at that time about RHRDs, which he has discussed with Chubb.

4. Consideration of resolutions and certificates of appreciation

Chubb introduced a certificate of appreciation on behalf of the board for John Slate, Dallas Municipal Archivist (in absentia) for dedicated service to the citizens of Texas as a member of THRAB from May 2, 2005 to February 1, 2018. Monroe moved to approve the motion. Teri Flack seconded. The board unanimously approved the motion. The certificate will be mailed to Slate.

5. Daughters of the Republic of Texas Library, Discussion with Archivist Leslie Stapleton followed by tour

[meeting proceeded from #4 to #6, then returned to #5 after #6]

Chubb welcomed Leslie Stapleton, Archives & Special Collections Manager, Texas A&M University San Antonio. Stapleton reported on the move of the special collections and archives into a renovated county building in downtown San Antonio, including the transfer of the entire Daughters of the Republic Library. The Bexar County Archives building now houses the university's special collections materials along with the DRT collection, which is on loan for three years with the possibility of renewal for another two years. Stapleton meets with the DRT library committee monthly to discuss acquisitions, loans, etc. They recently hired an archivist and have on staff a part-time student worker and a student intern. They share the building with the Bexar County Spanish Archive. Special Collections has gallery space and they have shown one exhibit and are about to open their second exhibit.

Stapleton fielded questions about the collections and the facility. Members of the board asked about collection policies, loaning out items, online access, and about the number of researchers visiting the archive. Stapleton explained that she is working with the DRT on developing a loan policy. The special collections at the university is still quite young and she is looking at where to focus acquisitions. One example is a recent donation from Burt Reyes of auction books that provide a nice history of ranching in South Texas. All of the books in special collections are in the library catalog and the finding aids are still in TARO. She has not yet developed an online presence but does have plans to do so. Regarding researchers, she does not expect to reach the same numbers as The Alamo because of lack of foot traffic and that currently the collections are available by appointment only.

Stapleton has as a priority improving the humidity controls in the building and is also looking at digitization projects. Chubb mentioned various grant opportunities that may be of interest to Stapleton, including NEH preservation grants and NHPRC grants.

6. Update on the Texas State Library and Archives Commission's activities

Chubb reported on TSLAC activities:

Personnel:

The process of filling the position of former Education Outreach Coordinator Ashley Stevens is underway. Chubb is currently reviewing applications using the newly implemented CAPPS system. She and Meraz will be interviewing the top candidates and hopes to have someone in by April 1.

SLRM / TXDOT Partnership:

The State and Local Records Management Program (SLRM) will be working with the Texas Department of Transportation (TXDOT) on a massive scanning project. The project arose out of an audit on TXDOT records and the need to properly reconcile the records with a filing system. The highway project case file records are housed in about 1000 filing cabinets. TSLAC and TXDOT formed a partnership whereby TXDOT will fund a digitization project to reformat the highway project records and coordinate with TSLAC for the imaging, metadata creation, and disposition of the hard copies. The electronic records will be both a business application for TXDOT and a historical archive for TSLAC and will be added to the Texas Digital Archive. The original hard copies will be scheduled for eventual destruction. Additional project staff will be hired under this partnership contract. TXDOT has the funding to support the project long-term in what will be a multi-year initiative.

Meraz stated that this could be the beginning of work that is ongoing. TXDOT welcomed the partnership with TSLAC to properly manage the records.

Sorensen asked if the records would be brought to the records management center or scanned on site? Chubb responded that TXDOT has a warehouse and will slowly be moving the records to SLRM in stages. Some papers need to be humidified before they can be handled.

Monroe asked about project. Were they starting with case files? And did they include archeological files? Chubb stated that they have comprehensive files. Monroe mentioned that roads and cultural institutions along roads have become a major field of study and that this collection should see use.

The Sam Houston Regional Library and Research Center in Liberty:

Chubb described the facility, its holdings, the structures on the property, and the connection of the Center to the community. The museum space is undergoing a major renovation and will be completed very soon. She said that it will rival anything you might see in Houston or in Austin in terms of the professionalism, display and the content.

Exhibit Concepts out of Dayton, Ohio, was awarded the contract to renovate the space. They subcontracted with Pony Allen Studios (Austin), who has worked on the Alamo and the Bullock among other museums and archives. Erin McClelland (Austin) was hired to conduct the historical research and wrote the text panels. McClelland has worked with the Texas Historical Commission and Parks & Recreation among others. Suzanne McGarraugh (San Antonio) is doing the exhibit install.

Chubb mentioned that THRAB will be having a meeting at the SHC in the next year or so.

Meraz said that the museum is looking incredible and will be a show-stopper for the community. She noted that Chubb and the Center's manager Alana Inman have done an incredible job overseeing the project.

Flack commented that it was nice that the legislature recognized the necessity of the improvements and made the appropriation specifically for it, especially at a time when money was being asked for the Digital Archive and other things.

Sunset Review:

Chubb stated that the sunset review is coming up. She summarized the process stating that every 12 years state agencies are reviewed to determine whether they need to continue and after the review a recommendation is made to the legislature. The board discussed the process. Glenn asked about the timeline and whether there was an appeal process. Meraz provided more details about each phase of the review and where there was opportunity for feedback. Monroe asked if there were any actions that THRAB needed to take before the formal review process begins in March. Meraz answered that there was not anything THRAB needed to do at the moment and that the Sunset staff will do their own questioning of the board as well. Flack mentioned that the reviewers also look at the various advisory boards in this process.

The board recessed for lunch and tour of the facility. The meeting resumed at 12:45.

7. Update on the National Historical Publications and Records Commission

Chubb reported that the Executive Director search is underway. Next NHPRC commission meeting is June 7, when they will review grant applications. Awards from November 2017 will not be paid out until there is a federal budget. The 2018 proposed budget from the President was zero dollars, from the House four million dollars, and the Senate had no decision yet because they do not have a version of the budget. Without federal funds, the board would cease to exist. Chubb said they are hoping for the 2017 level of federal funds which was six million.

8. Session sponsorship at the 2019 Texas State Historical Association Meeting

Chubb presented information on a THRAB session proposal called "Hidden in Plain Sight: Texas' Rich Research Collections and Where to Find Them." Chubb will chair; Suzanne Campbell, Archivist for Angelo State University West Texas Collection has agreed to talk about RHRDS; Amanda Focke, in charge of Special Collections at Rice University, will discuss TARO; Tonia Wood, Senior Reference Archivist, will talk about the Texas Digital Archive and digital collections in archives.

9. Discussion of 2017 State Board Programming Grant activities

Workshops:

Chubb reported on recent workshops THRAB has offered. Providing DAS workshops is more cost-effective than it used to be because they are no longer mailing packets to registrants but offering all the resources electronically instead.

There was a grant-writing workshop at San Antonio Public on September 29 with 10 attendees and five evaluations. The evaluations were all fours and fives on a five-point scale.

A workshop at TSLAC on Copyright for Digital Archives was very successful, with 28 registrants and many positive comments about the instructor and the course. There were 24

completed surveys and all with scores in the fours and fives. Chubb read some of the comments from the surveys and said she will be including some excerpts in her report.

a. Archival Awards of Excellence for 2018

Chubb attended an Austin City Council meeting in December to present the institutional award to the Austin History Center.

Chubb will present the individual award to Susan Dorsey at a GLO staff meeting next week.

b. Archives Month Poster

Chubb reported that we will be working on a digital version of the archives month poster. She solicited ideas for themes. Board members offered such topics as pandemics, natural disasters, and cultural traditions in Texas. Chubb mentioned that we will need to look at what resources are available and that we will need to be able to obtain the images from repositories. The board decided to move forward with the concept of cultural traditions.

c. Texas History Day Awards for 2018

Chubb summarized THRAB's participation in Texas History Day Awards. She will be calling for volunteers to assist. Looking at partnering with TSHA to offer teachers a workshop on using primary sources that would be offered this summer. Chubb said one option would be to create a webinar that would be more accessible to teachers across the state, perhaps with an included packet of materials.

10. Discussion of next State Board Programming Grant application

Chubb would like to hold the next THRAB meeting in June.

Chubb opened the topic of discussion of the next programming grant application. She referred to the draft application she sent the members and pointed out that the dates of the grant will run from January 1, 2019 – December 31, 2019. Board members were pleased to see additional workshops offered. Workshop topics include emergency preparedness, copyright, and digitization. The proposal includes the same awards and the poster will be digital. She also proposed three board meetings.

11. Adjournment

Chubb thanked Leslie Stapleton once again for hosting the meeting. Meeting adjourned at 1:55 p.m.

Approved, June 29, 2018