

Connecting to Collections Steering Committee April 22, 2008

Present: Gary Menges, Rayette Sterling, Susan Barrett, Tamara Georgick, Vivian Adams (filling in for Jolena Tillequots), Simone Myree-Rofe, Janda Volkmer, Rand Simmons. Unavoidably absent: Diane Hutchins. Held at Burien Library, KCLS.

Welcome and Introductions

Members introduced themselves.

Review of the Project

Gary and Rand reviewed the background of the project.

Tom Claerson noted in his article, "The Next Wave of Statewide Preservation Planning," that Washington and California are further ahead in terms of cooperative preservation planning. (Archival Products News, Volume 15, No.1, 2008)

This is a \$40,000 National Leadership planning grant from the Institute of Museum and Library Services (IMLS). There will be an opportunity to apply for a \$500,000 grant in October 2009.

Focus on (from the Heritage Health Index):

1. Collaborative disaster planning (developing an emergency plan)
2. Building sustainable institutional preservation programs (provide safe conditions for collections and assign responsibility for collection care)
3. Advocacy (collecting institutions marshal public and private support for and raise public awareness about collections care)
4. A sustainable statewide preservation program

This focus builds on the work of the WSL Washington Preservation Initiative. These areas of focus, derived from the Heritage Health Index survey, will be used by Connecting to Collections as a framework, and could be considered as "a child of WPI".

The model: Initial conference producing 4 small work groups; Workgroups making recommendations on the above 4 areas; Second conference discussing the recommendations; Preparation and adoption of a state plan.

Initial conference: Subject experts, decision makers, individuals who will serve on the work groups.

Public Rollout of the Project

Tentatively, in June. Dana Pethia of the OSOS Development Office will help us organize this. Make this a community and media event, perhaps to be held in the Capitol Rotunda. Rayette, Gary, and Susan will help. Consider security and display cases.

Steering Committee Responsibilities

Steering Committee responsibilities were covered, along with expense reporting and keeping track of matching time and expenses.

How we will work together

A combination of face-to-face and virtual meetings. The project can purchase headphones/microphones for online meetings if needed. WSL has begun to hold some meetings using HorizonWimba software via WebJunction.

Contracted Staff

A contract is in process to secure the services of Tom Claeson as a consultant-writer. He will also help facilitate the recommendations brought to the second conference and will draft and edit the document of the state preservation plan. Contract is in progress. Tom may also be called upon to be one of the speakers at the first conference.

An RFQQ was issued to three organizations to submit quotations on the cost of handling the logistics of the two conferences. Rand Simmons, Project Director, may be the conferences' facilitator.

Initial Conference

Consider that they might more exactly called seminars or working groups.

Possible Sites:

Palisades or Dumas Bay

Sleeping Lady (September or early October)

McMinnimans - Olympic Hotel in Centralia (probably insufficient rooms)

Alderbrook

PAC Forest

Skamania Lodge

MOHAI Hotels - guarantee lodging and meals and get meeting rooms free

State Historical Society Museum & UW Tacoma (UW for extra breakout room space)

Red Lion Olympia

Length of first meeting: Probably overnight - day and half, noon to next day midafternoon or morning to next day noon.

Criteria for sites:

Large meeting room that will accommodate up to 100; at least 4 break out rooms that will accommodate 2 groups of 10 each; or a room that will accommodate 10 tables of 8. Up to 12 tables needed if attendance rises to 100. Lodging within walking distance to the meeting room or a shuttle from lodging to the meeting room, with Wi-Fi; meal service or catering - work with State per diem; availability of equipment (computers, projectors, mics, etc.); affordable parking. Very possibly a larger first session open to audience of more than the workgroups, with speeches by experts in field, and audience to possibly include legislators and decision-makers. Work groups need to be of people who will work, and create part of plan. Be clear that that is what is needed. Group leaders/committee members should be seeded throughout the four groups. We will need to provide the working groups with a suggested structure for their recommendations. Provide a packet with copies of printed narratives, ?"biggest problems/hurdles of each

interest group". Obtain an idea of the work group preferences of attendees prior to conference, and ?send out packets early, ?geared to each work group goal.

Feedback survey prior to initial conference, with the possibility of a percentage of expenses covered for some attendees or \$500 scholarships for individuals who would serve on the work groups. Committee: Tamara, Janda, ??Rayette. (?Could be a computer hook-up for the survey at the WMA June conference.)

[Uncertainties about final decisions on feedback survey—was it about participants needing expenses reimbursed (travel expenses?; we would be covering meals and lodging) and/or for them to express interest in possible areas? As in, what are your main concerns?]

Conference Outcomes

Participants will learn how statewide preservation planning has been accomplished in other states. Participants will engage in discussions centering around preservation concerns. Participants will identify 4 workgroups each of which will deal with one of the foci of the project. Provide the working groups with a structure for their recommendations. Address funding and infrastructure. Achieve a sustainable statewide plan.

Conference Registration

The registration database at the State Library can be used, without charge.

Possible dates for first conference--

Conflicts:

WALE - October 2-4

WLMA - October 9-11

KEMU - October 17-22 (Tamara's ILS user group meeting)

ACRL - October 23-24

(Northwest Archivists – May)

Washington Museum Assn Board Retreat ??Sept. 26-27

Washington Museum Association annual conference, June 18-20,
Vancouver

General Information

* Washington Museum Association: up to 9 regional groups

* Five regional archives

* Eastern Washington Historical Society (MAC)

* Washington Historical Society

* Seattle archivists; Spokane archivists; Pacific Northwest archivists

* HB1386 - surcharge funding recorded documents with funds going to the counties for preservation IN MUSEUMS AND HISTORICAL SOCIETIES?? - Janda has a chart showing what the counties are doing in regard to HB 1386

* Members were encouraged to join PRESERVENW

(<https://mailman1.u.washington.edu/mailman/listinfo/preservenw>)

Common Language (to begin a list of cross-specialty acronyms)

- * WPI - Washington Preservation Initiative of the Washington State Library
- * LSTA - Library Services and Technology Act
- * IMLS - Institute of Museum and Library Services
- * NEH - National Endowment for the Humanities
- * Preservation - generally focuses on preservation of collections at a higher level, as the broader term—differing from:
 - * Conservation - generally focuses on preservation of specific items
- * RAP - Regional Alliance for Preservation
<http://www.rap-arcc.org/>
- * Swimming Upstream: Cooperatively Preserving Collection in the Northwest, September 21, 2000, University of Washington -
<http://www.lib.washington.edu/Preservation/vision.html>
- * PMI - Pacific Northwest Preservation Management Institute, UW
- * WESTPAS -- Western States and Territories Preservation
ADVISORY Services
- * HHI - Heritage Health Index
- * OCLC - Online Computer Library Center

Next Steps

- Build a vision for the project - see Swimming Upstream handout.
- Create a brochure for the project.
- Create a simple web site.
- Create an acronym glossary.
- Establish definitions of the four interest groups.
- Set up a wiki.
- Create the seminar survey.(in order to _____)
- Design the project roll-out with Dana.
- Get a better name for the project.

Potential Phone Meetings

Second Fridays 9:30 a.m. - 11:30 a.m.

Next meeting

Friday, May 9, 9:30 - 11:30 a.m.

Questions—

Possibility of incorporating other-than-library holdings in statewide catalog, Wayfinder, which has just been opened?

How can we best target the (potential) attendees for the first conference? We need to be able to succinctly define what the first conference is about.