

# Advisory Board of the Louisiana State Archives

## MINUTES

November 10, 2022 | 1:00pm | Louisiana State Archives Gallery

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### I. Call to Order

### II. Roll Call

Board Members: Ann Boltin, Catherine Newsome, Phyllis Perron, Faye Phillips, Doug Harrison, Faye Phillips

Not present: Amy Patin, Linda Lightfoot, Nancy Landry, Brandon Abadie

### III. Approval of Minutes

The board approved the minutes from the meeting held on August 11, 2022. A motion was made by Catherine Newsome to approve the minutes and Phyllis Perron seconded the motion. **Motion Passed**

### IV. Order of Business

#### 1. Updates from the Archives: Archives Supervisors & Catherine Newsome

- Conservation Services – Angela Cinquemano
  - Rehousing efforts to update the lab
  - Written in the Stars exhibit blurb
  - Generations of Light blurb
- Library – Bill Stafford
  - increasing outreach efforts across the state through various speaking events
  - library staff are transitioning to the new generation micro-feeders
  - 71,875 vital records have been received in the latest transfer and are being processed
  - currently negotiating with Ancestry to digitize 2.3 million vital records
  - ordered updated double facing shelving for the library to increase storage
  - looking for a new WAE Employee to work in the library
- Archives Services – Brad France
  - setting up a new scanning area to include book scanning directly into databases
  - 2 new databases: ArchivEra and Preservica for preservation
  - 2 access databases: Louisiana Digital Library & Louisiana Digital Media Archives
- Archives Management – Melanie Montanaro
  - providing continued oversight to the supervisors and their departments
  - troubleshooting on special projects
  - reporting manager for various SOS and COSA reporting; strategic planning
- Imaging Services – Willow Borer
  - improved processes and workflow documentation annually through peer review
  - created new equipment training
  - working through a microfilm audit
  - filled vacant staff positions and currently cross training in the department

- Records Services – Amy Moran
  - implementing new software in the Records Center (i.e., File Bridge)
  - completely up to date in records management on retention schedule backlog
  - continuing with free records management training for government agencies
  - completed the training for two new SOS policies: Electronic Record & Legal Hold policy
  - received re-accredited by the Management of Continuing Legal Education (MCLE) for records management training
  
- Facilities – James Bunch
  - reviewed all contracts and updated any issues
  - replaced the carpet throughout the building
  - floors were cleaned and stairwell tread replacement
  - new lighting and sound in the auditorium
  - new signage was installed at the entrance, side, and rear of the building
  - will update the handicapped parking signage
  - removed trees that interfered with security cameras and lighting around the building
  - updated the electrical outlets for the new scanning area in the Archives
  - will replace all of the VCT tiles throughout the building
  - researching a new camera system that will allow more coverage
  - upgrading to an intercom system for emergency announcements throughout the building
  - upgrading the emergency management procedures
  - researching upgrading the lighting to LED throughout the building
  - updating the master shredder throughout the building
  - would like to updated the steam boilers
  - the roof repair is now back through the Facility Planning and Control queue and is now through the design process
  - submitted a remodeling plan through Capital Outlay for the restrooms in the building
  - working on updated lighting on the exterior of the building
  
- Administration – Catherine Newsome
  - A. Selling the Great War
    - The current exhibit at the Archives, Selling the Great War: The Posters of WWI opened on May 23 and will run through December 9. The exhibit explores the propaganda of how WWI was successfully advertised to the people. Since the exhibit is coming to a close, please remind your friends and family to stop by and experience the exhibit before it closes.
  
  - B. Lunch & Learn Series: October 19, 2022
    - The Louisiana State Archives hosted a live streamed Lunch & Learn series on “Disaster Preparation” featuring Emilie Leumas, PhD. During the lunch and learn series, Emilie discussed assessment and mitigation, disaster plans and supplies, disaster team planning, salvage priorities, and recovery efforts and resources. At the conclusion of the presentation, attendees gained an understanding of a basic disaster management plan and the steps necessary to protect their organizational assets. We are currently in collaboration with Emilie to host a full day staff workshop in the spring of 2023.
  
  - C. Office Closures
    - The Archives will be closed on Friday, November 11 for Veterans Day.

E. Archives Veteran's Day Reception: November 3, 2022

-The Louisiana State Archives hosted a veteran's celebration to honor veterans and their families during an evening reception on Thursday, November 3 at 5:30pm. The Archives honored local veterans for their service and included a special tour of the exhibit, "Selling the Great War: The Posters of WWI".

F. Written in the Stars: Celebrating 100 Louisiana Luminaries

- Our next exhibit Written in the Stars: Celebrating 100 Louisiana Luminaries will open January 9 and run through December 8, 2023. Written in the Stars explores notable personalities who made their mark in Louisiana and beyond. Through brief historical biographies (100-115 words) and original artifacts, viewers will identify and connect the traits which shaped some of our most renowned artists, politicians, activists, musicians, scientists, writers, inventors, culture bearers, chefs, and sports figures to their own. Organized in the relatable framework of astrology, featured persons must:

Be born in Louisiana, be deceased, have a verifiable birthdate and have contributed to the state's culture.

G. Generations of Light Student Art Exhibition: January 9 – January 31

- Generations of Light opens January 9 and will run through January 31. This pilot student art exhibition will serve as a companion show to the Archives 2023 exhibition, Written in the Stars: Celebrating 100 Louisiana Luminaries.

We provided local high school students from homeschools, public, private and charter schools with a list of Louisiana-born historical figures who contributed to the culture of our state and beyond. Students were invited to choose one of these individuals to inspire an original piece of artwork.

In keeping with the theme of Written in the Stars, Celebrating 100 Louisiana Luminaries, the list is categorized by zodiac sign.

An opening reception for the student art show will be held on January 12 at 5:30 pm. The Friends of Archives will provide \$300 in cash prizes.

2. Update from Friends of the Louisiana State Archives: Phyllis Perron

- Spring Gala Save the Date

-The Spring Gala: Written in the Stars will be held on Saturday, March 4, 2023 from 6:00pm – 9:00pm at the Archives.

-The gala will feature live music from Stormy the Band, specialty cocktails from Sugarfield Spirits, a special performance from OperaCreole', a live painting from artist Jessica Stuntz and an art show by the Louisiana Watercolor Society.

3. Other Programs/Discussion

- Diocese of Baton Rouge – Ann Boltin

-held Open House in October and they received great attendance

**V. Adjournment**

With no further business, a motion to adjourn the meeting was made by Phyllis Perron and seconded by Doug Harrison. **Motion Passed.**

**Meeting Adjourned at 1:55pm.**

**The next meeting is scheduled for February 16, 2023 at 1:00pm.**