

Alabama Department of Archives and History
Meeting of the Board of Trustees
ADAH – Regions Room
November 4, 2019
1:00 PM

Members present:

District 1: Elizabeth Stevens
District 2: Gale Main
District 3: Fred Gray
District 3: Barbara Patton
District 4: Bobby Junkins
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Leah Atkins
District 6: Gillian Goodrich
District 7: Delores Boyd, Vice Chair
District 7: George Evans
At Large: Joel Daves, Chair
Ex Officio: Dave White, Governor's Representative

Members absent:

District 1: Vaughan Morrisette
District 2: Horace Horn
At Large: Leigh Davis

Staff present:

Frank Brown
John Hardin
Georgia Ann Hudson
Becky Jackson
Erik London
Angela Motley
Steve Murray
Mary Jo Scott
Tunisia Thomas
Steve Wheat

Welcome and call to order: Chairman Joel Daves called the meeting to order at 1:00 p.m. and welcomed trustees and staff. He thanked the staff for their hard work in coordinating the annual meeting of the Alabama Archives and History Foundation, which included the opening of the *We the People* constitutions exhibition at the ADAH.

Declaration of quorum and proper advance notice of meeting: Chairman Daves confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Chairman Daves called for a motion to adopt the agenda. *Mr. Butler moved that the agenda be adopted. Ms. Stevens seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Chairman Daves asked if there were any questions about or corrections to the minutes of the last board meeting. *Judge Boyd moved that the minutes of the August 14, 2019, board*

meeting be approved as written and distributed prior to today's meeting. Mr. Butler seconded, and the motion was carried by unanimous voice vote.

Chairman Daves then called on Steve Murray for the Director's Report.

Director's Report: Mr. Murray reported on the following:

Financial Report

Fund Status Summary: The Education Trust Fund (ETF) and the Bicentennial Commission (BC) show a combined rollover amount of \$89,517 into FY20. The Archives Services Fund (ASF) shows a rollover amount of \$754,286.

Generated Revenue Summary: A total of \$292,675 was generated in FY 2019, compared to \$334,581 in FY 2018, as the ADAH received funding from the Alabama Tourism Department in FY 2018 for a Bicentennial employee's salary, which was not repeated in FY 2019. Revenue from reference services, records center services, and facility use was slightly up in FY 2019.

Income & Expenses: The multi-year report shows a total of \$9,367,604 in resources for FY 2019. The ADAH received a \$770,000 increase from the legislature for FY20 agency operations. Another \$350,000 was received for Bicentennial support for the December 14 celebration.

The FY21 budget request was submitted recently and includes a request for level funding. This amount of appropriation would provide resources for growth after the current year's expenditures for bicentennial programs are ended.

Chairman Daves thanked Mr. Murray for his report and then called on Mary Jo Scott, Archives Division Director.

Archives Division Report: Mrs. Scott reported on the following:

Saturday Hours

The research room resumed its Saturday hours on October 5. Approximately 10-20 patrons have visited each Saturday since, and the response has been very positive.

Professional Development

Staff members attended annual meetings of the Society of American Archivists (SAA) in Austin, TX, and the Society of Alabama Archivists (SALA) in Decatur, AL. Staff members also attended the Southeastern Archives and Records Conference (SARC) in Atlanta, GA, where they conferred with colleagues from their respective fields. Fields included reference and access, records management, public service and education outreach, electronic records, and others.

Staff Update

Erica Eaves, a native of Texas, joined the reference staff in September after previously working at a regional branch of the Arkansas State Archives. Ms. Eaves has extensive knowledge of genealogical research, and she also has experience in working with volunteers.

Deaccession Request

The ADAH is requesting deaccession of temporary personnel files from the Governor's office that were inadvertently transferred to the ADAH from the records center in 2010 as permanent files. The ADAH needs approval from the board of trustees to return the files to the Governor's office.

Chairman Daves called for a motion to approve the deaccession request. *Mr. Butler moved that the personnel files from the Governor's office be approved for deaccession. Mrs. Main seconded, and the motion was carried by unanimous voice vote.* A copy of the deaccession request was distributed in the meeting packets.

Chairman Daves thanked Mrs. Scott for her report and then called on John Hardin, Museum Division Director.

Museum Division Report: Dr. Hardin reported on the following:

Food for Thought 2020

A schedule of the "Food for Thought" programs for 2020 was distributed in the meeting packets. Several program topics relate to women's suffrage. The speakers' lineup includes Ryan Blocker, museum collections coordinator, and Director Murray, who will present on ADAH founder Tom Owen.

Professional Development

On August 28-31, staff members attended the American Association of State and Local History's (AASLH) annual meeting in Philadelphia, where some participated in a half-day workshop on African-American history at a local high school.

Staff members attended the Southeastern Museums Conference (SEMC) in Charleston, SC, on October 21-23.

Staff Update

Erik London transferred to a position in museum services on October 1, after working in the Bicentennial education program for two years. He will be responsible for providing field services to local history organizations. Mr. London previously worked as a student museum guide in the ADAH education department.

Chairman Daves thanked Dr. Hardin for his report and then called on Steve Wheat, Administrative Division Director.

Administrative Division: Mr. Wheat gave the following report:

Planning for new preservation facility

ADAH staff recently met with representatives from the Finance Department's Real Property Division to discuss plans to build a new off-site preservation facility downtown. The Archives staff was advised to develop a needs assessment in early 2020 as well as visit other archival preservation facilities in the Southeast. Options to be explored include new construction and the renovation of an existing building.

The agency's desires for the new facility include a modern conservation lab, a standard freight dock and standard freight elevator, decontamination room, climate-controlled environment, an overflow parking lot, and museum storage for an additional 25 years of growth.

Staff update

Angela Motley, a Montgomery native, joined the ADAH staff on October 1 as its new personnel officer. She attended Troy University, where she received a Bachelor of Business Administration. Ms. Motley has worked at the Alabama Securities Commission, the Alabama Department of Transportation, and most recently, the Alabama Medicaid Agency.

Chairman Daves thanked Mr. Wheat for his report and proceeded with the remainder of the agenda.

2020 Board of Trustees meeting dates

The Board of Trustees meeting dates for 2020 are:

- February 12
- May 13
- August 12
- November 2 or 9 (in conjunction with Foundation annual meeting)

2020 ADAH event dates: Several events are lined up for 2020, including the Symposium on Women's History (*June 5-6*), the Women's Suffrage Centennial Luncheon (*tentatively August 26*), and the Statuary dedication (*November 1 or 8*).

December 14 schedule: A handout listing the schedule of events for the December 14th Bicentennial celebration was distributed in the meeting packets. Trustees should let Tunisia know if they plan to attend. A formal invitation will be sent by the Alabama Bicentennial Commission.

Other business: Mr. Butler announced that Mr. Gray was honored at the Alabama Humanities Foundation's Colloquium on October 7. He also informed the trustees of the ADAH recently being featured in *Alabama Magazine*.

Adjournment: *Chairman Daves called for a motion to adjourn the meeting. Judge Smith moved that the meeting be adjourned. Mrs. Main seconded, and the motion was carried by unanimous voice vote.*

The meeting was adjourned at 1:35 p.m.

Delores Boyd, Vice Chair

Steve Murray, Director

Alabama Department of Archives and History
Meeting of the Board of Trustees
ADAH – Regions Room
February 12, 2020
1:00 PM

Members present:

District 1: Elizabeth Stevens
District 2: Gale Main
District 3: Barbara Patton
District 4: Bobby Junkins
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Leah Atkins
District 7: Delores Boyd, *Vice Chair*
District 7: George Evans
Ex Officio: Dave White, Governor's Representative

Members absent:

District 1: Vaughan Morrisette
District 2: Horace Horn
District 3: Fred Gray
District 6: Gillian Goodrich
At Large: Joel Daves, *Chair*
At Large: Leigh Davis

Staff present:

Frank Brown
John Hardin
Georgia Ann Hudson
Becky Jackson
Steve Murray
Kelley Pierce (Intern)
Mary Jo Scott
Tunisia Thomas
Steve Wheat

Retired staff present:

Nancy Dupree
Allison Gore

Welcome and call to order: Vice Chairwoman Delores Boyd called the meeting to order at 1:02 p.m. and welcomed trustees, staff, and guests.

Declaration of quorum and proper advance notice of meeting: Vice Chairwoman Boyd confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Vice Chairwoman Boyd called for a motion to adopt the agenda. *Mr. Butler moved that the agenda be adopted. Ms. Stevens seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Vice Chairwoman Boyd asked if there were any questions about or corrections to the minutes of the last board meeting. *Judge Smith moved that the minutes of the November 4, 2019,*

board meeting be approved as written and distributed prior to today's meeting. Mrs. Patton seconded, and the motion was carried by unanimous voice vote.

Vice Chairwoman Boyd then called on Julian Butler for the Nominations Committee report.

Nominations Committee Report and Election: Mr. Butler reported on the following:

The committee nominated three trustees to be re-elected for new six-year terms: Joel Daves (At Large), Fred Gray (District 3), and Bobby Junkins (District 4).

Judge Smith moved that Joel Daves, Fred Gray, and Bobby Junkins be re-elected to serve new six-year terms. Mrs. Patton seconded, and the motion was carried by unanimous voice vote.

The committee nominated Alyce Spruell to serve in the 4th district seat, left vacant after the resignation of Beth Thorne Stukes. Mrs. Spruell, an attorney in Tuscaloosa, was the first female president of the Alabama State Bar. She currently serves on the Women's Suffrage Committee and chairs the Committee on Alabama Monument Protection.

Mr. Butler moved that Alyce Spruell be elected to serve in the 4th-district seat. Mrs. Main seconded, and the motion was carried by unanimous voice vote.

Vice Chairwoman Boyd thanked Mr. Butler for his report and then called on Steve Murray for the director's report.

Director's Report: Mr. Murray reported on the following:

FY21 Budget Outlook

Fund Status Summary: The Archives Services Fund (ASF) shows a rollover amount of \$784,163. Following culmination of the bicentennial and special provisions made during that period, the agency will not have the option to roll forward unexpended Education Trust Fund dollars from FY20 to FY21.

Generated Revenue Summary: A total of \$67,023 was generated in the first quarter. Records center revenue is slightly up. There was no facility use during the first quarter; however, a busy season is expected for the second and third quarters.

Income & Expenses: The multi-year report shows a steady increase of total income with a significant bump between FY16 and FY17 when bicentennial funds were first received. The ADAH is requesting level funding in the FY21 budgets to retain funding previously used for one-time Bicentennial initiatives.

Alabama Bicentennial

The bicentennial celebration on December 14 was a great conclusion to the commemoration. Ongoing work continues, including a privately funded landscaping project at Bicentennial Park, designed to enhance the park's educational and aesthetic value. A publication on African American history in Alabama was recently released. The book will be unveiled at several HBCU events throughout the state. The Alabama Bicentennial Commission office is expected to close in June or July. Moving forward, responsibility for Alabama Bicentennial Park will be shared by the ADAH, the State Arts Council, the Historical Commission, and the Finance Department.

Women's Suffrage Centennial

Among numerous programs planned for the centennial of women's suffrage are two high-profile events. A legislative event is planned for early April and will consist of a joint session of the House and Senate, during which female members of the legislature will be honored. A statewide luncheon is scheduled for August 26 in Birmingham on the centennial of the effective date of the 19th amendment. A nationally recognized speaker will be invited. The ADAH is coordinating this event in partnership with the women's section of the Alabama State Bar, the Women's Committee of 100 in Birmingham, the Women's Fund of Greater Birmingham, and a young women's professional leadership group in Birmingham.

Vice Chairwoman Boyd thanked Mr. Murray for his report and then called on Frank Brown for the legislative report.

Legislative Report: Mr. Brown reported on the following:

Session Priorities

The legislative session began on February 4. Priorities include prisons, education, criminal reform, rural healthcare, and mental healthcare. A committee has been formed to study the possibility of a state lottery. The open records bill will also be discussed.

ADAH Open House

The legislative open house will take place in March. Pat Harris, Secretary of the Senate, commended Archives staff for an exhibit they recently installed on the 8th floor of the state house.

Vice Chairwoman Boyd thanked Mr. Brown for his report and then called on Mary Jo Scott, Archives Division Director.

Archives Division Report: Mrs. Scott reported on the following:

Secretary of State Records Management Project

The ADAH records management staff are assisting the secretary of state's staff with the organization of their files. ADAH staff are also conducting an inventory of the secretary's warehouse and subsequently providing recommendations on the disposal of files.

WSFA Collections

The ADAH recently acquired the audiovisual collection of Montgomery television news station, WSFA. The collection consists of 490 boxes of materials. ADAH staff are currently conducting an inventory of the items, after which they will be digitized by a third party. A public announcement of the donation is planned for late March or early April.

FamilySearch Affiliate Library

The ADAH is now designated a FamilySearch affiliate library, which allows for more online access to genealogical resources previously available only at LDS Family History Centers.

Genealogy Workshops

Several genealogy workshops are scheduled for the spring and fall. The first, *Genealogy 101: Breaking Ground*, will take place this Saturday, February 15. A schedule of the workshops was distributed in the meeting packets.

Staff Update

Mrs. Scott introduced Kelley Pierce, an Auburn University of Montgomery student who is interning at the Archives during the spring semester.

Nancy Dupree, section head of the research department, retired on December 31, 2019. She was presented a Resolution of Appreciation from the board of trustees and a Certificate of Appreciation from the governor. Copies of Mrs. Dupree's resolution were distributed in the meeting packets.

Vice Chairwoman Boyd thanked Mrs. Scott for her report and then called on John Hardin, Museum Division Director.

Museum Division Report: Dr. Hardin reported on the following:

We the People exhibition

The exhibition opened at the ADAH on November 3 and remained on display through December 31. More than three thousand people visited, including school groups and state agencies' staff.

2020 Exhibitions & Public Programs

The women's history exhibit will open soon and will be on display through early December.

The summer symposium on women's history is scheduled for June 5-6.

Alabama History Institutes

The former bicentennial education teacher workshops will take place in June. Twelve three-day workshops are scheduled as well as a few one-day workshops. The workshops are mainly elementary-educator-focused, with some geared towards secondary educators. Currently, 360 teachers have applied.

Staff Update

Kelly Hallberg is the new education coordinator, as Susan Dubose will be retiring soon. Haley Pascal resigned from the bicentennial staff to begin a new job. Her position will soon be filled. Raven Christopher, NAGPRA coordinator, will resign at the end of April to relocate to Colorado. Kellie Bowers, NAGPRA assistant, will be promoted to the coordinator position after which her previous position will be filled.

Vice Chairwoman Boyd thanked Dr. Hardin for his report and then called on Steve Wheat, Administrative Division Director.

Administrative Division: Mr. Wheat gave the following report:

Salary Study

The ADAH is conducting a salary study, comparing the salaries of archival and museum employees in the southeast to the salaries of ADAH employees. Information gathered will be sent to the State Personnel Department, beginning the effort to restructure all salary classifications at the ADAH to make them comparable to other museum entities.

Preservation Facility

ADAH staff, realtors and representatives from the Finance Department's Real Property Division recently toured a nearby property for sale that could become the site of new multi-purpose construction to provide much-needed growth space for permanent collections, a new conservation lab, and the State Records Center. Discussions with the State Finance Department and the Alabama Building Renovation Finance Authority regarding funding are ongoing.

Staff update

Allison Gore, museum store manager and Friends of the Alabama Archives coordinator, retired in January. She was presented a Resolution of Appreciation by the board of trustees. Copies of the resolution were distributed in the meeting packets.

Cathy Shuford has been hired as the new museum store manager. She will begin on February 18 and will be introduced at the May board meeting. Mary Haynes Furman, who works in the communications department, will handle Friends operations.

Vice Chairwoman Boyd thanked Mr. Wheat for his report and proceeded with the remainder of the agenda.

Remaining meeting dates in 2020

The remaining meeting dates for 2020 are May 13, August 12, and November 9 (in conjunction with the Foundation's annual meeting).

Other business: Mr. Murray announced that the trustees' lunch fund needs to be replenished. Tunisia will email instructions regarding payment.

Adjournment: There being no further business to discuss, the meeting adjourned at 2:31 p.m.

Delores Boyd, Vice Chair

Steve Murray, Director

Alabama Department of Archives and History
Meeting of the Board of Trustees
May 13, 2020 – 1:00 PM
Online meeting via Webex

Recording of Meeting:

<https://algov.webex.com/algov/lr.php?RCID=999598181600a697d0bd613b361d78ae>

Recording Password:

UwMM8bgj

Members present:

District 1: Vaughan Morrissette
District 1: Elizabeth Stevens
District 2: Horace Horn
District 2: Gale Main
District 3: Fred Gray
District 3: Barbara Patton
District 4: Bobby Junkins
District 4: Alyce Spruell
District 5: Julian Butler
District 6: Leah Atkins
District 6: Gillian Goodrich
District 7: Delores Boyd, *Vice Chair*
District 7: George Evans
At Large: Joel Daves, *Chair*
At Large: Leigh Davis
Ex Officio: Dave White, Governor's Representative

Members absent:

District 5: Lynwood Smith

Staff present:

Frank Brown
Raven Christopher
John Hardin
Georgia Ann Hudson
Becky Jackson
Steve Murray
Tunisia Thomas
Steve Wheat

Welcome and call to order: Chairman Joel Daves called the meeting to order at 1:07 p.m. and welcomed trustees, staff, and guests. He extended a special welcome to Trustee Alyce Spruell, who was elected to the 4th district seat in February.

Acknowledgment of authorization for online meeting: Chairman Daves acknowledged that the online board meeting was held in compliance with the Governor's Proclamation of March 18, 2020.

Declaration of quorum and proper advance notice of meeting: Chairman Daves confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Chairman Daves called for a motion to adopt the agenda. *Mr. Butler moved that the agenda be adopted. Judge Boyd seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Chairman Daves asked if there were any questions about or corrections to the minutes of the last board meeting. *Mrs. Morrissette moved that the minutes of the February 12, 2020, board meeting be approved as written and distributed prior to today's meeting. Mrs. Patton seconded, and the motion was carried by unanimous voice vote.*

Chairman Daves turned the next portion of the meeting over to Steve Murray. Mr. Murray then called on John Hardin and Raven Christopher for the first agency report.

REPORTS

Native American Graves Protection and Repatriation Act (NAGPRA) Update – John Hardin & Raven Christopher

Dr. Hardin announced that the ADAH's first NAGPRA coordinator, Raven Christopher, will be leaving the agency mid-May due to her family's relocation out of state. Ms. Christopher gave the following report:

Since its initiation in April 2018, the NAGPRA project has involved upgrading collections storage; improving intellectual control of the collection; initiating digitization of relevant archival collections; and associating funerary objects to the human remains transferred to the University of Alabama in 1986.

In proceeding with the next steps of the project, Kellie Bowers has been promoted to NAGPRA coordinator. The ADAH applied for federal CARES Act funding to support the hiring of two staff members to assist Mrs. Bowers through the end of the year. The team will continue collections management tasks, mainly processing all the digitized material to make it usable for project research and accessible to tribes during consultation. At the completion of that work, the ADAH will begin more focused and in-depth consultation with tribes about the collections.

Ms. Christopher thanked the trustees, Dr. Hardin, and Mr. Murray for their unwavering support throughout this project. Chairman Daves, Dr. Hardin, and Mr. Murray commended Ms. Christopher for her excellent work.

Coronavirus (COVID-19) Action Plan – Steve Murray

Mr. Murray reviewed the ADAH COVID-19 action plan, which was distributed to the trustees in advance of the meeting. The plan was created in March for the agency's use in preparing for and responding to the COVID-19 outbreak. Most employees have returned to work, but the building remains closed. The Governor's most recent emergency order extended the closure of museums through May 22. The agency will soon move into the "Recovery" status of the action plan, which involves executing a phased approach to resuming public access.

Impacts on Programs – Steve Murray

Mr. Murray discussed the impacts of COVID-19 on agency programs in three parts:

1) *Services that have been cancelled, reduced, or postponed:*

In-person training and site visits for records management cancelled; Visits to potential donors to examine collection items delayed; WSFA collection processing delayed; Digitization reduced; Women's suffrage exhibit postponed; NAGPRA collection processing delayed; Spring school tours cancelled; Alabama History Institutes cancelled; Public programs through July cancelled; Outgoing loans to other museums suspended; Fundraising campaign for women's suffrage centennial suspended; Museum store closed; Sixteen facility rentals between mid-March and mid-June cancelled; Montgomery Symphony Pops concert canceled; Volunteer activities canceled; IT work delayed due to inability to order equipment.

2) *Essential services that are being maintained:*

Fulfilling requests for forms DD214 for veteran benefits; Providing records to business corporations who need to apply for small business administration loans (via federal CARES act); Reference requests being filled remotely by staff as best as possible; digital assets orders being filled; Registrar & education staff are maintaining strong communication with their respective groups.

3) *Services developed or modified in response to the pandemic:*

- Alabama History@Home website: Features material created by the ADAH as well as content from history- and humanities-oriented organizations from around the state; Will have long-term value.
- "Collecting a Crisis: Alabama During COVID-19" (COVID-19 documentation project): Individuals will be asked to donate specific materials to document the pandemic, so the agency can effectively tell this story in the future. Most items can be collected online. The initiative will launch by next week.
- Increased capture of content on state websites: To actively collect images of state agency sites, including public health, to document the response of state government to the crisis.
- Remote data logging: A trial arrangement of this new technology was set up just before pandemic. Its equipment monitors humidity and temperature levels throughout building, using ultra-low frequency cellular signals that can get through the cement walls.
- Developing digital collections: Processing and rearranging 245 YouTube videos from the ADAH channel for the *Alabama History@Home* website; Providing transcriptions in our YouTube channels to accommodate the hearing-impaired; Launched new transcription projects of archival materials that the public can help transcribe from home; Ongoing database work for museum collections.
- Museum services: Staff created survey to gauge impact of pandemic on local history organizations.
- Education: Continuing contact with Master teachers; Developing curriculum-based digital materials; Created an online version of our summer reading program for public library services; Staff exploring options to revamp First Alabamians tour in a post-coronavirus environment.
- Public programs: All programs moving online, including exhibits as well as a joint project with Alabama Public Television to host the screening of a women's suffrage documentary and discussion panel.
- Registrar: Working on collections management policy; New assistant registrar, Mary Taylor Peake, began working on April 13.

- Communications: Transformed the monthly newsletter into a bimonthly email newsletter online; Friends renewal notices mailed prior to shut down; Transitioning focus of online store from Bicentennial to Archives collections.
- Administrative: Emergency disaster response plan being updated by Steve Wheat.
- Information technology: Dwan Mason was instrumental in preparing equipment to allow staff to work from home.
- Volunteer services: Callie Patterson, volunteer coordinator, has done a great job in communicating regularly with the volunteers.
- Administrative services: Becky Jackson, Linda Jones, and Angela Motley have all done amazing work in maintaining the agency's financial and personnel matters amidst the pandemic.

Mr. Murray praised the entire staff for making the most out of this challenging situation.

Financial Report – Steve Murray

Fund Status Summary: The summary shows a total cash balance of \$2,336,876, as of 04/30/2020. The Education Trust Fund (ETF) has a projected rollover amount of \$468,717, and the Archives Services Fund (ASF), a rollover amount of \$708,090. With the inclusion of miscellaneous funds, the total rollover amount is \$1,188,734. Rollover authority was granted to the ADAH and other cultural agencies by the legislature after they made a joint request to roll over funds in the Education Trust Fund (ETF) from FY 2020 to FY 2021. The ADAH has discontinued nonessential spending; eliminated travel; put several job search postings on hold; and canceled developing contracts for conservation and digitization work to prepare for potential budget cuts.

Generated Revenue Summary: The first two quarters of FY 2020 saw revenue meeting or exceeding figures for the prior year, but some sources of generated revenue will drop sharply in the third quarter. April income for reference services, for example, was only \$630 compared to the \$8,191 generated in April, May, and June of FY 2019. Facility rentals will drop zero for the duration of the building's closure. Records Center revenue is expected to remain steady, though invoicing and payments will likely be delayed into the fourth quarter.

Mr. Murray then called on Frank Brown for the legislative report.

Legislative Report – Frank Brown

Trustees Boyd, Gray, Junkins, and Spruell were all confirmed by the Senate in March. Trustees Boyd and Junkins attended the confirmation hearing, and Trustee Boyd addressed the Senate Confirmations Committee regarding the Board's ongoing efforts to regain racial diversity among its members at a level proportionate to the state's population.

The legislature passed two of the largest budgets in state history on last week: \$2.3 billion in the General Fund, and \$7.2 billion in the Education Trust Fund. The governor is expected to call a special session in the summer to address prisons and other issues. Legislators will also need to determine how to spend the \$1.8 billion the state received from Congress in CARES Act relief funding.

Chairman Daves thanked Mr. Brown for his report and then called on Judge Boyd for the Personnel Committee report.

Personnel Committee Report – Delores Boyd

The trustees received their performance appraisal materials for Mr. Murray’s annual evaluation. Trustees should return their completed evaluation forms by Wednesday, June 3. Trustee Spruell, having just joined the board, will not be required to submit an evaluation this year. The performance appraisal will be completed by the August 12 meeting.

Chairman Daves thanked Judge Boyd for her report and proceeded with the remainder of the meeting.

Remaining meeting dates in 2020

The remaining meeting dates for 2020 are Wednesday, August 12, and Monday, November 9 (in conjunction with the Alabama Archives and History Foundation meeting).

Adjournment: Chairman Daves called for a motion to adjourn the meeting. *Mr. Butler moved that the meeting be adjourned. Leigh Davis seconded, and the motion was carried by unanimous voice vote.*

The meeting adjourned at 2:27 p.m.

Joel Daves, Chair

Steve Murray, Director

Alabama Department of Archives and History
Meeting of the Board of Trustees
August 12, 2020 – 1:00 PM
Online meeting via Webex

Recording of Meeting:

<https://algov.webex.com/algov/lr.php?RCID=b1ed408c4b894c3e9a1526ccad420b33>

Recording Password:

AfGQtGv3

Members present:

District 1: Vaughan Morrissette
District 1: Elizabeth Stevens
District 2: Horace Horn
District 2: Gale Main
District 3: Fred Gray
District 3: Barbara Patton
District 4: Bobby Junkins
District 4: Alyce Spruell
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Leah Atkins
District 6: Gillian Goodrich
District 7: Delores Boyd, *Vice Chair*
District 7: George Evans
At Large: Joel Daves, *Chair*
At Large: Leigh Davis
Ex Officio: Dave White, Governor's Representative

Members absent:

None

Staff present:

Frank Brown
John Hardin
Becky Jackson
Steve Murray
Mary Jo Scott
Tunisia Thomas
Steve Wheat

Welcome and call to order: Chairman Joel Daves called the meeting to order at 1:04 p.m. and welcomed trustees and staff.

Acknowledgment of authorization for online meeting: Chairman Daves acknowledged that the online board meeting was held in compliance with the Governor's Proclamation of March 18, 2020.

Declaration of quorum and proper advance notice of meeting: Chairman Daves confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Chairman Daves called for a motion to adopt the agenda. *Judge Boyd moved that the agenda be adopted. Mayor Evans seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Chairman Daves asked if there were any questions about or corrections to the minutes of the last board meeting. *Mrs. Morrissette moved that the minutes of the May 13, 2020, board meeting be approved as written and distributed prior to today's meeting. Mr. Butler seconded, and the motion was carried by unanimous voice vote.*

Chairman Daves then called on Steve Murray to give a remembrance of Archbishop Emeritus Oscar H. Lipscomb.

Remembering Archbishop Emeritus Oscar H. Lipscomb

The trustees mourn the passing of Archbishop Emeritus Oscar H. Lipscomb, who died on July 15, following a lengthy period of physical decline. Archbishop Lipscomb joined the Archives' board in 1977 and served until 2016. He was chairman of the board from 1999 to 2011, during which time Ed Bridges was appointed as Archives director, and the ADAH completed a major building expansion. The trustees along with Mr. Murray expressed their condolences and shared fond memories of Archbishop Lipscomb. A statement released by the ADAH was included in the meeting packets.

REPORTS AND ITEMS OF BUSINESS

Coronavirus (COVID-19) Status – Steve Murray

The ADAH staff continues to develop innovative ways to provide public services, such as online training sessions for state and local government agencies, records management, online workshops, and digital exhibits. The education staff has maintained contact with the K-12 community, providing resources and support for the upcoming school year. Mr. Murray praised the staff on the way it has handled schedule challenges caused by the pandemic.

The Alabama Department of Public Health (ADPH) released new guidance on how staff attendance and quarantine should be handled, moving forward. If an employee develops COVID-like symptoms or has been in close contact with someone known to have the virus, then the employee should go through a 14-day quarantine period, regardless of whether they have received a negative test. This new guidance may lead to an increase of ADAH staff working from home. Currently, 25% of the staff routinely work remotely. A copy of the ADPH guidelines was distributed in the meeting packets.

Financial Report – Steve Murray

Fund Status Summary: The summary shows a total cash balance of \$2,118,890, as of 06/30/2020. The Education Trust Fund (ETF) has a projected rollover amount of \$437,074 and the Archives Services Fund (ASF), a rollover amount of \$747,965. With the inclusion of other miscellaneous funds, the total rollover amount is \$1,196,966. Additional funds are expected later this year via reimbursements from the CARES Act.

Generated Revenue Summary: The summary shows an immediate, drastic drop in generated revenue between the 1st and 3rd quarters of FY 2020, and between the 3rd quarter of FY 2020 and the 3rd quarter of FY 2019. Reference services are down considerably, and facility use revenue was eliminated due to event cancellations. Records center services has collected only \$22,728; however, \$46,165 was collected in July. This revenue should hold steady for the 4th quarter, as no public interaction is involved in records center services.

Income and Expenses: The multi-year report shows that FY 2021 appropriations for the General Fund and the Education Trust Fund are at level funding, going into FY 2021.

Chairman Daves thanked Mr. Murray for his report and then called on Frank Brown for the legislative report.

Legislative Report – Frank Brown

The state is continuing to monitor potential federal action on additional pandemic relief and any matching requirements for the state.

Rep. Juandalyn Givan pre-filed a bill for the 2021 legislative session, which will allow for the relocation and transfer of monuments to the Archives or the Alabama Historical Commission. The ADAH is monitoring the situation and will be involved in future discussions.

Rep. April Weaver was appointed director of the U.S. Health and Human Services for the fourth district.

Rep. Becky Nordgren is the new revenue commissioner for Etowah County.

Rep. Ron Johnson, the longest-serving member of the House, passed away in July.

Chairman Daves thanked Mr. Brown for his report and then called on Mr. Murray to discuss the Statement of Recommitment.

ADAH Statement of Recommitment

Mr. Murray thanked the board for their support of the agency's Statement of Recommitment, which has received a positive response from both the general public and other historical institutions.

Mr. Butler moved that the Board of Trustees formally adopt the ADAH Statement of Recommitment, released on June 23, 2020. Judge Smith seconded, and the motion was carried by unanimous voice vote. Copies of the statement were provided in the meeting packets.

Mr. Murray will participate in upcoming webinars on this topic as well as contribute to articles for the news magazine of the American Association of State and Local History (AASLH). The ADAH is planning several programmatic initiatives to help address the issues of racial injustice and African American history in Alabama.

i. Programmatic Initiatives:

- Digitization projects involving Alabama Supreme Court case files, incarceration records, and other relevant records sets.
- To be a resource to educators, communities, and businesses working to address the history of racial injustice.
- To develop a digital exhibition on African American life in Alabama from 1865 to 1980 that will be displayed in a large kiosk at the ADAH. Additional kiosks can be placed in other locations around the state.
- The *History/Now: Conversations on the Past & the Present* series began last year and was designed to allow audience participation and dialogue with experts. The first program for this year focused on the recent *McGirt vs. Oklahoma* ruling by the U.S. Supreme Court, which held that the eastern third of Oklahoma remains under the control of the sovereign Indian nations relocated their under treaty with the U.S.

ii. **Internship and Student Worker Programs:** Increased staff diversity is one of the objectives of the Statement of Recommitment. Currently, the entire agency staff is 25% African American. The Archives Division is 11% African American, the Museum Division is 6% African American, and the Administrative Division is 64% African American. To improve diversity among the archival and curatorial staff, the agency will be diligent in reaching out to African American graduate and undergraduate students to promote career opportunities in the public history field. Additionally, the full scope of student opportunities at the ADAH is undergoing review. Its existing interactions with students include the following:

- *Student worker agreements:* The agency has contracts with several public universities, including Auburn, Alabama State, Troy, and Auburn University Montgomery. Students generally work two to three years. Several current staff members are former student workers.
- *Discovery internship:* An exploratory internship of 150 hours, during which undergraduate students work in various sections of the agency and receive academic credit.
- *Project internship:* An internship of 150 hours, during which graduate students work on a specific project under sustained supervision by a staff member. This is a paid internship, and students may receive academic credit.
- The agency has employed a small number of high school students on a part-time basis.

Review of FY 2021 Strategic Plan – Steve Murray

Mr. Murray reviewed the seven sections of the FY 2021 strategic plan, each comprised of special objectives, horizon objectives, and ongoing tasks. Items relating to the Statement of Recommitment are highlighted. Copies of the strategic plan were included in the meeting packets.

Consideration of Recommended Deaccession – Steve Murray

During a recent relocation of furniture storage, an apothecary cabinet was found to hold a large quantity of medicinal bottles containing hazardous materials. The agency is requesting the board's approval to deaccession these items.

Ms. Stevens moved that the board approve the deaccession of the medicine containers and their contents with the proviso that if the hazardous waste contractor can safely clean the bottles and jars, then the agency will retain the vessels for the collection. Judge Boyd seconded, and the motion was carried by unanimous voice vote. A deaccession report was included in the meeting packets.

Personnel Committee Report and Director's Performance Evaluation – Delores Boyd

Sixteen out of seventeen trustees participated in the director's annual performance evaluation. (Trustee Spruell was not asked to participate due to her brief tenure on the board.)

The Personnel Committee made the following recommendations:

- For the board to rate the director's performance for FY 2020 as consistently exceeds standards
- For the board to specially commend the director's role and effective leadership in three areas:
 - Culminating events for Alabama's Bicentennial celebrations
 - The COVID-19 pandemic
 - The national wave of protests for racial justice

The board unanimously accepted the recommendations of the Personnel Committee. Mr. Murray expressed his gratitude to the trustees for their steadfast support.

Chairman Daves thanked Judge Boyd for her report and then proceeded with the next agenda item.

Future meeting dates

- a) The fall meeting, traditionally scheduled to coincide with the Alabama Archives & History Foundation meeting, will take place on November 9.
- b) The 2021 meeting dates are as follow:
 - i. Wednesday, February 10
 - ii. Wednesday, May 12
 - iii. Wednesday, August 11
 - iv. Monday, November 8, or Wednesday, November 10

Adjournment: There being no other business to discuss, Chairman Daves called for a motion to adjourn the meeting. *Judge Smith moved that the meeting be adjourned. Ms. Stevens seconded, and the motion was carried by unanimous voice vote.*

The meeting adjourned at 2:41 p.m.

Joel Daves, Chair

Steve Murray, Director