

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, October 24, 2024, at 10:00 a.m. The meeting was held in the Cuyahoga County Archives, Third Floor, 3951 Perkins Avenue. The following members of the Advisory Commission were present:

Appointed Members:

Ken Bravo, Chair  
Chris Gerrett, Vice Chair  
Isabel Klein, Secretary  
Debbie Abbott  
Kieth Peppers

Ex Officio Members:

Joseph Cox	Security Analyst, Department of Information Technology
Mellany Seay, representing	Mike Dever, Director, Department of Public Works
Andria Richardson	Clerk of Cuyahoga County Council

The following individuals were also present:

Judith G. Cetina	Archivist, Cuyahoga County Archives
Sharon Douglass	Deputy Archivist, Cuyahoga County Archives
James DeFeo	Assistant Law Director, Department of Law, Cuyahoga County

Ken Bravo, Cuyahoga County Archives Advisory Commission Chair, opened the in-person meeting by greeting all in attendance. Dr. Cetina introduced Sharon Douglass who was recently hired as the Deputy Archivist. The first official item of business was to approve the minutes from the July 25, 2024, meeting. Ms. Gerrett moved to approve the minutes. Mr. Peppers seconded. The meeting minutes were unanimously approved.

Ms. Seay shared updates on behalf of Mr. Dever and the Department of Public Works. Ms. Seay reported that she met with Dr. Cetina in August to review the Archive's budget and they have been working hard to request and obtain needed supplies for the Archive. Ms. Seay stated that there will be continued funding for interns along with professional staff. Last, the Microfilm Department will be relocated into the building (3951 Perkins Avenue) next year on the fifth floor. Staff in the Microfilm Department will assist the Archives in scanning records.

Dr. Abbott asked Ms. Seay if the Archive's budget has increased for public programming. Ms. Seay answered that if such proposal was submitted immediately, then there might be a way to incorporate this into the 2025 budget. Dr. Abbott said she would work on a tentative guest speaker list and budget proposal.

Ms. Gerrett asked if the Archives Commission can receive consistent budget updates. Ms. Seay said she would relay this request to Matt Hrubey who will be returning for this commission's quarterly meetings.

Dr. Cetina shared the Archivist's Report. She attended and took part in Cleveland Public Library's Family History Day. In regard to the budget, Dr. Cetina listed several ideas of ways to use the funds. In particular, the newer shelving dividers have made a significant difference in storing and accessing materials. However, there is a need to purchase hanger bars for greater stability. The Archive requested and received two new ladders. Three new book carts have been ordered and there is a need to request banker boxes.

Kofile has completed the scanning project, and all materials have been returned to the Archive. The company will offer a tutorial to staff on how to access these digitized records.

The Archive's conference room is once again accessible as the Public Defenders Office is no longer in need of the space.

The County Archives was internally audited. Dr. Cetina is working diligently to address concerns.

The County Archive's subscription to Fold3 has expired. Dr. Cetina has submitted a request to Fold3, but she has not received a reply. Mr. Bravo offered his assistance on this matter.

Mr. Bravo did not have much to share for the Chair's Report. He reviewed meeting dates and times for 2025. Ms. Klein will send out new calendar invites and reminders for 2025. Dr. Abbott and Mr. Peppers have been reappointed to the commission.

No one had any other announcements or other issues to raise under Good and Welfare and the meeting was adjourned at 10:58 a.m.

Sincerely,

Isabel Klein, MLS, CA  
Secretary, Cuyahoga County Archives Advisory Commission