

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, April 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
 Chris Gerrett, Vice Chair
 Isabel Klein, Secretary
 Kieth Peppers

Ex Officio Members:

Andria Richardson Clerk of Cuyahoga County Council

The following individuals were also present:

Judith G. Cetina	Archivist, Cuyahoga County Archives
John Myers, representing	Michael Dever, Director, Public Works
Andy Molls	Department of Information Technology

Absent:

Michael Gallagher County Council, District 5 Representative

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 January 28, 2021. Mr. Peppers moved to approve the minutes, which Ms. Gerrett seconded. The minutes were approved unanimously.

Mr. Bravo shared the Chair's Report, which focused on the latest efforts made to update the job title, job description, and job requirements for Dr. Cetina's current position of County Archivist.

Dr. Judy Cetina shared the Archivist's Report. She has been working on using the existing job description's template to make critical changes. For example, five years of experience will be required. In addition, a master's degree in a related field will be preferred. Dr. Cetina will send out the updated job description draft to CCAAC members for review and feedback.

In other Archives news, two staff members are on medical leave along with one vacancy. Patrons are allowed into the archives by appointment only. Attendees discussed best practices for

tracking and gathering data related to research requests. Last, Mr. Molls shared that the Law Department needs to sign off on the FamilySearch Library designation for the County Archives.

No one had any announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Mr. Peppers and seconded by Dr. Abbott, was adjourned at 11:07 a.m.

Sincerely,

Isabel Klein, MLS, CA
Secretary