

Advisory Board of the Louisiana State Archives

MINUTES

November 18, 2021 | 1:00pm | Louisiana State Archives Auditorium

I. Call to Order

II. Roll Call

Board Members: Catherine Newsome, Nancy Landry, Faye Phillips, Linda Lightfoot, Doug Harrison, Ann Boltin, Brandon Abadie, Phyllis Perron

Not present: Amy Patin

Archives Staff Present: Brad France, Melanie Montanaro, Allison Llorens, & Amy Moran

III. Approval of Minutes

Motion to adopt previous meeting minutes by Linda Lightfoot and seconded by Doug Harrison

Motion Passed

IV. Order of Business

1. Updates from the Archives

A. Archives: Brad France

- Reorganization of 3rd floor and updates to storage collections
- New exhibit: Masquerade: The Traditions of New Orleans Mardi Gras opens January 5, 2022

B. Records Management: Amy Moran

- Currently implementing new records management software: Virgo
- Working on compliance with state agencies for retention schedule requirements
- Updating the COC master retention schedule
- Records Management class has been approved for 4 hours of CLE by the Bar Association

C. Administration: Melanie Montanaro & Catherine Newsome

- The Library is being updated with new furniture (i.e., tables and chairs)
- Imaging & Preservation Services employee Charlean Daniels will retire in January 2022
- The Imaging department has recently received new equipment
- The Archives is currently searching for a candidate to fill the open Conservator position
- Several building updates were conducted such as the renovation of the auditorium which included new carpet & seating. The second phase of the auditorium renovation will include updates to the lighting & sound equipment. The building was pressure washed in 2020.
- Traveled with Secretary Ardoin to parishes affected by Hurricane Ida and there was very little damage to records besides the Arch Diocese of New Orleans
- The archives is current in the process of working to revitalize its relationship with The Historic New Orleans Collection

D. Spring Gala: Allison Llorens

- The Archives will host its first annual Spring Gala on Sunday, March 6, 2022 from 2pm-5pm. The objective of the gala is to showcase the Louisiana State Archives as a community and state of the art facility. The event will include live entertainment such as a band, Mardi Gras performers, paintings and caricatures.

2. Update from Friends of the Louisiana State Archives: Linda Lightfoot
 - A. The Friends of the Louisiana State Archives will plan to sponsor a spring Speaker Series at the Archives featuring the book: Jean Laffite Revealed: Unraveling One of America's Longest-Running Mysteries by Ashley Oliphant and Beth Yarbrough.
 - B. The board will focus on future collaborations with the Friends of the Old State Capitol on joint events and initiatives.
3. Future Board Meetings: Ms. Phillips
 - A. The board discussed the frequency of future meetings and concluded that meetings will occur in the gallery on the second Thursday in February, May, August and November.

V. Board Discussion

1. Ms. Lightfoot proposed a discussion on the boards mission and Catherine Newsome provided a general overview of Board's Mission and Purpose
2. Ms. Perron suggested creating a list of museums and programs that are under the direction of the Secretary of State and Lieutenant Governor's office to share with the board.
3. Ms. Lightfoot proposed hosting a future Lunch & Learn Series with other representatives from Friends boards or entities in the state.
 - A. Reach out to Thomas Carmody, State Director of Museums to garner interest.

VI. Adjournment

Motion to adjourn meeting by Faye Phillips and seconded by Linda Lightfoot

Motion Passed

Meeting Adjourned at 1:47pm