

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, April 28, 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:

Deborah Abbott
Ken Bravo, Chair
Chris Gerrett, Vice Chair
Kieth Peppers

Ex Officio Members

John Myers, representing Michael Dever, Director, Public Works

The following individuals were also present:

Judith G. Cetina Archivist, Cuyahoga County Archives
Sherri Bolcevic Intern, Cuyahoga County Archives
Paul Stirman Public Works-Real Estate Division, Guest

Absent:

Isabel Klein, Secretary
Andy Molls Department of Information Technology
Andria Richardson Clerk of Council

Ken Bravo, Cuyahoga County Archives Advisory Commission Chair, opened the in-person meeting by greeting all in attendance. The first item of business was to approve the minutes of the February 24, 2022 meeting. Ms. Gerrett moved to approve the minutes. Mr. Peppers seconded. The meeting minutes were approved unanimously.

Ken Bravo presented the Chair's Report and informed the members that the letter addressed to County Executive Armond Budish was nearly completed. Mr. Bravo added that the letter included a timeline illustrating what the Commission had accomplished since its establishment, as well as the issue of changing Dr. Cetina's Job Description to Archivist and the importance of creating an initiative to digitize many of the records in the County Archives holdings. Mr. Bravo noted that he had discussed with Mr. Joe Nanni, Chief of Staff of County Council, the best way to transmit the letter.

Mr. Bravo next asked if there had been any progress made in having the County Archives designated as a Family Search Affiliate, and Dr. Cetina stated that a Static IP Address and GPS Coordinates were yet to be determined. The news was also shared that Andy Moll had left the County and thus was no longer the Ex Officio member from the Department of Information Technology (IT) on the Archives Advisory Commission. Both Mr. Bravo and Dr. Cetina reported being in touch with Andy Johnson of IT about the issue of attaining an IP address to share with Family Search.

The next item on the agenda was the report from the Digital Initiatives subcommittee given by member Kieth Peppers. Mr. Peppers first addressed his experience at Baldwin Wallace working with a consultant in regard to digitization. According to Mr. Peppers the consultant provided three sessions involving strategic planning including the creation of a Mission Statement, the preparation of action items and establishing a plan for the future. This led the Commission members to a further discussion regarding ideas and recommendations should the County Archives decide to secure the services of a consultant. Mr. Myers suggested that Debbie Davtovich of the IT Department might be a good resource for the Advisory Commission to tap and recommended that she be invited to attend the July Advisory Commission meeting.

Kieth Peppers then shared with the members a flow chart, entitled Lifecycle of a Research Request, Illustrating How Digitization Saves Money and Time, Preserves Our Past, and Promotes Access, that could be used to help support the case for establishing a digitization initiative for the County Archives.

Dr. Cetina shared with the Commission the offer of the Cleveland Public Library (CPL) to scan the Auditor's Maps to help protect the original bound volumes from unnecessary handling by researchers. Dr. Cetina added that the scans would be placed on CPL's website, and the images would then be returned to the County Archives for its own use. Some of those present questioned the soundness of the arrangement with CPL; and Kieth Peppers offered to visit the Library, in his capacity as a member of the Advisory Commission, to meet with the staff there to gain a better understanding of this plan. Dr. Cetina did not have anything further to report.

Mr. Bravo reminded members of the dates for the upcoming CCAAC meetings in 2022 on July 28, and October 27 at 10 a.m.

No one had any announcements or other issues to raise under Good and Welfare and so, upon the motion of Chris Garrett and seconded by John Myers, the meeting was adjourned at 11:59 a.m.

Sincerely,

Judith G. Cetina, Ph.D. CA