

**Archives Advisory Board** Meeting Minutes

January 16, 2025

1:00 pm – 2:30 pm Location: Zoom

**Board Members Present**: Paige Lilly, Jennifer Tarr, Greg Zinser, Eric Stout, Steve Collins. Adelaide Solomon-Jordan, Shelly Crosby, Brenda Kielty, Shirley Browne *(arrived late)*

**Board Members Absent**: James Francis

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

The meeting was called to order at 1:00 pm.

# Welcome

Kate McBrien welcomed the Board and acknowledged a quorum.

Kate noted that Christian Cotz, the newly appointed acting State Archivist, could not join the meeting as he and his family are currently traveling to Disney World—a trip he had planned before accepting the position.

# Call to order

The meeting was called to order, with Shelly serving as the chair in James’s absence.

# Approval of November 24, 2024, Meeting Minutes

Steve Collins made a motion to accept the meeting minutes with edits, and Greg Zinser seconded the motion. Tammy did a roll call, and the following Board members voted: Eric Stout, yes; Steve Collins, yes; Jennifer Tarr, yes; Greg Zinser, yes; Brenda Kielty, yes; Adelaide Solomon-Jordan, yes; Paige Lilly, yes; Shelly Crosby, yes. The minutes were approved unanimously.

# Update By-Laws

The Board discussed the proposed changes to the by-laws, specifically removing term limits for officers of the Board. While the potential benefits of term limits, such as preventing board domination and encouraging rotation, were highlighted, concerns were raised about the lack of a defined process for officer elections and the risk of continuous re-elections. The Board agreed to revisit the issue at the next meeting, emphasizing establishing a transparent election process and considering the designation of a specific time for annual meetings.

# Alternate Repository Application

1. IQS (Info Quick Solutions, Inc.)

The Board discussed IQS's (Info Quick Solutions, Inc.) suitability for microfilm storage, raising concerns about its out-of-state location, unmanned facility, lack of environmental monitoring, and accessibility. The conversation emphasized the logistical and security issues posed by the proposed storage location in upstate New York compared to in-state options like the Maine State Archives or Iron Mountain in Scarborough. The Board noted that IQS’s facility is not staffed and lacks robust systems for detecting and addressing environmental risks such as leaks or temperature fluctuations, which are crucial for preserving microfilm records.

Board members acknowledged that microfilm is a backup copy, and immediate retrieval may not always be critical. The Board stressed the importance of proper maintenance, security, and proximity to ensure accessibility when needed. The discussion also highlighted the outdated nature of microfilm and the ongoing legislative efforts to modernize statutory requirements around its use.

Tammy did a roll call, and the following Board members voted: Eric Stout, no; Jennifer Tarr, no; Greg Zinzer, no; Brenda Kielty, no; Adelaide Solomon-Jordan, no; Paige Lilly, no; Steve Collins, no; Shelly Crosby, no; The motion unanimously failed.

# Consideration of Records Schedules

1. Professional & Financial Regulation- Engineering Board minutes 5 years in the agency, Archival
2. Senate Legislative Sentiments 2 years in the agency, Archival

Steve Collins made a motion to accept the schedules as written; Greg Zinser seconded the motion. Tammy did a roll call, and the following Board members voted: Eric Stout, yes; Jennifer Tarr, yes; Brenda Kielty, yes; Adelaide Solomon-Jordan, yes; Steve Collins, yes; Greg Zinser, yes; Shirley Browne, yes; Paige Lilly, yes; Shelly Crosby, yes. Schedules were unanimously approved.

# State Archivist Report

Kate provided an update during the meeting, acknowledging the Board's thoughtful work during her tenure and announcing her transition to the Secretary of State's office. She explained that Christian Cotz has been appointed Acting State Archivist. At the same time, a national search will be conducted for her permanent replacement, with a confirmation process likely concluding by May or June. Significant initiatives are underway including the launch of a new digital preservation system and training for state agencies, as well as the Archives' planned move back to the Cultural Building in March.

# Report of Standing and Special Committees

At present, the Board does not have any standing or special committees in place.

# Potential agenda items for future meetings

An update on Libnova will be provided.

# Adjournment

Steve Collins moved to adjourn; Greg Zinser seconded the motion. The meeting was adjourned at 1:53 p.m.

**The next meeting is scheduled for March 20, 2025, at 1:00 p.m.**