



## Archives Advisory Board

### Meeting Minutes

May 4, 2021  
1:00pm – 2:30pm  
Location: Zoom

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

**MSA Staff Members Present:** Kate McBrien (ex-officio), Samuel Howes, Tammy Marks, Kate Herbert, Tiffany Tattan-Awley

**MSA Staff Members Absent:** Felicia Kennedy

Meeting called to order at 1:07 pm by Kate McBrien.

### Welcome and Land Acknowledgment

Everyone was congratulated for their nominations and appointments and thanked for their time commitment to serving on the board. It was acknowledged that the Maine State Archives (MSA) is located on the homeland of the Wabanaki people. Where issues of water, territorial rights and encroachment of sacred sites are ongoing. Kate recognized that we are connected to them all and the issues that they are working towards and thanked them for the land and the space we are on.

### Introductions

Everyone introduced themselves and stated where they were affiliated.

- Shirley Browne, DAFS State Controller's Office

- Shelly Crosby, Orono Town Clerk
- James Francis, Penobscot Nation
- Brenda Kielty, AG FOAA Ombudsman
- Paige Lilly, Castine Historical Society
- Adelaide Solomon-Jordan, Rumford
- Eric Stout, OIT
- Jennifer Tarr, Department of Education
- Greg Zinser, County Manager for York County
- Kate McBrien, State Archivist ex-officio member
- Tammy Marks, Director of Archives
- Samuel Howes, Archivist III
- Kate Herbert, Digital Archivist
- Tiffany Tattan-Awley, Management Analyst I
- Felicia Kennedy, Management Analyst II (introduced by Kate McBrien)

### **Review of mission and responsibilities for the Board**

Members were asked if they preferred to meet in person (if available) or continue virtually. The members that commented preferred to meet in person; that was most of the board. It was asked if meeting in person the agenda be large enough to meet for several hours to make the long commute worthwhile.

It was asked if the meetings had to be in Augusta. There was nothing found that says the meetings had to be in Augusta. In previous charters it stated the meetings would be held in Augusta but that was before current options were available. It was the pleasure of the board that meetings be held in various locations to share the burden of travel for all members.

Brenda Kielty added that the board meetings are public meetings subject to FOAA. Emergency legislation has allowed virtual meetings to happen and that thirty days after legislation these provisions will no longer be in place. Bills before the legislature currently include extensions to the provisions to allow hybrid meetings in these instances where members all over the state can still attend meetings if they cannot be there in person. This legislation would also allow members of the public that may want to participate and cannot in person still partake in meetings. [LD 32](#) was referred to.

Kate mentioned that the AAB needs to appoint a Chair. The Chair will attend the Cultural Affairs Council meetings with Kate and represent the AAB. Terms of the Chair and Vice Chair will be set in the bylaws.

James Francis volunteered to be Chair. Shelly Crosby recommended having a Vice Chair and volunteered to be the Vice Chair. Brenda Kielty made a motion to accept James Francis as Chair and Shelly Crosby as Vice Chair. Paige Lilly seconded that motion. The Board voted; it was unanimous. (Yes votes: Shirley Browne, Shelly

Crosby, James Francis, Brenda Kielty, Paige Lilly, Adelaide Solomon-Jordan, Eric Stout, Jennifer Tarr, Greg Zinser; No votes: None)

It was asked if the Board would have a Clerk take the meeting minutes for every meeting. Brenda Kielty made a motion for Tammy Marks to be the Clerk of the board. Greg Zinser seconded that motion. The Board voted; it was unanimous. (Yes votes: Shirley Browne, Shelly Crosby, James Francis, Brenda Kielty, Paige Lilly, Adelaide Solomon-Jordan, Eric Stout, Jennifer Tarr, Greg Zinser; No votes: None)

### **Discussion and introduction to Records Management**

Kate McBrien explained the board reviews proposed records retention schedules and related policy issues for both Maine state government and local governments, including municipalities, counties, schools, and special districts; ensuring proper records management procedures and schedules are in place. Board reviews also impact the public's "right-to-know" regarding access to public records. The board's input helps preserve those records with archival value. Serving in an advisory role to the Maine State Archivist, the Board makes certain records of continuing value are preserved for use by future generations.

Kate explained the General Schedules and their purpose. Kate McBrien noted that basic schedules would not be brought to the board for advice. She also mentioned while the voluntary Archives Advisory Board represents a broad area of interests and backgrounds, additional advice is welcome, and may strengthen final decisions. [Title 5, Chapter 6, §96](#)

### **Welcome from Secretary of State Bellows**

Secretary Bellows logged in and joined the group. She welcomed everyone to the Board and thanked everyone for accepting her nominations. Everyone went around the screen and introduced themselves to Secretary Bellows as she missed the introductions at the beginning of the meeting.

### **Review of Current Bylaws**

It was noted the current bylaws were adopted in 1991. Brenda Kielty recommended reviewing and editing the current version. Greg Zinser recommended having a sub-committee, including the Chair and Vice Chair to create a draft and have the board work from the draft rather than have all board members providing comments to develop the draft. Brenda Kielty stated that with FOAA, email can get complicated. She stated that comments should be made during the live meetings and not through emails. James Francis asked if Brenda Kielty could be on the bylaws committee with the Chair and

Vice Chair, which she accepted. It was recommended that meetings be held more frequently until housekeeping items are dealt with. Paige Lilly made a motion to create a sub-committee to work on the bylaws. Greg Zinser seconded that motion. The board voted; it was unanimous. (Yes votes: Shirley Browne, Shelly Crosby, James Francis, Brenda Kielty, Paige Lilly, Adelaide Solomon-Jordan, Eric Stout, Jennifer Tarr, Greg Zinser; No votes: None)

Greg Zinser asked if the board was required to have a Code of Ethics. There was a draft included in the handouts from 2015. Greg Zinser made a motion to create a Code of Ethics for the board. Paige Lily seconded the motion. The board voted; it was unanimous. (Yes votes: Shirley Browne, Shelly Crosby, James Francis, Brenda Kielty, Paige Lilly, Adelaide Solomon-Jordan, Eric Stout, Jennifer Tarr, Greg Zinser; No votes: None)

Kate McBrien will send out an email to the board to schedule a tour of the Archives if anyone is interested. She will also send a doodle poll to schedule future meetings (more than just quarterly) one in June, July, and September to start the schedule off. Shelly Crosby recommended creating a timeline for each meeting which would include goals for the board and detail activities and/projects that MSA is working on to keep everyone in the loop on activities.

Meeting adjourned at 2:47 pm