



## Archives Advisory Board

### Meeting Minutes

June 15, 2021

1:00pm – 2:30pm

Location: Zoom

**Board Members Present:** Greg Zinser, Jennifer Tarr, Eric Stout, Shirley Browne, James Francis, Brenda Kielty, Paige Lilly, Adelaide Solomon-Jordan

**Board Members Absent:** Shelly Crosby

**MSA Staff Members Present:** Kate McBrien (ex-officio), Tammy Marks, Felicia Kennedy, Tiffany Tattan-Awley

Meeting called to order at 1:04 pm by Kate McBrien.

### Welcome and Land Acknowledgment

Kate McBrien welcomed everyone to the meeting and recited the land acknowledgment which is offered by the Maine State Archives at each Archives Advisory Board meeting. Kate McBrien noted treaties that we have between Massachusetts and Maine and the Wabanacki people are some of the most amazing documents held in the Archives and cannot wait to show those to the members in person.

### Welcome

James Francis, Chair, welcomed everyone to the meeting and began addressing items on the agenda.

## **Approval of May 4, 2021 Meeting Minutes**

Greg Zinser made a motion to accept the minutes, Adelaide Solomon-Jordan seconded that motion. All present were in favor.

## **Review of Proposed Bylaws**

Kate McBrien shared her screen so all members present could view the proposed Bylaws. James Francis read each Article. There was discussion on the following Articles:

Article I, Section 1. Name - Eric Stout asked if we want to call the Board the Maine State Archives Advisory Board. Kate McBrien said the Maine statute refers to it as the Archives Advisory Board.

Article II, Section 11. Quorum - Eric Stout asked what was meant by 'majority of the board'. He mentioned that past experiences caused problems establishing a quorum. Eric Stout asked if there should be clarification regarding 'majority of the board'. Jennifer Tarr thought that the language stating a 'majority of those present' should be specific enough. Greg Zinser tried to help Eric Stout's point. Greg felt that Article II, Section 12 takes care of the quorum of the board explanation. Greg Zinser suggested maybe changing the language to read with more clarity. Kate McBrien suggested that the way the Board was structured before, the Board was comprised of people appointed by the Governor. This Board is appointed directly by the Secretary of State and this may streamline the process so there isn't as much of an issue with vacancies and lack of a quorum. There is a possibility that Board members may be added as it was introduced previously that two members of the press and one member of a special interest group be added to the Board.

Article II, Section 13. Telephone or Virtual Conference Meetings – Kate McBrien asked if the Board was good with accepting the Bylaws with Article II, Section 13 included knowing that this Section is being considered by the Legislature. Greg Zinser and Brenda Kielty thought the Board should wait to approve the Bylaws until Article II, Section 13. Telephone or Virtual Conference Meetings was confirmed by the Legislature; other Board members agreed that way the Board wouldn't need to go through and review the Bylaws and amend them later on.

Article II, Section 16. Minutes of Meetings – Eric Stout asked if the minutes should be mentioned that they are published on the website but that they become a public record and are published on the Archives website, being more specific. Brenda Kielty mentioned that being too specific can be tricky and that there should be a balance of

what needs to be in the Bylaws, some changes being done with the policies and procedures of the Board. It was discussed that a vote to table this was not necessary as it wasn't listed as an action item, just listed as a review.

### **Discussion of Procedures and Policies for the Board**

Brenda Kielty mentioned that having policies and procedures for the Board would be to strike a balance and not be overly specific. Brenda Kielty mentioned having an ad-hoc subcommittee to create an informal document used to guide the Board with its purpose and allow it to adequately function. Members volunteered to be part of this subcommittee, they were James Francis, Brenda Kielty, Eric Stout, Kate McBrien, and Tammy Marks (as Clerk). Felicia Kennedy asked what specific charge the sub-committee will have. There were various purposes mentioned for the sub-committee's charge. Greg Zinser agreed with Brenda Kielty and proposed that the committee be broadly defined, and they work on any policies and procedures that the standing committee will discuss and would ultimately be recommended by them. Greg Zinser made a motion to accept the creation of this subcommittee to develop the necessary policies and procedures for the standing committee to adequately function. Paige Lilly seconded. All present were in favor.

### **State Archivist Report**

Kate McBrien provided a list of projects (requested by a Board member) with detailed explanations of what the Maine State Archives is working on beyond just the records schedules. Some of these projects are:

- Strategic Plan
- Cultural Building
- Digital Records Preservation
- State Agency Outreach
- Judicial Branch
- Classified Records
- Records Management database replacement
- Public Access and Outreach
- CLIR Digitizing Hidden Collections grant application
- Budget and Staff

James shared the name of the content management system they use at the tribal level is called Mukurtu. It is open accessed, free to use. Dr. Kim Kristen can provide information as to whether this would be helpful to the Archives. Felicia Kennedy mentioned that Preservica would do the same thing for the Archives, which is a system

that the Archives has been looking into. Eric Stout mentioned that based on what was identified in the Archives' strategic plan, if the AAB was tasked with submitting a letter to the Legislature they may be a good reference.

Eric Stout suggested reaching out to the Maine State Library and possibly collaborating with them as they have been very innovative. Kate McBrien mentioned that the Archives has collaborated in years past with the Maine State Library and Maine State Museum. She mentioned that she is trying to work with the Arts Commission but isn't sure yet how the two can collaborate. She asked if anyone had any suggestions to let her know.

### **Schedule Individual Tours of the Maine State Archives**

Paige Lilly has scheduled a time with Kate McBrien to come to the Archives and view their temporary facility. Adelaide Solomon-Jordan was interested in receiving a tour and will be coordinating that with Kate McBrien.

Eric Stout asked if everything has been moved out of the Archives former space especially the vault. Kate McBrien mentioned that Archives has moved everything out of the Cultural Building, including the cold storage items and the vault material. The vault material was the first materials to be moved from the Cultural Building. It is residing in an offsite undisclosed location with material belonging to the Maine State Museum as well. Some of the documents at the Archives has been imaged due to the material they are printed on (like velum) and their historical significance were imaged and moved off site first. Archives has dedicated servers for archival material which are located in a different location with their IT staff.

### **Schedule Meetings for 2021**

Tammy Marks will send a doodle poll to the Board members to schedule the next meeting for July and September. In September the Board will decide how often they want to meet for the rest of the 2021 year.

A motion was made by Paige Lilly to adjourn. Adelaide Solomon-Jordan seconded the motion. All present were in favor (Greg Zinser had left the screen prior to the vote).

Meeting adjourned at 2:33 pm