

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, April 27, 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
Isabel Klein, Secretary
Kieth Peppers
Deborah Abbott

Ex Officio Members:

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

The following individuals were also present:

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| 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:
Chris Gerrett, Vice Chair

Ken Bravo, Cuyahoga County Archives Advisory Commission Chair, opened the in-person meeting by greeting all in attendance at 10:07 a.m. The first item of business was to approve the minutes from the January 26, 2023, meeting. Ms. Richardson moved to approve the minutes. Mr. Peppers seconded. The meeting minutes were approved unanimously.

Mr. Bravo shared the Chair's Report. First, Mr. Bravo reviewed the status of the commission's efforts to create an official position of Cuyahoga County Archivist. Mr. Bravo inquired if there has been rationale shared for why the creation of this position has been turned down. Ms. English responded that no reason has been shared. Mr. Bravo suggested that the appointed members of the commission work together to survey approximately five comparable local government archives, selected by Dr. Cetina, regarding staff archivist positions and their organizational chart. The data collected can help to further advocate for the position of Cuyahoga County Archivist. Ms. English suggested that the survey include a request for copies of job descriptions.

Next, a quick status update on the archive's website was provided by Dr. Cetina. She shared that there have been some minor changes. Ms. English added that there are new contractors to help.

Dr. Cetina shared the Archivist's Report. She recently met with representatives from Kofile and discovered more about their services, which include the following:

- 1) Scanning
- 2) Experience working with local government records facilities.
- 3) Experience digitizing similar materials as Cuyahoga County Archive's records.
- 4) Experience making digitized records available to the public.
- 5) Experience in transporting and handling of archival records.

Ms. English shared that Cleveland Public Library's (CPL) project proposal for digitizing the plat maps is under review by the County's Law Department, but that it is moving forward.

Ms. Richardson will follow up with County Council regarding the reappointment process for the two members with expiring terms later this year.

A brief finance update was shared by Mr. Hrubey. The archive's budget for January 2023 – March 2023 is right on track at 21 percent.

Last, the intern program is being reconfigured regarding length and budget. Currently, 900 hours have been allotted for interns. Ms. English asked for input from Dr. Cetina, Mr. Pepper, and Ms. Klein about what MLS students and their respective academic programs are looking for in an archival internship.

Chair Bravo reminded members to mark their calendars for the remaining two 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. Klein and seconded by Ms. Richardson, was adjourned at 11:29 a.m.

Sincerely,

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