



Twin Cities Archives Round Table

Newsletter

Spring Meeting 2004 Minutes

Cargill, Inc. Archives
15407 McGinty Rd. West,
Wayzata, MN 55391
Tuesday, May 11, 2004
1:00 p.m. – 4:00 p.m.
Host Bruce Bruemmer

In attendance: Julia Hally, Candy Hart, Steve Granger, Renee Weddle, Deborah Torres, Jim Fogerty, Thelma Boeder, Katie Dishman, Bob Jansen, Daardi Sizemore, Bruce Bruemmer, Lois Hendrickson, JoEllen Haugo.

Corporate Archive Presentations –

Steve Granger, Archdiocese Archives, gave us a slide and tape show of the history and growth of the archives Archdiocese archives. There was some discussion of research fees (the Archdiocese charges \$15.00/hour for doing research and \$15.00/day if someone comes in to do research). Most requests are for genealogy or parish histories.

Katie Dishman, General Mills, talked about the history of the archives and passed around a book that was put together for the 75th anniversary (*General Mills 75 Years of Innovation*).

Bruce Bruemmer, Cargill, led us on a tour of the Cargill archives at the end of the meeting, describing how it had changed and expanded since he started in 2000, and showed us some of the displays around the main building. He also presented a list of what makes corporate archives different from other archives.

Business Meeting

President Daardi called the meeting to order.

Secretary's minutes from Fall 2003 TCART meeting were approved.

Treasurer's Report:
(See page 3)

Newsletter:

Newsletter went out in January. Next newsletter will be going out after this meeting. Candy Hart will be soliciting for articles in the coming weeks. Candy also requested an up-dated e-mail list of members.

Old Business

The Grant Workshop, Foundations & Monies for Special Projects, held at the temporary MPL headquarters was very successful. Antonia Miller, Grants Librarian, presented a program on Minnesota and national companies and foundations that have given money for projects compatible with archival collections, including oral history, digitization, microfilming, and historical activities.

New Business

Elections

Nominations for President:
Daardi Sizemore

Vote – Unanimous for Daardi Sizemore

Nominations for Treasurer:
JoEllen Haugo

Vote – Unanimous for JoEllen Haugo

Elections for secretary and newsletter editor positions will be at the Spring 2005 meeting.

Name Change Discussion

Daardi initiated the discussion on whether we should change the name to reflect our membership, which includes more than organizations in the Twin Cities.

Jim Fogerty – Several years ago MART (Minnesota Archives Round Table) was proposed and voted down.

JoEllen Haugo – Liked the TCART name but should be more inclusive of out state Minnesota.

Bruce Bruemmer – TCART is well known as a name and brand is important. He didn't feel that the name change was important enough to sacrifice the brand history.

Katie Dishman – Asked how we compare in size to other state organizations.

Jim Fogerty – Pointed out that changing the name wouldn't get more members to attend the meetings and workshops. Distance from the meeting location is a more compelling determining factor.

Vote – Those present decided that there was not a compelling reason to make a change in the name.

SAA Workshop

Continuing Education/ SAA – 1 Day Grant Writing Workshop

- Offers workshops that are easy to host.

(Minutes, continued on p. 2)

(Minutes, continued from p. 1)

- Don't have to pay the speaker.

Heather Craig, JoEllen Haugo and Steve Granger have been working to put this together.

Estimated cost to charge attendees

- \$160 – Non-members
- \$145 – Members

October 12, 2004, suggested as date. SAA will publicize and send out notices.

ACENSUS

Daardi encouraged everyone to fill out the survey.

Nomination of Allen Weinstein – Archivist of the U.S.

TCART supports the statement. (see page 3)

Future Workshop Proposals

Joint archives and museum workshop

Meeting Format

- Need to have discussion topics
- Time change to during the workday is a good idea
- Need suggestions for topics for Fall 2004 and Spring 2005 meetings

Fall Meeting Location

JoEllen Haugo suggested St. Cloud.

MAC

Daardi reported that we had contributed \$100.00 to MAC in Milwaukee for refreshments. She recommended that we do this for the MAC in Des Moines, Iowa. Vote for this was unanimous.

Archivist Position

Thelma Boeder reported that she might have a position open at the Minnesota Conference of the United Methodist Church. It will be part-time (20 hours) with benefits. The position is in processing materials and is does not have a time limit. The proposal for the position will be looked at in the next few weeks and will probably pass. (see page 3)

Labor Review project

JoEllen Haugo talked about the Labor Review project by the Minneapolis Labor Union. They are using volunteers to scan in the newspaper from 1907. It will be searchable by key word. They are still looking for more volunteers to complete the project.

TCART web site

Daardi strongly recommended that we really should have a web site. Dick Carroll has volunteered to work on it.

Business History Conference

Jim Fogerty reported that the June 2005 Business History Conference will be held in Minneapolis. He is working with George Green (University of Minnesota) on the meeting.

Meeting Adjourned

Minutes submitted by Julia Hally, TCART Secretary, 5/20/2004

Award Winner

TCART member Dr. Julian G. Plante won this year's Kay Sexton Award at the 16th Annual Minnesota Book Awards ceremony on April 25, 2004. The Kay Sexton Award is presented to an individual who has made outstanding contributions to the community of the book in Minnesota.

Plante, who was introduced by former Minnesota Governor Elmer L. Andersen, was singled out for his scholarship and service as founding director of the Hill Monastic Manuscript Library at Saint John's Abbey and University in Collegeville, the work on the Minnesota book world he is conducting in a volunteer capacity at the Minnesota Historical Society, his service to the Friends of the Ramsey County Suburban Libraries, the Ramsey County Historical Society, etc. He was featured in an article by Sarah T. Williams, "Bookmarks: Writing the book on books," in the *Star Tribune*, Sunday, May 16, 2004, p.F14.

Conservation Workshop

The Upper Midwest Conservation Association (UMCA) will hold a two-day workshop, "Care and Preservation of Books and Archival Materials: Storage Enclosures" August 19-20 at the James J. Hill Library in St. Paul. Neil Cockerline, UMCA Director of Field Services and Conservator, will present the hands-on workshop, which will cover book and paper preservation with an emphasis on proper storage techniques and materials.

Agents of deterioration, mold and mildew prevention, pests, environmental controls and disaster recovery will be reviewed and discussed. Participants will learn how to make various acid-free enclosures for paper artifacts, books, and photographs including matting and framing options, polyester encapsulation and encapsulation corners, four flap folders, custom made book boxes, and techniques for rolled storage of oversized paper artifacts.

The workshop is designed for individuals who work with library, archives, and fine art collections. Participants are invited to bring a sample object with storage issues to discuss during a clinic. (Arrangements must be made beforehand. Objects with mold, mildew or pest damage will not be allowed.) The workshop fee is \$245 or \$195 with UMCA member discount.

For registration or more information, contact Melinda Markell, Field Services Coordinator, at umca@aol.com, 612-870-3128.

Eileen R. McCormack

Photo Gallery

The College of Saint Benedict's archives has a new online photo gallery <http://www.csbsju.edu/csarchives/photos/>. Photos of historic interest to the College have been digitized and put on the website with dates and descriptions when possible.

Miranda Novak

Notice

The Minnesota Annual Conference of The United Methodist Church anticipates an opening in the near future for a part-time Project Archivist whose primary responsibilities will be processing collections and maintaining property and legal files of the conference trustees. For more information, please contact Thelma Boeder, Conference Archivist, Thelma.boeder@mumac.org, 612-230-6149 or Barb Carroll, Director of Finance and Administration, Barbara.carroll@mumac.org, 612-230-6135.



SAA Grant Writing Workshop

TCART will host a one-day Society of American Archivists grant writing workshop on October 12 at the Minneapolis Park and Recreation Board Headquarters (2117 West River Road, Minneapolis).

Treasurer's Report, November 2003-May 2004:

Treasurer J. Haugo

Beginning balance 11/17/2003	\$1,151.59
Receipts (dues and donations)	340.34
Expenses	323.35
Ending balance as of 5/10/04	\$1168.58

Given the state of public funding and the economy, many organizations are feeling increased pressure to apply for grants to fund projects. This workshop will provide an opportunity to learn the latest in funding information and how to write winning proposals.

Steve Granger has generously agreed to host the workshop at the Minneapolis Park and Recreation Board Headquarters. Heather Craig has been coordinating the lodging arrangements. JoEllen Haugo has been assisting with the planning and publicizing of the program. Besides library organizations and education programs, we are working to promote it to Minnesota Association of Museums members, who are meeting in Rochester on October 11.

If you have questions or would like to help, please contact JoEllen (612-630-6353 or jhaugo@mplib.org). Register early for this exciting workshop. (See page 6 for more information.)

JoEllen Haugo



SAA Statement on the Nomination of Allen Weinstein to Become Archivist of the United States

April 14, 2004

We are concerned about the sudden announcement on April 8, 2004, that the White House has nominated Allen Weinstein to become the next Archivist of the United States. Prior to the announcement, there was no consultation with professional organizations of archivists or historians. This is the first time since the National Archives and Records Administration was established as an independent agency that the process of nominating an Archivist of the United States has not been open for public discussion and input. We believe that Professor Weinstein must—through appropriate and public discussions and hearings—demonstrate his ability to meet the criteria that will qualify him to serve as Archivist of the United States.

When former President Ronald Reagan signed the *National Archives and Records Administration Act of 1984* (Public Law 98-497), he said that, "the materials that the Archives safeguards are precious and irreplaceable national treasures and the agency that looks after the historical records of the Federal Government should be accorded a status that is commensurate with its important responsibilities." Earlier in 1984, when the National Archives Act was being discussed,

(Statement, continued on p. 4)

(Statement, continued from p. 3)

Senate Report 98-373 cautioned that if the Archivist was appointed “arbitrarily, or motivated by political considerations, the historical records could be impoverished [or] even distorted.”

P. L. 98-497 clearly states that, “The Archivist shall be appointed without regard to political affiliations and solely on the basis of the professional qualifications required to perform the duties and responsibilities of the office of Archivist.” In 1984, *House Report 98-707* noted, “The committee expects that [determining professional qualifications] will be achieved through consultation with recognized organizations of archivists and historians.” The law also states that when the Archivist is replaced, the President “shall communicate the reasons for such removal to each House of Congress.” President Bush has not given a reason for the change, and there is no evidence to suggest that it is being made because of John Carlin’s resignation.

We agree with these statements and believe that the decision to appoint a new Archivist should be considered in accordance with both the letter and the spirit of the 1984 law.

We call on the Senate Committee on Governmental Affairs to schedule open hearings on this nomination in order to explore more fully 1) the reasons why the Archivist is being replaced and 2) Professor Weinstein’s qualifications to become Archivist of the United States. Among other issues, we believe it is important to learn more about Professor Weinstein’s:

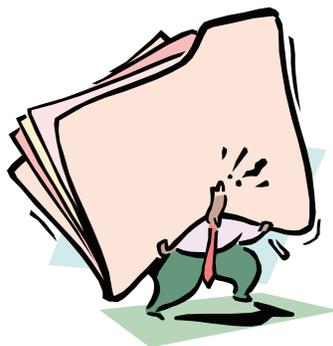
- Knowledge and understanding of the critical issues confronting NARA and the archival profession generally, especially the challenges of information technology, and the competing demands of public access to government records, privacy, homeland security, and ensuring the authenticity and integrity of all records.

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- Thoughts on how NARA should balance competing interests for protecting sensitive or confidential information with those seeking to gain access to records created by government agencies.
- Ideas for continuing essential programs as well as important new archival initiatives, such as the Electronic Records Archives project.
- Thoughts on fully supporting the National Historical Publications and Records Commission (NHPRC), whose grants have been instrumental in starting and supporting the production of published editions of historical documents and in helping to raise the level of archival practice at state and local levels.
- Experience and demonstrated ability to lead and manage a large government agency such as NARA.
- Plans for protecting the professional integrity and political non-partisanship of NARA as a governmental agency.



How to Contact TCART Officers

President Daardi Sizemore:
Archives and Special Collections
Librarian
Minnesota State University
Mankato Memorial Library, ML3097,
P.O. Box 8419
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507-389-1029
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Secretary Julia Hally:
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Corporate Library/Information Center
Target Corporation
777 Nicollet Mall
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Treasurer JoEllen Haugo:
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250 Marquette Av.
Minneapolis, MN 55401
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Newsletter Editor Candy Hart:
Archivist
Hamline University MS-C1919
1536 Hewitt Av., St. Paul, MN 55104
651-523-2080
chart@gw.hamline.edu



Year 2003-2004 Membership Renewal Form

* * * Membership runs from July 1, 2003 to June 30, 2004 * * *
regardless of when payment is received

Name: _____

Title: _____

Organization: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

E-mail: _____

Organization URL: _____

Would you be willing to serve as a resource for other TCART members? (For instance, if someone has questions about photograph preservation or acquisitions policies.)

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 roundtable discussion on a particular topic?

Yes No If yes, please specify _____

Membership dues are \$10 – Make check payable to TCART

Mail completed form and payment to:

TCART Secretary
Julia Hally
Target Corporation
1000 Nicollet Mall, TPN 0800
Minneapolis, MN 55403

Grant Proposal Writing

Society of American Archivist
#0516

Minneapolis, Minnesota

Co-sponsor: Twin Cities Archives Roundtable

Tuesday, October 12, 2004

9:00 AM – 5:00 PM

Continuing Education Units (CEUs): .75

ACA Archival Recertification Credits: 5.0

REGISTRATION FEES:

Early bird (on or before 9/12/2004): SAA Member – \$145.00; Nonmember – \$215.00

Regular (after 9/12/2004): SAA Member – \$180.00; Nonmember – \$250.00

Upon completion of this seminar you will:

- Understand the grant review process
- Differentiate between types of grants and funders

- Know parts of a grant proposal and where to look for resources
- Identify alternative sources of funding

This seminar is intended for archivists, librarians, and other staff members who have an interest in or responsibility to explore funding resources for their institution. An emphasis on preservation grants is stressed.

Instructor: Shelby Sanett, Director of Special Projects, Amigos Library Services, Inc

Hotel and Travel Information:

The workshop will take place at the Minneapolis Park and Recreation Board Headquarters, 2117 West River Road, Minneapolis, Minnesota. Lodging is available at the Holiday Inn Express Hotel & Suites Downtown Minneapolis Convention Center at 225 South 11th Street for the special rate of \$99.95 Single/Double, \$109.95 Triple/Quadruple plus tax. This rate, which

includes a deluxe complimentary continental breakfast, is valid until September 15, 2004, by calling 1-800-870-0114 or 612-341-3300. Be sure to identify yourself with the Group Booking Code SAA to qualify for this special rate. After September 15, reservations received will be accepted on a space-and-rate-available basis. Parking is available at an overnight rate of \$12.00. There is also a public parking facility adjacent to the hotel at a rate of \$11.50 for 24 hours. Super Shuttle will provide transportation from the Minneapolis/St. Paul International Airport to the hotel. The current rate is \$13.00 each way. (Parking and transportation prices are subject to change.)

For more information about workshops, contact Solveig DeSutter, Patti O'Hara, or Jodie Strickland in the SAA Professional Education Department, 312-922-0140, education@archivists.org. Web site <http://www.archivists.org/>.

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