

Twin Cities Archives Round Table Newsletter



President's Message

Hello Fellow TCART'ers,

It has been an exciting Fall. Thank you to Clare Pavelka, Corporate Archivist, and Michelle Engel, Project Archivist, at the Red Wing Shoe Company for hosting our Fall meeting. It was a great opportunity to get out of the metropolitan area and to learn about a corporate archives in our state. Beth McLaughlin, a local textile conservator, provided an informative presentation on textile preservation.

We also held the second annual Minnesota Archives Symposium in November. Thank you to our planners, presenters and attendees for making it a wonderful event. You can read more about the symposium in this newsletter.

I have been reflecting on the evolution of TCART over the past four years. We have grown in membership from 64 to 105 members. Attendance at our bi-annual meetings has grown from 20-30 people to 40-50 attendees. We have expanded the opportunities for members to connect with each other and others in the community with panels presented to students at St. Catherine's University, annual happy hours, and through our Facebook group. We are offering more than one fully funded Professional Development Award each year. And the Minnesota Archives Symposium gives us a chance to learn from our colleagues on a variety of topics.

Growth is not without its challenges. Are our mem-

bers willing and capable of hosting meetings of 50+ attendees? We want to continue to learn about the archives in our community and see their operations, but do they have the space to accommodate us? We have a healthy budget for our organization, how do we continue to spend it for the benefit of the membership? What are the tangible benefits TCART offers its members, and how do we increase or refine what those benefits may be?

These new initiatives and the growth of the organization over the past four years have often arisen from a member vocalizing an idea. So, I ask you, what more can we do? What more do you want from the organization? What is your idea that will benefit the members and archival community as a whole?

The New Year is a time to look forward. Apply for the TCART Professional Development award to support your education and growth as an archivist. The deadline for applications will be February 1st. We will hold a winter happy hour again this year, most likely in late February or early March. And, at the Spring meeting we will hold elections for TCART President and Treasurer. Consider running and leading the organization into the future.

As always, do not hesitate to contact one of the officers with your thoughts, comments, and suggestions. We want to hear from you.

See you in the Spring!

TCART President
Jennifer Johnson

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Fall Meeting Minutes

Friday, 25 October 2013
Red Wing Shoe Company

by Elissah Becknell & Deborah Kloiber

Attendance

About 40 in attendance.

Presentation

Beth McLaughlin operates Fiber Arts Preservation LLC and is a textile conservator based in St. Paul, Minnesota. She is also the Senior Textile Conservator for the Midwest Art Conservation Center. She gave a beautiful presentation about textile preservation, using many pictures and examples from her own work in the field. The range of problems included a blood spatter piece of fine art, a theatre curtain falling apart from the stress of time and water damaged quilts. She often came back to the importance of proper storage and display of textiles. Encouraging archivists to read up on the latest information and techniques for the proper care of textiles or objects in their care.

Business Meeting**Officers' Reports**

TCART Officers

President

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Jennifer_I_Johnson@cargill.com

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Technical College Library

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TCART Website

www.tcart.org

About TCART

Founded in 1982, the Twin Cities Archives Round Table (TCART) includes members from the Minneapolis-Saint Paul metropolitan area, as well as greater Minnesota and western Wisconsin. Members include archivists, manuscript curators, librarians, records managers, and information specialists representing government agencies, county and state historical societies, colleges and universities, religious organizations, and corporations.

(Minutes, continued from p. 2)

Secretary

Presented by Deborah Kloiber

There are currently 98 members if everyone renews. As of this meeting, only 22 members have renewed for the year.

Treasurer

Presented by Leslie Hunter-Larson.

TCART has dispersed 2 Professional Development Awards since the spring business meeting because our budget could support the expense. We have also received \$55.00 in gifts.

Leslie asked if attendees were interested in collecting membership dues through PayPal. Many attendees liked the idea of another option and 2 members spoke in affirmation of the idea. The officers will investigate the option further and bring a full proposal for vote at the next spring business meeting.

Newsletter Editor

Presented by Elissah Becknell

Has contacted advertisers with information for future newsletters. Asked if there were any interested advertisers present. Also made a pitch for Fall Newsletter submissions.

Old Business

Nominations Committee for Spring

Elections will be held for President and Treasurer at the next spring business meeting. The other 2 officers plus at least one additional TCART member must make up the nominating committee. Interested TCART members should let Jennifer know about their interest to serve on the committee.

Professional Development Award

The deadline to apply is February 1st 2014. The award is open to all TCART members and up to \$250 may be awarded. Awardees must write an article for the newsletter about their professional development experience. 2 professional development awards were given out last year because our budget allowed for it. All members should consider applying because not many people do.

New Business

Happy Hour

There will be a winter happy hour. Location, date and time are still to be decided. Officers will make a special effort to avoid Spring Breaks.

St. Kate's Student Internships

Molly Hazelton, instructor at St. Kate's, teaches two courses a year that have an internship component built into them. She is looking for interesting archives projects for her students. For one of the courses she needs a big semester long project. For the other course she needs 20 hours per week regular assignments. Please contact Molly if you have any ideas or questions: mdhazelton@stkate.edu

MAC Fall Symposium 2015

Daardi Sizemore has convinced the Midwestern Archives Conference to bring the annual fall symposium to Minnesota. The theme will be Practical Electronic Records and there is going to be an emphasis on workshops or hands on experiences. She is looking to host it in Bloomington (near the airport) or possibly Mankato. Anyone interested in presenting or planning the symposium should get in contact with Daardi: daardi.sizemore@mnsu.edu

News and Announcements

Minnesota Archives Symposium

Will be held November 15th at the Hennepin County Library downtown from 1-5 pm. This

(Minutes, continued on p. 4)

Advertisement Rates

- **Full page** **\$15.00**
- **Half page** **\$10.00**
- **Quarter page** **\$5.00 or less**

Contact the TCART Newsletter Editor (Elissah Becknell) if you are interested in advertising:

elissah.becknell@minneapolis.edu

(Minutes, continued from p. 3)

year's theme is Advocacy, Awareness and Archives. This is a free event, but interested people are asked to register ahead of time.

Minnesota History Day

This year's theme is Rights and Responsibilities in History. Look for an announcement on the TCART listserv for judges. There will be a real need for web site judges this year. Starting this year, web site judging will be done person at regional competitions, not judged at home.

TCART Happy Hour with St. Kates Students

TCART will be holding a happy hour with archives students in the St Kates MLIS program. The Happy Hour will take place on December 14th and TCART members are encouraged to join in the fun. Students really benefit from having archivists in the fields to talk to. Look for an invite on the TCART listserv.

Meeting Adjournment 11:15 am

Tour

After the meeting, attendees toured the archives and corporate headquarters of the Red Wing Shoe Company. After the tours, TCART members were invited to check out the Red Wing Shoe Factory Museum and the historic St. James Hotel.

TCART Spring Elections

The 2014 spring business meeting will include elections for the President & Treasurer. The Nominating Committee will present to the annual meeting nominations for officers.

President

The President shall be the principal executive officer of TCART and shall in general supervise and control all of the affairs of TCART. He or she shall preside at all business meetings of TCART and of the Executive Committee. He or she must sign with one other member of the Executive Committee any contracts or other instruments which Committee has authorized to be executed, except in cases where the

signing and execution thereof shall be expressly delegated by the Committee or by these by-laws or by statute to some other officer or agent of the organization, and in general shall perform all duties incident to the office of president.

Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the TCART; shall receive and give receipts for moneys due and payable to TCART from any source whatsoever, and shall deposit all such moneys in the name of TCART in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these by-laws; and shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Executive Committee. The Treasurer shall present a budget statement at each regular meeting. In the absence of the President and Secretary, the Treasurer shall preside at business meetings of TCART and at meetings of the Executive Committee.

If you would like to be considered for one of the open positions or if you would like to volunteer to serve on the Nominating Committee, please contact Deborah Kloiber or Elissah Becknell.

TCART Needs You!

TCART is forming a planning committee for the next Minnesota Archives Symposium. Working closely with the TCART officers, you would be responsible for all aspects of planning the symposium:

- Date selection
- Location selection
- Theme selection
- Call for symposium proposals
- Program selection
- Symposium promotion

More information about this year's Minnesota Archives Symposium is on page 11, includes some considerations for next year.

Opportunities and Announcements

Minnesota Historical Society Legacy Research Fellowship Program

The Minnesota Historical Society is pleased to announce the Legacy Research Fellowship Program. Eligibility for these Fellowships is open to any post-collegiate Minnesota scholar who is engaged in Minnesota-related research/scholarship that draws on the Gale Library resources and that intends to add to the body of knowledge and interpretation of Minnesota's history (pre- and post-statehood). Independent Scholars and scholars, including graduate students, not eligible for funding through employment at academic institutions are especially encouraged to apply.

Fellows will work at the Gale Library at the Minnesota History Center and will interact with Society staff. Awards of \$1,000 or \$5,000 are available to successful applicants. Applications will be evaluated according to how well a proposal directly relates to the library's research resources, fulfills the requirements of the particular fellowship for which the candidate is applying, and has the potential to further the Society's broader mission of educating and engaging public and scholarly audiences about Minnesota History and Cultural Heritage.

Initial round Fellows are expected to finish their work by August 30, 2014.

APPLICATION COMPONENTS

Project Title and Author Name

Project Narrative: Not to exceed 1,000 words in length. The narrative should include purpose, goals, and objectives; connection to Minnesota history and cultural heritage; research design and methods; a public dissemination strategy; and brief but relevant bibliography or references.

Stipend: Applicants should indicate whether they are applying for the \$1,000 or \$5,000 research stipend. The larger stipend will carry an expectation of a longer residency period at the Gale Family library

and a larger overall project scope.

Curriculum Vitae: Limited to 2 pages and including any relevant professional publications

Two letters of support: Letters addressing the importance of the project and the ability of the applicant are to be e-mailed directly to LegacyResearchFellows@mnhs.org by their writers by February 3, 2014.

SUBMISSION

Proposals must be submitted electronically as PDF or Word files via email to LegacyResearchFellows@mnhs.org. Applications must be received on or before Monday, February 3, 2014 at 11:59 PM.

For more information about the Legacy Research Fellowship Program visit the website: <http://>

TCART Professional Development Award

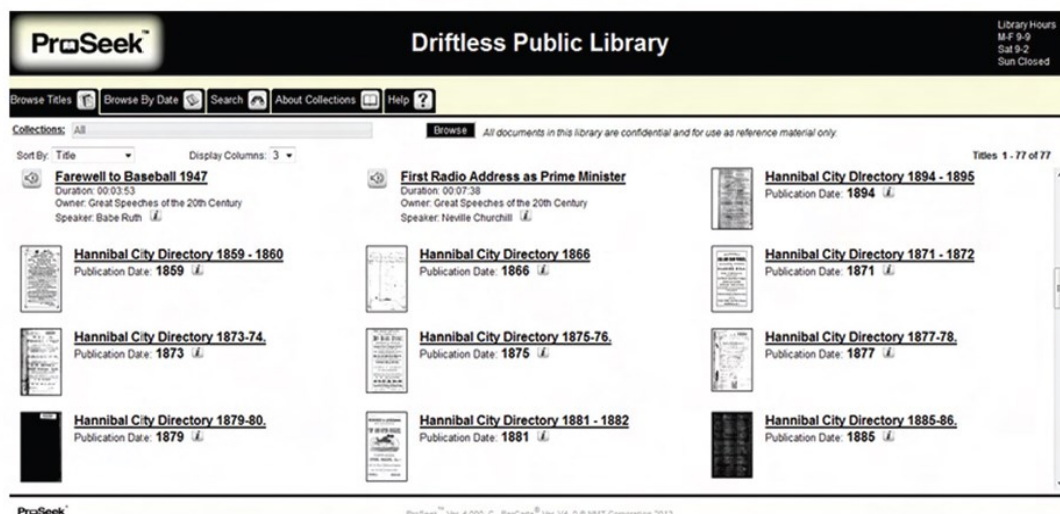
The TCART Professional Development Award supports current TCART members who are individuals working with archival materials, or students interested in the archives profession, to attend an archives related regional or national conference, symposium, or educational workshop. The award consists of up to \$250 in support of registration, travel, and accommodation expenses associated with a conference, symposium, or educational workshop.

Those eligible for the award must be a current TCART member and must be working in an archives or information management field or be a graduate student in a related program. Applications will be evaluated based on a brief statement of intent and by information provided by a contact that can provide a reference for the individual.

The application deadline is 1 February 2013. To be considered, please visit the TCART web site (<http://tcartmn.org/>) and select Professional Development Award to download an application. The recipient will be notified by 15 March 2013.

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Professional Development Award Report

by Emily Davis

This August, thanks to assistance from the TCART Professional Development Award and the Walker Art Center, I attended the 2013 Council of State Archivists and the Society of American Archivists (SAA) joint annual conference in lovely New Orleans. This was my first SAA conference and as a relatively new professional in the field I was thrilled to attend, eager to learn from the leading professionals in our field and excited to engage with the archival community.

To make the best out of my first SAA conference, I took advantage of the first-timer opportunities – the Students and New Archives Professionals (SNAP) roundtable, the First-Timer Orientation, and the Mentor Program – and I am thankful that I did. Everyone I met through these programs, both seasoned archivists and new professionals, was incredibly welcoming and happy to talk and give advice. I was encouraged multiple times to get involved in the roundtables and sections and to introduce myself to panelists and other attendees. Due in part to these programs I walked away with a better understanding of how SAA functions as a professional organization and how I can get involved.

This year's schedule was packed with lots of great sessions and many pertained to my work with the Ruben/Bentson Film and Video Study Collection at the Walker Art Center. The first session I attended was "Pushing the Envelope: Using Object Collection Management Systems to Catalog Archival Collections" ([session 109](#)). Coming from an institution with several distinct collections, including a library, and no singular collection management system, it was interesting to hear how other similar institutions have adopted a more object-oriented approach to managing their collections. While there were pros and cons to each system discussed (KE EMu, PastPerfect and MINISIS Integrated) it seemed like there were clear advantages to having an integrated collection management system. Back at work, what I gleaned from this session has sparked some exciting conversations about our needs and what functions we want in a system.

MPLP and minimal processing was a common theme in several of this year's sessions. In "Streamlining Processing of Audio-Visual Collections for Preservation and Access" ([session 309](#)) presenters from UCLA and the Library of Congress discussed what level of pro-

cessing is needed to make their audio-visual collections findable and accessible for use and preservation. It was interesting how both institutions have applied MPLP methodologies to processing their collections. Both archivists cited the white paper "What's Your Product" ([PDF](#)) by Josh Ranger of AudioVisual Preservation Solutions, the other presenter on the panel, as a jumping off point for their methodology. Since returning I've read Ranger's paper, in which he stresses the need for different MPLP derived metrics and outcomes for audio-visual collections, and it has left me with some good ideas on how I can tackle large unprocessed audio-visual collections and up-date my methodologies.

A portion of my work at the Walker is dealing with acquisitions, so the session "Advancing the Ask: Proactive Acquisitions for the Modern Age" ([session 507](#)) was a good fit for me. Archivists from The Historic New Orleans Collection, Emory University and NYU's Tamiment Library discussed how they actively sought materials to document significant events that pertained to their communities and institutional mission. All of the panelists spoke at length about how they had to gain the donors trust, demonstrate they cared, and educate the record creators about the value of their records. They also talked about how they had to employ new techniques and technologies to properly document the groups and events they sought after. This session had several valuable takeaways for me: trust is very important when working with new donors and it is important to be able to adapt to the circumstances and embrace new techniques. This session made me reflect on my own practices and look for ways that I can improve.

In the end I attended 7 sessions, 2 roundtable meetings, and 2 section meetings. I connected with several old classmates and professors, I made some new friends, I introduced myself to a few panelists and I put some faces to names that I follow on Twitter. I also learned a great deal and I got a better sense of how SAA functions and the future of our profession. I am thankful for the opportunity to attend the SAA annual conference. It was a truly invaluable experience for me and I would highly encourage all new archives professionals to attend SAA or another regional archives conference if they can.

Emily Davis was a 2013 TCART Professional Development Award recipient.

Archives Updates

Minnesota Historical Society State Archives Collection Highlights

By Charles Rodgers

Here are some highlights of state and local government records with historical value added to the State Archives collection of the Minnesota Historical Society.

One of the strengths of the State Archives collection is records documenting St. Paul public schools. Virtually every elementary, junior high and senior high school in St. Paul is documented in the State Archives. A private individual donated a photograph of the Bryant Elementary School Kitchen Cabinet Orchestra (K.K.O), dated ca. 1920s, which depicts the orchestra members (all female) and their “instruments” fashioned from kitchen utensils!

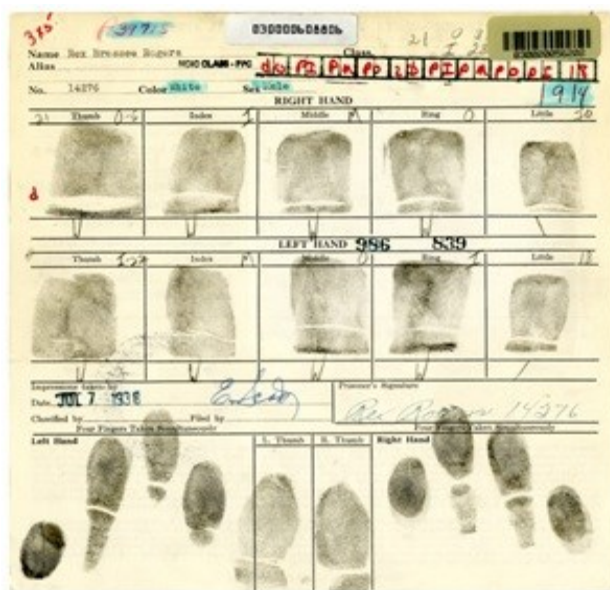


The Human Services Department/State Operated Services Division transferred an oversize color photograph (9' X 4') of the map of the Fergus Falls State Hospital cemetery (undated; updated in 1993); the original map is still in the possession of the Human Services Department. There are over 3,000 unmarked graves in the cemetery, and this map enhances other cemetery maps and burial information of the facility preserved in the State Archives.

Received from the Veterans Affairs Department are reports of burials of Minnesota soldiers who died in the Civil War, Spanish-American War, World War I, and World War II, and were buried outside of Minnesota. A total of 1,130 burials are recorded, and indexes accompany the re-

ports. Compiled circa 1929-1947, these records complement the set of veterans' grave registration reports (dated circa 1930-1975) for Minnesota soldiers who are buried in Minnesota cemeteries. These records are particularly valuable for family history research.

The Criminal Apprehension Bureau of the Public Safety Department transferred fingerprint cards, dated circa 1930s-1990s. There are over 400 inactive fingerprint cards removed from Bureau's master set of fingerprint cards. The information includes criminal's name, date and/or age, the originating agency (law enforcement agency/correctional facility) the card was received from, and the date the fingerprint card was received by the Bureau. Mug shots are attached to many of the fingerprint cards. The records will be useful for family history research, and have artifactual value for exhibit purposes.



Valuable for family and local history research is a school district clerk's record book (dated 1882-1887) for Common School District No. 95/1354 (Kalmar Township) in Olmsted County. The record book includes summary information about this, now defunct, school dis-

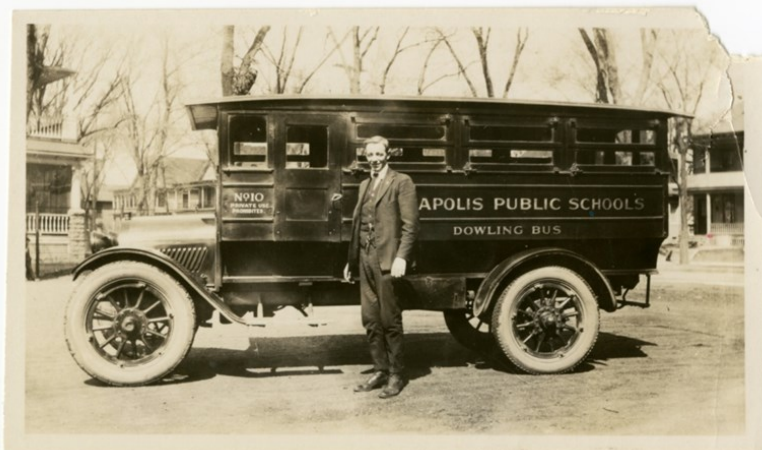
(Highlights, continued on p. 9)

Archives Updates

(Highlights, continued from p. 8)

trict's policies, finances, and activities. The rural school district eventually consolidated with the Rochester independent school district in the 1960s. At one point in Minnesota's history, there were over 7,000 school districts, and now, there are just over 400 school districts in the state.

After several years of negotiations, the Michael J. Dowling Elementary School in Minneapolis transferred a significant set of records (dated 1895-2012). Included, are photographs, scrapbooks, newsletters and bulletins, selected subject files, and published records and reports. The Minneapolis school opened in 1924 as a special facility for physically handicapped elementary-age children who could not be accommodated in the regular schools. Mr. Dowling was instrumental in founding the school, which is now an urban environmental magnet school.



Stearns History Museum

by Sarah Warmka

The Stearns History Museum has recently become a Smithsonian Affiliate, the first in the state of Minnesota. This collaborative partnership gives the Stearns History Museum access to Smithsonian artifacts, scholars, educational programs, and professional development opportunities.

SHM has been building its social media presence.

Facebook page

www.stearns-museum.org

Twitter account

@StearnsMuseum

Pinterest page

www.pinterest.com/stearnsmuseum

Follow them to see how they are sharing their collections.

Minnesota Historical Society Library

by Tracey Baker

In October we expanded hours, new hours are:
Tuesday 9 a.m. to 8 p.m.
Wednesday through Saturday 9 a.m. to 4 p.m.
Closed Sunday and Monday

We welcomed a new librarian, Jacqueline Beckey to the Reference staff.

In late 2012 the Reference staff began work on utilizing LibGuides software to create online research

guides. Several new guides to popular and complex research areas such as building history, military records, and legislative history research have been completed. In addition, staff utilizing intern support have migrated and upgraded History Topics to this new platform. There are now 38 guides available with others in the process of development and editing. With minimal promotion the guides have already been discovered by many researchers. The ten most popular guides have had 44,222 views.

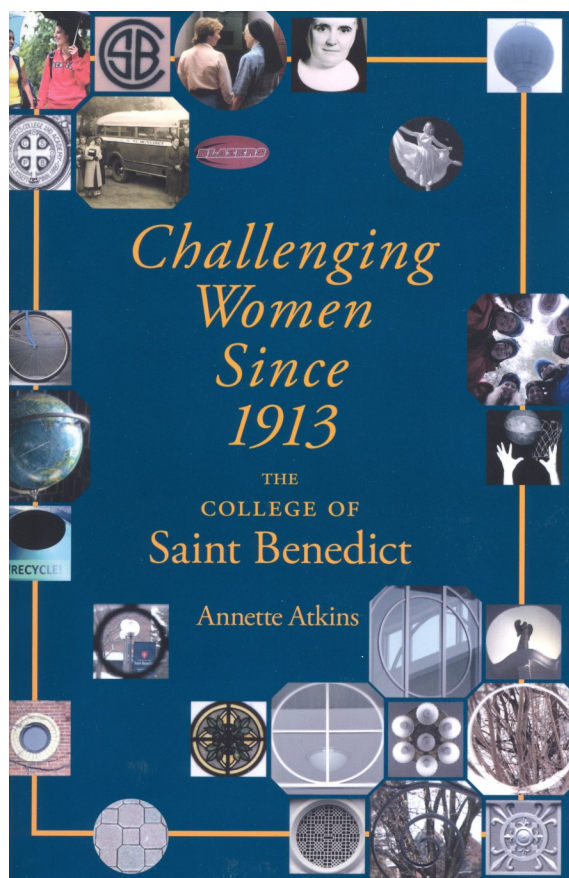
The Minnesota Historical Society also announced Legacy Research Fellowships, please check out the

Archives Updates

College of Saint Benedict's Centennial Year

By Peggy Landwehr Roske

Minnesota's College of Saint Benedict, founded in 1913, is in the midst of celebrating its centennial year. In addition to launching a major exhibit of historical photos displayed this year in several venues across campus, the Archives has contributed to the creation of a Timeline (<http://www.csbsju.edu/CSBCentennial/History.htm>), a walking tour app, and a book by Dr. Annette Atkins, *Challenging Women Since 1913: The College of Saint Benedict* (<http://www.csbsju.edu/atkins-book.htm>).



Some people might recognize the name of the book's author; Annette Atkins is featured with some regularity on MPR's Morning Edition with Cathy Wurzer, who talks with her about things related to Minnesota history.



"History Lessons," is an ongoing series of PowerPoints prepared by Archivist Peggy Landwehr Roske, they also provide ways to explore St. Ben's (and St. John's) history (see <http://www.csbsju.edu/SJU-Archives/SJUHistory/Vignettes.htm>).

TCART Spring Elections

The 2014 spring business meeting will include elections for the President & Treasurer. The Nominating Committee will present to the annual meeting nominations for officers

If you would like to be considered for one of the open positions or if you would like to volunteer to serve on the Nominating Committee, please contact Deborah Kloiber or Elissah Becknell.

More information about the elections is on page 4 of the TCART Newsletter.

Advertisement Rates

- Full page \$15.00
- Half page \$10.00
- Quarter page \$5.00 or less

Contact the TCART Newsletter Editor (Elissah Becknell) if you are interested in advertising:

elissah.becknell@minneapolis.edu

Minnesota Archives Symposium

Minnesota Archives Symposium

by Jennifer Johnson

The second annual Minnesota Archives Symposium was hosted by the Hennepin County Library, James K. Hosmer Special Collections Department, on Friday, November 15, 2013. This year's theme was Making Connections: Advocacy, Awareness and Archives. We had three excellent presentations on advocating within your organization, managing interns and volunteers, and community outreach. Slides from our presenters are available on the TCART web site, <http://tcartmn.org/>.

We had 58 attendees, which is a growth of 10 from last year. We also reached a number of non-TCART members. Of the 66 pre-registrants 29 were non-members. The Symposium remains a good way to promote the organization and connect with information professionals in our community.

41 people responded to this year's evaluation. Learning from colleagues was the main reason people attended the symposium, followed by free registration, and networking opportunities.

What went well this year:

- The Symposium remains highly rated. Of the evaluations we received, 83% rated the symposium as worthwhile.
- Quality presentations and presenters.
- The tours were popular. 50 of our pre-registrants signed up for a tour.

Evaluation respondents suggested a number of future symposium topics, including electronic records, copyright, best practices for lone arrangers, and records management.

Since this is only the second year of the Symposium, much of what we do each year remains experimental. We can try new things and change our practices to suit the needs of our community.

Thoughts for the future:

- Start earlier with planning to secure a location and solicit presentations. Submitted proposals were down from last year.
- Embrace all types of presentation formats (speakers, panels, breakout sessions, Pecha Kucha, etc.), and include this in the call for proposals.
- Balance tours with time to make connections. The tours are popular, but it is difficult to network when a large number of attendees are elsewhere during the breaks.
- There appears to be no ideal time of year to offer the symposium, although evaluation respondents were not in favor of a summer symposium.
- Is a half-day symposium the right amount of time? What about a morning symposium versus an afternoon symposium? Could we offer an all-day symposium? This is certainly an option if we have the content to support an all-day symposium.
- Should the symposium remain free or should we charge non-TCART members? 70% of evaluation respondents said the free registration was one of the reasons they attended the symposium. And, what if TCART is not always a symposium sponsor? On the other hand, a \$10 attendance fee in conjunction with TCART membership may be attractive to many people.

These are just some of the considerations going forward, and we would like to hear from you. Share your ideas and feedback with TCART officers, all suggestions on how to improve next year's symposium are welcome. You can also volunteer to serve on next year's Planning Committee. Nominate yourself by sending an email to tcartmn@gmail.com.

Thank you to this year's planning committee, symposium speakers, and attendees. You make the symposium a quality experience for everyone involved.



Year 2013-2014 Membership Renewal Form

Membership from Fall Meeting 2013 – Fall Meeting 2014

Make check payable to:
Twin Cities Archives Round Table

Please mail to:

TCART Treasurer
Leslie Hunter-Larson
Target Archives
Target Corporation
501 Royalston
Minneapolis, MN 55405

DUES

Individual Level \$10 _____

Sustaining Level \$50 _____

Patron Level \$100 _____

Other Amount _____

PLEASE PRINT CLEARLY

Name: _____

Title: _____

Organization/Department: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____

E-mail: _____

Institution URL: _____

Relevant Professional Positions or Activities: (such as SAA, MAC): -

Would you be willing to serve as a resource for other TCART members?

Yes

No

If yes, in what area _____

Would you be interested in hosting a TCART meeting? Yes No

Would you be interested in giving a session or leading a discussion on a particular topic?

Treasurer's Report

**TCART Treasurer's Report
July - December 2013
Treasurer: Leslie Hunter-Larson**

INCOME

Date	Description	Deposits
8/27/13	Memberships	\$110.00
10/25/13	Memberships	\$185.00
10/29/13	Memberships	\$350.00
11/14/13	Memberships	\$185.00
11/29/13	Memberships	\$90.00
12/18/13	Memberships	\$30.00
Total:		\$950.00

EXPENSES

Date	Description	Withdrawals
	Professional Development Awards:	
	Allison Spies & Emily Davis	
6/30/13		\$500.00
	Minnesota Archives	
11/20/13	Symposium - Beverages	\$138.24
	Minnesota Archives	
11/20/13	Symposium - Treats	\$50.93
Total:		\$689.17

SUMMARY

Beginning Balance	6/30/13	\$2,869.11
Deposits		\$950.00
Expenses		\$689.17
Ending Balance	12/20/13	\$3,129.94

Elissah Becknell
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