

## **Cuyahoga County Archives Advisory Commission Meeting Minutes**

**Date:** Thursday, April 24, 2025, at 10:00 a.m.

**Location:** Cuyahoga County Archives, Third Floor, 3951 Perkins Avenue, Cleveland, OH

### **Roll Call**

#### **Appointed Members Present:**

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

#### **Ex Officio Members Present:**

- Matt Hrubey, Business Services Manager, Department of Public Works
- John Myers, representing Mike Dever, Director, Department of Public Works

#### **Also Present:**

- Judith Cetina, Archivist, Cuyahoga County Archives
- Sharon Douglass, Deputy Archivist, Cuyahoga County Archives

#### **Absent:**

- Joseph Cox, Security Analyst, Department of Information Technology
- Andria Richardson

### **Call to Order**

Chair Bravo opened the in-person meeting at 10:10 a.m. and welcomed all attendees.

### **Approval of Meeting Minutes**

The first item of business was to approve the minutes of the February 20, 2025, meeting. Dr. Abbott moved to approve the minutes. Ms. Klein seconded. The motion carried unanimously.

### **Budget**

Mr. Hrubey provided a budget update. He noted that there was a deficit across all county departments. The Archives budget will be cut by \$146,000. All cuts stem from reductions in public funding.

### **Archivist Report**

Dr. Judith Cetina provided the following updates:

- **Cleveland History Days:**
  - Events scheduled for June 24 and June 26, 2025, between 10:00 a.m. – 12:00 p.m.
- **Exhibits:**
  - Interns have been actively involved in creating new exhibits focused on *Earth Day* and *Baseball*.
- **Website Content:**
  - Chair Bravo inquired about showcasing intern-created exhibits online.

- Discussion followed regarding current limitations, as website updates fall under the responsibilities of another county department, not the interns.
- **Policy Review & Reporting:**
  - Dr. Cetina has completed a review of archival policies and procedures.
  - She is currently preparing the Archivist's Annual Report to the County Executive.
- **Shelving Needs:**
  - Additional shelving is needed for tax duplicate records.
  - A small number of shelving units will be purchased.
  - Interns are actively assisting with the housing and reorganization of archival materials.
- **Internship Funding:**
  - The future of paid internships remains uncertain.
  - No definitive timeline for decisions on funding has been provided.

#### **Chair's Report**

- Chair Bravo requested updated job descriptions for both the County Archivist and Deputy Archivist positions.
- He reaffirmed the Commission's commitment to advocating for continued support of the Cuyahoga County Archives.

#### **Adjournment**

Chair Bravo reminded members of upcoming meeting dates:

- July 24, 2025
- October 23, 2025

No one had any other announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Ms. Gerrett, seconded by Mr. Peppers, was adjourned at 10:58 a.m.

Sincerely,

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