

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, January 26, 2023, 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
Kieth Peppers

Ex Officio Members:

Joseph Cox, representing	Andy Johnson, Chief Information Officer, Department of Information Technology
Nichole English, representing	Michael Dever, Director, Department of Public Works
Andria Richardson	Clerk of Cuyahoga County Council

The following individuals were also present:

Sherri Bolcevic	Intern, Cuyahoga County Archives
Judith G. Cetina	Archivist, Cuyahoga County Archives
Matt Hrubey	Business Services Manager, Department of Public Works

The following individual was absent:
Deborah Abbott

Ken Bravo, Cuyahoga County Archives Advisory Commission Chair, opened the in-person meeting by greeting all in attendance at 10:01 a.m. The first item of business was to approve the minutes from the October 27, 2022, meeting. Ms. Gerrett moved to approve the minutes. Mr. Cox seconded. The meeting minutes were approved unanimously.

Matt Hrubey, Business Services Manager, Department of Public Works, led a discussion about the archives' budget. Mr. Hrubey reviewed and defined all line-item expenditures in the budget (see attached handout). The key budget discussion takeaways are listed below:

1. Professional Services (outside vendors), especially as it relates to the digitization and preservation services for Cuyahoga County offices and agencies, is under review.
2. Future archival digitization project proposals are being explored in collaboration with the Cleveland Public Library.
3. Cuyahoga County operates on a biannual budget. Thus, all budgetary requests for the County Archives must be prepared and presented in a timely manner. For example, requests for 2024 should be prepared and presented in spring 2023.

Next, Dr. Judith Cetina shared the Archivist's Report. Dr. Cetina has various speaking engagements scheduled throughout 2023. She is also serving on the Dunham Tavern's Planning Committee for its bicentennial in 2024.

The last item discussed was the reappointment process for appointed members Kieth Peppers and Dr. Deborah Abbott. Their terms are set to expire in November 2023.

Chair Bravo reminded members to mark their calendars for all upcoming meetings in 2023. No one had any other announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Ms. Richardson and seconded by Mr. Cox, was adjourned at 11:28 a.m.

Sincerely,

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