

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, held Thursday, January 10, 2019 at 8:30 a.m. 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

Ex Officio Members:

John Myers, representing Michael Dever, Director, Public Works
 Jeanne Schmotzer Clerk of Cuyahoga County Council

The following individuals were also present:

Judith G. Cetina	Archivist, Cuyahoga County Archives
Michael Chambers	Finance and Operations Administrator, Public Works
Absent:	
Deborah Abbott	Member
Chris Gerrett	Vice Chair
Michael Gallagher	County Council, District 5 Representative

Ken Bravo, Cuyahoga County Archives Advisory Commission (CCAAC) Chair, opened the meeting by greeting all in attendance. Ms. Schmotzer presented a change to CCAAC's By-Laws. The change is a resolution for staggered Commission member terms. Instead of all Commission members serving four-year terms, Dr. Abbott and Mr. Peppers will serve for two years ending on November 30, 2019. Ms. Klein agreed to send a copy of the resolution to Dr. Abbott and Mr. Peppers.

The second item of business was to approve the minutes of the Commission's last meeting held on September 13, 2019. Ms. Klein motioned to approve the minutes. Mr. Peppers seconded this motion and the minutes were unanimously approved.

Mr. Bravo presented the Chair's Report. Mr. Bravo stated the Commission should focus on understanding how to better support the needs of the Cuyahoga County Archives. Dr. Cetina and Mr. Bravo recently reviewed relationships with outside entities (i.e. FamilySearch and Ancestry) and how such relationships may impact the Archive's rights to its own records. Dr. Cetina is working to locate the Archive's most recent contract with FamilySearch. Mr. Bravo suggested that the Law Department should be consulted on contracts with all outside entities and how such contacts may impact the Archive's rights to its records.

Since the last meeting in September 2018, Dr. Abbott spoke with FamilySearch staff and was informed that the database does not typically work with archives on providing access, but that FamilySearch may make an exception if the County Archive is designated as a library.

The next topic discussed by CCAAC members was the need for more staff along with qualified interns to offset costs.

Mr. Bravo and Commission members scheduled the remaining quarterly meetings for 2019. The following dates were selected April 11, July 11, and October 10. All meetings will be held at the Cuyahoga County Archives at 10 a.m. Ms. Klein agreed to send out electronic meeting invitations to all members.

Last, Dr. Cetina presented the Archivist's Report. Dr. Cetina shared that there has been a renewed interest in the Sunday afternoon speaker series. Patrons and staff continue to learn how to operate the ScanPro and new audio/visual equipment.

The meeting was adjourned at 9:48 a.m. with the unanimous approval of the CCAAC members.

Sincerely,

Isabel Klein, MLS, CA
Secretary