



## Maine Historical Records Advisory Board

### Meeting Minutes

June 15, 2022

3:00pm – 4:00pm

Location: Zoom

**Board Members Present:** Howard Lowell, Kevin Johnson, Anna Faherty, Jill Piekut Roy, Kat Stefko, Steve Bromage, Pat Dunn

**Board Members Absent:** Earle Shettleworth, Larissa Vigue Picard, Donald Soctomah

**MSA Staff Members Present:** Kate McBrien (ex-officio), Sam Howes

**Public Attendance:** Rodney Gagnon (Topsham)

Meeting called to order at 3:03 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 Maine Historical Records Advisory Board meeting.

### **Welcome**

Kate welcomed everyone to the meeting and recognized a quorum.

**MHRAB Funding** - Kate verified that MHRAB funding available was \$0.

**Approval of Meeting Minutes** – This item was not taken up at the meeting.

**NHPRC Grant Project Application** – Kate reported that the grant was submitted and acknowledged as received. The amount of \$4,360 was asked for to pay a consultant (Anne Ackerson) to develop a strategic plan for Maine. Part of the funds asked for include the consultant fee and postage funds for mailing out program announcements as many small institutions may not have good internet connection. Local Contexts will give a presentation on Zoom for free, and Maine Cultural Emergency Resource Coalition (CERC) will give a program to talk about disaster planning.

Part of the application included the survey that will be sent out this summer, the goal is to send it out by early July.

**Survey Discussion** – The Board commented the survey was too long and should be shortened to not discourage smaller institutions from filling it out. Also, making the questions simpler and more relevant including multiple choice and lesser number of questions.

Four categories were agreed on for the survey. They are: Needs and Priorities; Staff and Volunteers; Financial Support; and Digitization of Collections/Accessibility.

Kate will send another draft with the comments/edits before the next meeting.

Kate mentioned that she included in the grant proposal once the survey is completed a report will be published showing the results. When the survey is sent out it will be noted that a report will be published with the results and that confidentiality will be safeguarded.

**Other Business** – Kate announced that Sam Howes, Archivist III, was leaving the Archives to take another position. He will be taking a position with Bates College as the College Archivist.

The next meeting will be scheduled for September with plenty of notice to the public.

### **Adjournment**

The group agreed to adjourn. Meeting adjourned at 3:55 pm.