Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, July 22, 2021, at 10:00 a.m. The meeting was held virtually on Zoom. The following members of the Advisory Commission were present:

Appointed Members:

Deborah Abbott Ken Bravo, Chair Isabel Klein, Secretary Kieth Peppers

Ex Officio Members: Andria Richardson John Myers, representing

Clerk of Cuyahoga County Council Michael Dever, Director, Public Works

The following individuals were also present:Judith G. CetinaArchivist, Cuyahoga County ArchivesAndy MollsDepartment of Information Technology

Absent: Chris Gerrett, Vice Chair

Ken Bravo, Cuyahoga County Archives Advisory Commission (CCAAC) Chair, opened the virtual meeting by greeting all in attendance.

The first item of business was to approve the minutes of the Commission's last virtual meeting held on April 22, 2021. Ms. Richardson moved to approve the minutes with one correction to the attendance. Ms. Richardson was present at the April 22, 2021, virtual meeting. Mr. Peppers seconded. The minutes were approved unanimously.

Mr. Bravo shared the Chair's Report. First, the updated job description and classification of Archivist has been sent over to Michael Dever, Director of Public Works. Mr. Bravo is awaiting a response. Mr. Molls suggested reaching out to Julie McNulty in Human Resources, which has already been done. Dr. Cetina has also spoken with Ms. McNulty in Human Resources regarding this proposed update. Dr. Cetina reminded members that an important component to the proposed changes is a succession plan.

Mr. Bravo and Mr. Molls shared an update on the status of the Cuyahoga County Archives becoming a FamilySearch Affiliate Library that began in February 2019. The Law Department has approved the paperwork, but attention is required by the IT Department. Mr. Molls will help facilitate this process.

Dr. Cetina shared the Archivist's Report. Paid interns started their work on July 5, 2021. The interns have been busy rehousing records in new acid free containers. In particular, the interns

have rehoused microfilm and are working on a potential exhibit about Cleveland's Midtown. Two staff members who were out on medical leave have returned to work. When Itemwrite went out of business, the County Archives lost a lot of helpful data regarding records retention schedules. There needs to be greater ease of access to the retention schedules as well as archival records.

Mr. Peppers noted the importance of accessibility and the role that the Commission can play in promoting and preserving history. Mr. Bravo tasked Mr. Peppers, Ms. Klein, and Dr. Cetina to look into this important issue and various solutions.

Mr. Bravo shared that the next meeting will be in-person at the County Archives on Thursday, October 28, 2021, at 10 a.m. No one had any other announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Mr. Peppers and seconded by Ms. Klein, was adjourned at 11:04 a.m.

Sincerely,

Isabel Klein, MLS, CA Secretary