

**MINUTES**  
TEXAS HISTORICAL RECORDS ADVISORY BOARD  
June 29, 2018

The Texas Historical Records Advisory Board meeting was called to order at 10:01 a.m. on June 29, 2018, in the Learning Center at the Texas State Library and Archives Commission, Lorenzo de Zavala State Library and Archives building, 1201 Brazos St. Austin, TX.

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

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

**Also Present:** Mark Smith, Director and State Librarian; Gloria Meraz, Assistant State Librarian

**1. Welcome and General Announcements**

Chubb welcomed those present, including new board member Melissa Gonzales. Melinda Cowan has been reappointed by the governor to serve on the board. Board members introduced themselves and provided information on their professional backgrounds.

**2. Approve Minutes of February 2, 2018 Meeting**

Monte Monroe moved to approve the minutes with grammatical corrections. Malinda Cowen seconded the motion. The board approved the minutes unanimously.

**3. Public Comment**

No members of the public present.

**4. Consideration of Resolutions and Certificates of Appreciation**

No resolutions or certificates.

**5. Update on the Texas State Library and Archives Activities**

Chubb announced the new commissioners appointed by Governor Abbott. Lynwood Givens has been appointed for a second term, along with three new commissioners: Daryl Tocker, David Garza, and Arthur Mann.

- The Sunset Advisory Commission staff report is expected in mid-July. The agency will have an opportunity to review and provide additional information and comments. The first hearing before Sunset Commission will be in late August. That will be the time for public comment.
- The agency's Legislative Appropriation Request for FY 2020 and 2021 is due August 3<sup>rd</sup> and includes the following exceptional items:
  - Increase staff salaries to mid-point of market range.
  - General Counsel position to assist the agency in addressing Public Information Act (PIA) requests, specifically permission exceptions.
  - Construction of an additional records and archives storage facility. The agency needs approximately 100,000 cubic feet of archival storage and the State Records Center requires a substantial increase in space to meet the needs of state agencies. Archival storage will include area for formats requiring cold storage and a flash freezer. TSLAC is requesting approximately \$30 million for a multi-year project.

The agency's base request also includes a continuation of funding for upgrades and improvements for the Sam Houston Regional Library and Research Center in Liberty. The Center's newly renovated museum opened on June 9 with about 200 visitors.

Note: Mark Smith and Gloria Meraz joined the meeting after lunch and updated the board on TSLAC activities. Smith answered questions and discussed recent developments, including the appointment of new commissioners, and responded to questions about the Sunset Review report. Smith informed the group that the results were currently confidential, and the official report would be out July 19. Smith said that he was not worried about the future of the agency and there were no real surprises. Chubb mentioned the board was interested in Sunset public testimony and asked if the Review staff had reached out to the board. Members indicated they had not been contacted. Smith urged board members to bring up anything they are concerned about at the public testimony. Monroe asked about the topic of opening restricted records. Smith replied that it was an issue raised in the agency's Self-Evaluation Report.

#### **6. Update on the National Historical Publications and Records Commission**

Congress has approved a budget of \$6 million dollars for the FY 2018 (October 1, 2017-September 30, 2018). NHPRC met in May and hopes to make grant awards in November, but that will require an approved budgeted for FY 2019. THRAB has funding through this calendar year. Chubb also noted that NHPRC has a new executive director, Christopher Eck. The board discussed Texas grant submissions and the list of grant opportunities on the NHPRC website.

#### **7. Discussion of Current State Board Programming Grant Activities**

Chubb reported on the planning grant activities. The interim report is due next month.

- Kristy Sorensen discussed the THRAB Texas History Day submissions, awards and event. The winners were:

Senior Division: Lira Ramirez. "Jose T. Canales, Conflict and Comprise: Tejano Identity and Politics" (paper)

Junior Division: Lily Coffman. "The Integration of Waco, the Story Behind the Secret" (documentary)

Board members discussed various aspects of Texas History Day. Chubb informed the members that the grant project plans for collaborative History Day workshops with the Texas State Historical Association (TSHA) is on hold due to its recent personnel cuts.

- Chubb discussed the Archival Excellence Award. The deadline for nominations is July 31. THRAB will be distributing application information through social media, email, etc.
- Chubb reminded the board that the theme of this year's Texas Archives Month poster will be cultural traditions. The concept is a digital poster with images from various repositories representing cultures in Texas. The poster will be provided online with clickable images that will bring visitors back to home institutions for more exploration of the repositories. A PDF of the poster will be available for download. Peggy Price will craft a solicitation email and request images from archival institutions in the state by August 3, 2018. Board members discussed the poster and Chubb distributed examples of posters from previous years.
- Chubb reminded the board that THRAB is contracting with the Society of American Archivists to present workshops on different topics. THRAB has focused on opportunities to

help institutions digitize materials and manage digital collections. Workshops are presented at the TSLAC Learning Center or online in a 90-minute webinar. Registration is required, but the workshops and webinars are free for those that attend. Price reported that THRAB is has also contracted for two Grant Writing Proposal Writing workshops. Registration is open for workshops at Stephen F. Austin University on July 24 and at the University of Texas- El Paso on August 22.

**8. Discussion of State Board Programming Grant application for 2019**

Chubb reviewed the planning grant application, submitted on June 14. THRAB has asked for \$25,480 to fund the following board activities from January 1 through December 31, 2019:

- Three THRAB meetings. Two in Austin and one at a location outside of Austin to be determined.
- Disaster Preparedness and Response Workshops and Webinars. Two two-day in-person workshops and two webinars on disaster preparedness and response taught by Rebecca Elder.
- Two in-person SAA workshops on Privacy & Confidentiality in Digital Archives and Building Advocacy and Support for Digital Archives.
- Continuation of Archives Month activities, including the production of a digital Archives Month Poster.
- Continuation of THRAB's awards program (Archival Excellence, National History Day)
- Outreach exhibit booth at the Houston Archives Bazaar.
- Session sponsorship at the TSHA conference in March 2019. THRAB will also have a booth in the exhibit hall.

**9. Update on 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, will discuss the network of Regional Historical Resource Depositories around the state; Amanda Focke, Asst. Head of Special Collections at Rice University, will discuss the Texas Archival Resources Online catalog; Tonia Wood, Senior Reference Archivist at TSLAC will talk about the Texas Digital Archive and digital collections in state archives. The session will take place at the TSHA annual meeting taking place in Corpus Christi in March 2019.

**10. Discussion of Strategic Planning session for October 2018 board meeting.**

Chubb asked the members to review the board's current strategic plan. Chubb opened a discussion by noting that THRAB has achieved many of its goals and members want to continue building on the successes. Chubb asked for suggested topics to cover in strategic planning session that will occur at the October meeting. Members identified stakeholders and partnerships; and the preservation of county records. Chubb anticipates a two-hour planning session at the next meeting and hopes to finalize the revised document at the following by February.

**11. Adjournment**

Meeting adjourned at 1:30 p.m.

*Approved, October 12, 2018*