

**State Historical Records Advisory Board (SHRAB) Meeting
Regular Meeting Minutes
March 24, 2014
R.A. Gray Building, Tallahassee, Florida**

Members in Attendance

Gerard Clark, Board Coordinator
E. Steven Benetz (via conference call)
Jim Berberich, Interim Chair
Bonnie R. Brinson
Elaine Coats
Jennifer L. Koslow
Martha Martin
Richard Roberts

Others in Attendance

Judith Ring, DLIS
Amy L. Johnson, DLIS
Christine Bethke, DLIS
Liz Bischoff, Consultant

Call to Order and Roll Call

The meeting of the State Historical Records Advisory Board was called to order at 2:00 p.m., in Tallahassee. Introductions were made, and a quorum was present.

Adoption of Agenda

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

Business Items/Reports/Other

Approval of Minutes of the February 18, 2014 Meeting

Jim Berberich called for a motion to approve the February 18, 2014 minutes. Martha Martin made the motion, seconded by Steve Benetz, and all voted to approve the minutes.

Statewide Digitization Plan update

Jim Berberich turned the meeting over to Amy L. Johnson, Bureau Chief of the Bureau of Library Development, to introduce the Statewide Digitization Plan. Amy introduced her guest, Liz Bischoff, who gave an update of the Project Steering Committee's activities to the board.

Project Steering Committee Update

The following has been taken from the notes of Liz Bischoff:
The Steering Committee has met regularly since December, including a two-day, in person meeting in January, as well as monthly conference calls. The Steering Committee is broadly representative of

Florida's cultural heritage and collection care community, with active involvement of the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, as well as the Divisions of Cultural Affairs and Historical Resources. During the two-day, in person meeting in January, a project mission was drafted, existing models of best practices were identified, and strategies for moving forward were discussed. During the period of January to June, the Steering Committee, staff and consultants will focus on four activities:

- Gathering research and data on Florida's current digital environment.
- Investigating technical strategies for increasing access to Florida's digital collections.
- Drafting recommended policies for creation of digital content and metadata by local cultural heritage organizations.
- Drafting a collection development policy.

Draft mission statement (February, 2014)

Through [insert the name of service], Florida's archives, libraries, museums, and historical societies provide the residents of Florida and curious citizens of the world with an interest in Florida cultural heritage barrier-free online discovery and access to the digital collections that promote Florida and enhance understanding of its heritage.

Survey results

A statewide survey, developed in collaboration with the Steering Committee and staff from the three Divisions, was in the field between mid-January and mid-February, 2014. The survey was sent to: Florida's libraries, museums, historical societies and history museums, archives, and the list of organizations that participated in last year's *Viva Florida* program. One hundred-and-one organizations responded to the survey, of which 41% were public libraries, 26% academic, 13% museums and 10% archives. Of the 101 respondents, 70% have digital collections. Of those that did not, eight indicated that they would begin developing collections in the next three years. The respondents were asked to estimate the number of digital items they have created, and when totaled up, the result was more than 13.8 million items across the 70 institutions. When asked about future topics for digitization, the most popular topic was Florida history, and the most common format was photographs.

Of the archives that responded to the survey, all are currently creating digital content. The main reason their collections are being digitized include:

- They are of high value, and digitization will increase access (87.5%).
- There is strong local increase in their materials and collections (87.5%).
- Materials are fragile or deteriorating (75%).
- Materials are heavily used (50%).

When asked about current volume of digital content, three organizations reported 1-2 terabytes (TB), two organizations reported .5-1TB, and the rest indicated they did not know the volume of digital content. When asked how much they expected the volume to increase by 2017, four indicated they did not know, two indicated 3-5TB and one indicated 1-2 TB.

To make the collections available to the public, there must be information that describes the digital resource; however, only five organizations reported that collections had been cataloged. The consultants will be delivering a final survey report that will include observations and recommendations. The project working groups are currently using results of the survey as they evaluate

the current technology environment, digital content creation and metadata creation environment, in Florida's cultural heritage organizations. The final report of the survey will be available in May 2014.

Working group activities

Four working groups were established in January: the Metadata Working Group, Content Creation Working Group, Collection Development Working Group and the Technology/DPLA Working Group. Membership in the working group includes representatives from the Steering Committee, state agency staff, and consultants, as well as others from the cultural heritage community. Each working group meets online twice a month at publicly announced meetings. Each group has a specific outcome, for example: the Technology/DPLA Working Group will be developing a technology strategy for improving access to Florida's Statewide digital collections; the Metadata and Content Creation working groups will be drafting guidelines/framework for creation of metadata and content creation; while the Collection Development group will be drafting a collection development policy for the Florida Statewide digital collection. It is anticipated that draft reports will be completed by mid-June.

Statewide presentations

Beginning in the fall of 2014, the consultants and members of the steering committee will begin making public presentations on the project. A series of focus group sessions will be held in several locations across the state in late October. The target audience for these sessions will be organizations who are creating digital content, or who plan to create digital content. These sessions will focus on identifying specific activities to implement the digital action plan. We will also be making presentations at professional conferences, such as the *Florida Museum Association Conference*, *Florida Library Association Conference* and the *Society of Florida Archivists* meeting. We are planning on preparing a PowerPoint presentation with supporting narrative that can be used by Steering Committee members for local and regional group presentations.

Digital Action Plan

The Steering Committee and consultants will be taking the data collected in the survey, the results of the focus groups and feedback from public presentations, and developing the *Digital Action Plan*. The Plan will be available for comment during the spring of 2015.

Judi Ring said this was a great overview. Jim Berberich asked if the Board had any questions before they proceeded to other business.

Amy Johnson invited the board to the meetings, which are held via teleconference.

Division Update

Jim Berberich informed the board that the Division update would not be given at this meeting since it was so well covered in the last meeting. He then turned the meeting over to Gerard Clark for an update on the NHPRC grant.

Gerard Clark informed the board that the NHPRC was changing its funding categories, and reviewed how this may affect the board.

Next Meeting

Gerard Clark discussed the possibility of having the next meeting in Tallahassee, at the same time as the Library Council meeting. This would allow the board to connect with Library Council members.

Other Business

Jim Berberich asked if there was any other new business. Gerard Clark thanked the board for submitting their reappointment applications for SHRAB. Comments were made about updates to the member list, and those changes will be updated after the meeting.

Judi Ring said that budgets had been sent to the legislature to be voted on, and that funding looked good. Elaine Coats commented on how much she loved the *Facebook* posts on the State Archives page.

Public Comment

Jim Berberich said no public comments were received.

Adjournment

Jim Berberich thanked the board members for attending, and asked if there was a motion to adjourn. Elaine Coats made the motion, and Richard Roberts seconded the motion. The motion passed unanimously. The meeting adjourned at 3:30 p.m.