

State Historical Records Advisory Board (SHRAB) Meeting
Regular Meeting Minutes
December 11, 2013
R.A. Gray Building, Tallahassee, Florida

Members in Attendance

Gerard Clark, Board Coordinator
E. Steven Benetz (via conference call)
Jim Berberich
Bonnie R. Brinson
Elaine Coats
Kathy A. Fleming
Jennifer L. Koslow

Others in Attendance

Judi Ring, DLIS
Amy Johnson, DLIS
Cathy Moloney, DLIS
Elisabeth Golding, DLIS
Jody Norman, DLIS
Christine Bethke, DLIS

Welcome and Introductions

Interim Chairman Jim Berberich called the meeting to order at 1:05 p.m. The roll call was given; it was noted that Steven Benetz would be joining later via conference call, and quorum was achieved.

Adoption of Agenda

Jim Berberich called for a motion to approve the meeting agenda. Jennifer Koslow made the motion, seconded by Elaine Coats, and members voted unanimously to approve the agenda.

Approval of Minutes of the October 25, 2013 Meeting

Jim Berberich called for a motion to approve the February 18, 2013 minutes. Jennifer Koslow made the motion, seconded by Elaine Coats, and all voted to approve the minutes.

Division of Library and Information Services Update

Division Director, Judi Ring, presented updates to the Board on the following issues:

- The new, updatable website for the Division.
- The current plan for the development of digitization guidelines and standards by the Bureau of Library Development. Since there is no statewide plan for electronic records, the Division is working on the Statewide Digital Action Plan to create a common plan for repositories to follow, if they choose.
- Information about the *Florida Electronic Library*, *Ask a Librarian* and *E-Government* in Florida Libraries.
- The Secretary of State's visit to the State Records Center.
- An overview of the DLIS 2014 budget request submitted to the Governor.

Bureau Chief, Cathy Moloney, of the Bureau of library and Network Services, presented updates to the Board on the following issues:

- The two missions of the State Library: Information provider to state agencies and the legislature, and the Collection for the history of Florida.
- State documents and the rewriting of the statute to have them submitted electronically.
- Digitization of older documents.

Bureau Chief, Amy Johnson, of the Bureau of Library Development, presented updates to the Board on the following issues:

- *E-Rate* program to offer reduced telephone service.
- Sunshine State Leadership Institute.
- The major role BLD plays in assisting with *E-Government*.
- Return on Investment study.
- *Viva* statewide time capsule placed in the DOS.

Archivist Supervisor, Beth Golding, of the Bureau of Archives and Records Management, presented updates to the Board on the following issues:

- An overview of the records analysis group work, and records management.
- Working with state agencies.
- An overview of collections management.
- Promotion via *Facebook*.
- Discussed the State Electronic Records Initiative.

Archivist Supervisor, Jody Norman, of the Bureau of Archives and Records Management, presented updates to the Board on the following issues:

- *Florida Memory's* move to Omeka.
- Practice of using both short clips and longer videos.
- Increased sales for digitized photographs.
- Practice of using all textual items when digitizing collections.
- Use of online classroom to promote use of primary research.

Bureau Chief, Gerard Clark, of the Bureau of Archives and Records Management, presented updates to the Board on the following issues:

- Overview of the State Records Center,
- Increase in fees for seminars and webinars in Records Management Training.

Jim Berberich thanked the presenters, and Steve Benetz commented on how impressed he was with Gerard's staff.

Jim Berberich turned the meeting over to Gerard Clark to discuss further business.

NHPRC Grant

Gerard Clark told the Board that a \$4,000 Statewide Partnership Grant was awarded for 2014. As the total would be split with COSA, he determined that \$3,000 would be earmarked for SHRAB travel. He felt this would cover the amount spent if all members traveled to the meeting.

Next Meeting

Gerard Clark explained that he has asked for an extension on the \$2,000 grant so enough time would remain to hold a second SHRAB meeting. If the extension is given, he is planning a meeting via teleconference at the end of February/beginning of March. Jennifer Koslow requested that the meeting not be held on a Wednesday morning.

SHRAB Appointments

Gerard Clark expressed his wish that all Board members would reapply. A deadline of January 15, 2014 was given for the application on the Governor's website.

Other Business

Gerard Clark mentioned how important it was for the Board to be part of the Digitization plan. He also suggested they come up with ideas for the Board to become more involved with other groups that would not involve staff or funding.

As the by-laws have not been updated since 1997, Gerard Clark said he would begin reformatting them in the next month or so. He will then send them to the Board for review.

Jim Berberich called for a motion to adjourn the meeting. Steven Benetz made the motion, Elaine Coats seconded, and the Board voted unanimously to adjourn at 4:50 p.m.

Jim Berberich, Chair