

Washington Preservation Initiative
Advisory Group Minutes
March 5, 2004, University of Washington

Present: Gary Menges, UW Libraries, Chair
Gudrun Aurand, WSU (by phone)
Jill Bourne, Seattle Public Library
Lee Dirks, Microsoft (by phone)
Eric Palo, Renton Technical College
Linda Pierce, Gonzaga University (by phone)
Kathryn Hamilton Wang, WSL
Susan Barrett (WSL Project Manager)

Guest: Jeff Martin, Washington State Library

Preservation Needs Survey

As of today, OCLC reports 57 returns, out of some 500 sent out. Suggested return date is March 19. A reminder postcard was sent out March 4th asking that a duplicate survey be requested if it had been lost.

Workshops

The March workshop-Fundraising for Preservation and Conservation, by Lee Price of CCAHA, so far has 26 registrants in Seattle and 9 in Spokane. More publicity notices will be sent to several listservs this week.

For the May workshop on Preservation of Photographs, by Gary E. Albright, the contract is completed and being sent for his signature. The Spokane date is now Wednesday, May 5th, with Seattle on May 4th. Susan will ask Rayette Wilder at the Northwest Museum of Arts & Culture (MAC) if May 5th is available as a date.

For the June workshop on Saving Family Treasures by Sheryl Davis, June 4 in Seattle and June 7 in Spokane, Susan will also check with Rayette on the MAC's availability. This contract is in process.

For the June 21 session on architectural drawings, in Seattle only, Lois Price of the Winterthur Museum has quoted her fee, and this contract is also in process.

Standardizing of the evaluation forms from these various sessions may be a help in discovering information on future program needs, etc.

RAP members will be offering three week-long preservation training sessions in Seattle beginning the week of October 25th as part of an IMLS-funded grant awarded to NEDCC.

The second week will be in the spring and the third several weeks later. We might consider asking guest speakers to do workshops for WPI while they are in Seattle.

Grants

Jeff Martin, WSL Grants Administrator, visited to exchange ideas on the next grant cycle and application with the group. Some of the former descriptive questions are not as necessary for a preservation grant cycle. However, knowing whether the applicants are cataloging their collections, as in-what catalog access do your patrons have to your collection?-is important. Lee mentioned that the New York State application asks if adequate bibliographical control will be available. Possibly frame the first question to ask about their “goals” as well as expected outcomes. Include some yes/no questions at the beginning to ease them into the application.

Some reframed questions might focus on what they’ve done before, instead of what other support they’ve sought. Another might ask if the proposal would have cooperative aspects so that the library or another cultural institution might benefit.

For implementation, a letter of commitment would be too much, from an assessor, for instance, but the application might ask that the applicant provide documentation for their estimates of costs. It is also important to ask about the sustainability of the project. And the budget should also include documentation.

We reviewed a revision of the grant application form that Gary drafted that tried to make the guidelines more relevant to preservation. We talked about some other guidelines such as the NEH FAQ’s, IMLS questions for reviewers, and UW Allen preservation grant guidelines that might be useful in revising the guidelines and developing a list of FAQ’s. (Gary will send Jeff the IMLS questions and Allen guidelines.) Jeff will use all of these documents in re-drafting the WPI grant guidelines and also may develop a FAQ list.

The group also discussed possibilities of having a secondary, smaller grant cycle, for purposes of funding preservation assessments by a preservation expert. One idea might be to begin a vendor solicitation process, with a grant cycle a few steps behind. When we had a vendor or vendors, we could share, and this could be added to the contracts. (Susan will ask Steve if there could be several vendors under a general contract. Gary can also ask at an upcoming conference call with some possible vendors, to help judge the viability of this idea.) We would have to establish criteria for equitable awards. (If a library weren’t picked for one of these grants, could they still contract themselves with an approved assessment consultant from the list, and be able to follow the same price structure once the assessor was in state.)

For a budget, possibly take out \$25,000 or \$30,000 for the small assessment grants, leaving \$15,000 for workshops, and the rest of the \$185,000, @ \$140,000, for regular grants, probably at a max of \$20,000.

Future:

A change to the Feb. minutes, to Lois Price as the speaker on architectural drawings.

Assignments: Susan will ask that workshops be listed on statewide trainers' list, will check with Rayette at MAC about dates for May and June, and will resolve question of Solinet dates and sites for August.

The group will seek to create a back-up plan/list of possible purchases in Sept. 2003 if the 2003 grants produce variance. One possibility would be to purchase environmental monitoring equipment, such as a Data Logger for \$500-\$600, to lend out. (The Massachusetts State Library has had a lending library of such equipment.) Other possible items—a set of basic videos on disaster planning and preservation topics, and/or preservation needs self-assessment booklets to be distributed to the libraries of the state.

The next meeting will be Friday, May 14, 2004, at the UW, 10 am.