

UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

Utah State Archives
Board Meeting Room
September 13, 2019
11:47 AM - 1:24 PM

ATTENDEES

CONDUCTING

Jim Kichas, Utah State Archives

BOARD MEMBERS IN ATTENDANCE

Brandon Metcalf, LDS Church History Department (excused early)

Darcy Pumphrey, Utah State University

Sam Passey, Uintah County Library

Paula Mitchell, Southern Utah University

Noel Carmack, Utah State University Eastern (via telephone)

Karla Johnson, Kane County (via telephone)

OTHERS IN ATTENDANCE

Alan Barnett, Utah State Archives

Heidi Steed, Utah State Archives

Lauren Singer Katz, Utah State Archives

Mahala Ruddell, Utah State Archives

AGENDA

Welcome and Introductions

- Introductions and travel reimbursement: Board members and other attendees introduced themselves. Jim Kichas instructed anyone who needs travel reimbursement to contact Mahala Ruddell.

Last Meeting Follow-up

- Approval of minutes from the January meeting: Darcy Pumphrey motioned to approve the May meeting minutes as presented. Brandon Metcalf seconded and the motion passed unanimously.

New Business

- Review of 2019 re-grant applications:

The USHRAB had \$17,918.35* in funds available for re-grant awards.

Northwestern Band of the Shoshone Nation: requesting \$7,367 for five different projects - to

compile metadata for photos; to digitize tribal activities photo collection; to process and digitize historical documents in tribal archive; to edit existing transcriptions of a past oral history project; and to transcribe video oral history interviews. As a representative from Utah State University, the institution the tribe would be working closely with on several aspects of this project, Darcy recused herself from the discussion/vote. The Board voiced concerns over the scope of all five projects combined as well as about long term digital preservation plans. The Board also noted that the application does not clearly indicate the online component specifically for the transcription projects. The proposed transcription projects prompted a brief conversation amongst the Board about whether or not transcription of oral histories supports the Board's mission (oral histories fall under the purview of NHPRC funding when directly related to Native Americans), but the Board acknowledged that question could not be answered without a dedicated discussion separate from this application review. The Board believed that the proposal contained several worthwhile projects but found it difficult to parse out what specifically did and did not warrant funding or what potential in-kind matches to each individual project could be made should partial funding be awarded. Brandon motioned to deny funding and encourage the NWBSN to revise and resubmit their application. Sam Passey reluctantly seconded. The motion passed.

Cache Daughters of Utah Pioneer Museum: requesting \$1,700 to digize around 400 more pioneer histories from its collection (phase II of a four-phase project). As a representative of a partnering institution, Darcy recused herself from the discussion/vote. The Board pointed out that the application is unclear as to where access copies of the digitized files would be hosted. Darcy clarified that they would be hosted through Utah State University's ContentDM system. The Board requested that the DUP partner with USU to host preservation copies as well. Noel Carmack motioned to fund in full. Brandon seconded but added the stipulation that the Cache DUP and USU submit a memorandum of understanding that USU will provide long term preservation of master files. The motion passed unanimously.

North Ogden Historical Museum: requesting \$3,745 to rehouse and digitize the *North Ogden News* from 1944-1965. The Board was concerned about the proposed budget for this project, particularly that the museum may have been inflating some of the rates of pay for the volunteers involved in the proposed project (though they did provide salary documentation in an effort to justify), not accounting for the lack of training of volunteers on digitization standards and ongoing maintenance, and primarily using grant funds to purchase hardware, something the Board objected to. The Board also brought up the question of who holds copyright on the publications. Brandon motioned to approve partial funding for supplies only, for a total of \$183, with the stipulation that an in-kind match can be provided by the museum. Sam Passey seconded and the motion passed unanimously.

Weber State University: requesting \$7,500 to process, re-house, and digitize the First United Methodist Church records and memorabilia collection. The Board questioned the transcription piece of the project and the fact that the cost of transcription made up the lion's share of the institution's match. The Board wondered why the budget did not account for student or staff labor, and suggested that it implied that Weber State was both charging and reimbursing itself for the project. Additionally, the fact

that the church owns and maintains physical control over the records and that Weber State would be processing and digitizing the records with the understanding that the church will hopefully donate them to the university at an unspecified future point sparked a discussion amongst the Board. On the one hand the Board was concerned about this tentative agreement and worried that the church would never give the physical records to Weber State; on the other hand, this project would preserve the records digitally so that, should something happen to the church when the church is caring for the records, the information contained within the collection would not be lost. Sam moved to deny funding but encourage Weber State to revise and resubmit their application. Darcy seconded and the motion passed unanimously.

Park City Museum: requesting \$7,500 to digitize acetate negatives from the Kendall Webb Collection dating from 1955-1959. The Board had very few concerns about this proposal. The only question raised was that of when images would be placed online as the proposed timeline does not specifically mention that piece of the project. Paula Mitchell motioned to fully fund the project as proposed, pending an MOU from the museum and its partnering institution that digitized images will be up on the MWDL prior to the end of the grant period. Noel Carmack seconded and the motion passed unanimously.

Utah State University: requesting \$4,270.37 to digitize and preserve KVNU audio recordings on sound discs dating from 1943-1959. As a representative from the institution applying for funds, Darcy recused herself from discussion and voting. The Board had very few concerns about this proposal and noted that the collection sounded very interesting. Brandon Metcalf motioned to approve the project with full funding. Karla Johnson seconded and the motion passed unanimously.

Mapleton Historical Museum: requesting \$1,500 to digitize about 300 historical photos of the Mapleton-Springville area. The Board noted that the museum did not provide information on its relationships with its digitizing partners and did not submit a Letter of Digitization Agreement, a requirement for applicants who plan to contract with other institutions on digitization projects. Additionally, the application does not provide adequate information about public access, techniques and standards, the volunteers and staff involved in the project, or even the collection itself. Paula motioned to deny funding and recommend that the museum revise and resubmit their application. Sam seconded and the motion passed unanimously.

Dixie State University: requesting \$1,777 to process the Leo Alva Snow papers. The Board had no concerns about this application and proposed project. They even suggested that it is a model application that could be used as an example to prospective applicants in the future. Given how much the collection is handled and its fragility, the Board discussed suggesting the applicant encase the collection in mylar. Sam motioned to fully fund the project as proposed. Darcy and Karla seconded and the motion passed unanimously.

*Due to a mix-up interpreting the budget proposal submitted to and approved by the National Historic

Records and Preservation Commission (NHPRC), the Board conducted this review of grant proposals on the understanding that it had \$25,229.35 in remaining re-grant funds to award.

APPROVED

- Board Retreat concept introduction:

The Archives staff, as administrators of the USHRAB, introduced the concept of having a day-long Board Retreat in conjunction with the January business meeting. Possible topics of discussion may include: updates to the application and website; review of policies and guidelines; addressing issues that come up periodically but have never been solved (such as the question of funding transcription projects, allowing multiple applications from the same institution to be submitted in the same re-grant round); board member roles in their home communities; and even hosting representatives from the Department of Humanities and the Arts, the Mountain West Digital Library, or others from the cultural heritage field to present on relevant topics. The Archives would request Division funding to cover lodging costs in addition to NHPRC funds that would cover travel costs. The Board responded positively. Archives staff will be in touch to get Board input for agenda and dates.

- Adjournment:

Sam Passey motioned to adjourn meeting at 1:24pm.

- Board member reports (submitted post-meeting)

Noel Carmack reported that he visited with Tim Glen, executive director of the John Wesley Powell River History Museum in Green River, Utah. He discussed USHRAB re-grant funds and potential projects the museum may have. Glenn mentioned a photograph collection that may make for a good proposal. Noel also passed on information about the Regional Heritage Stewardship Program (RHSP) preservation workshops from the Utah Division of Arts & Museums to his constituents in the south/southeast region of the state.

ACTION ITEMS

1. Dixie State University (\$1,777), Park City Museum (\$7,500), Utah State University (\$4,270.37), and the Cache DUP Museum (\$1,700) were all awarded funding in full.
2. North Ogden Historical Museum was approved for partial funding, for an award of \$183 to be used for archival supplies (boxes and folders) provided the organization can match.
3. Mapleton Historical Museum, the Northwestern Band of the Shoshone Nations, and Weber State University were denied funding and will be encouraged to revise and resubmit their applications in a future grant funding cycle. Alan Barnett was instructed to reach out to all three institutions to discuss Board concerns and advise on the revision process.