



# Twin Cities Archives Round Table Newsletter

## President's Message

Fellow TCART'ers,

Our spring meeting held on April 18th at the Minneapolis Public Library was a great success. With over 30 people in attendance, we had an opportunity to learn more about the "More Product, Less Process" method of archival processing from Dennis Meissner. The presentation and the open discussion that followed is exactly the reason TCART exists: to facilitate and share knowledge within our local archival community.

Following the presentation, we moved through a very busy agenda that included the election of two officers (congratulations go to Candy Hart, Newsletter Editor, and Andrea Spence Pudas, Secretary, for their reelection), the selection of a new TCART logo, the revision of our mission statement, and the adoption of a set of by-laws and articles for incorporation.

I'd like to thank our host, Heather Lawton, for providing an incredible meeting space and for arranging tours of the library and the special collections department. Also, thanks go to Renee Willkom for helping us find our way around and to the meeting room!

As mentioned above, there are a lot of changes occurring with TCART. These changes are meant to coincide with our twenty-fifth anniversary as an organization and provide the foundation for the next 25 years. Until now, TCART

has never formally organized itself. It has operated with all best intentions but without an agreement of the responsibilities TCART has to its members and vice versa.

Those involved with the incorporation process have shown a great commitment to serving TCART and their colleagues. I would like to thank Candy Hart, Ellen Holt-Werle, Andrea Spence Pudas, and Molly Tierney for their past work and continued efforts to see this process through to its conclusion.

Finally, I'd like to welcome the new members to TCART, who have joined since our fall meeting. I hope you will find that TCART makes every effort to be a service for others through its resources and networking opportunities. As archivists, curators, records managers, and information specialists, it is this sense of service to others that has brought us all together.

Isn't that part of the business we're in?

Respectfully,

Erik Moore  
TCART President



## Library Celebration

This year marks Saint Paul Public Library's 125<sup>th</sup> year of service to the community! In honor of this anniversary, Saint Paul Public Libraries are hosting celebrations at every branch. The public is invited to come share memories, attend special events, and enjoy treats. In addition to the branch parties, the Central Library will host a Family Fun Day on September 30. Many activities will take place in the Landmark Center, Rice Park, and the Central Library. For a list of parties, events, and links to online branch histories and photo albums, go to: <http://www.sppl.org/125/events.html>.

— Erin Zolotukhin-Ridgway

## JHSUM and MDL

The Jewish Historical Society of the Upper Midwest is midway through entering metadata for over 450 photos submitted to the Minnesota Digital Library. The photos reflect Jewish life in Minnesota and the Dakotas between 1890 and 1950. The collection contains scenes from Jewish workplaces, farms, schools, sports and recreation activities, and buildings and street scenes from traditionally Jewish neighborhoods in Minneapolis and St. Paul. The collection should be available to the public on MDL early this summer.

*(JHSUM cont'd p. 2)*

(JHSUM, cont'd from p. 1)

In addition, *Upper Midwest Jewish History*, JHSUM's biannual journal, will be released in early September. The journal looks at the experiences of Midwestern Jews who served in the military and war industries during WWII. The journal release will culminate in a program at the Minneapolis JCC on Sunday, September 16, featuring several WWII veterans. There will also be an exhibit of artifacts and photos from the JHSUM archives opening at the Minneapolis JCC several weeks prior to the exhibit. The program and exhibit are open to the public. Please visit the website [www.jhsum.org](http://www.jhsum.org) for more program and journal details.

— Susan Hoffman

## Meeting Minutes for Spring Meeting Wednesday, April 18, from 1:00 to 4:30 P.M.

Minneapolis Public  
Library - Central  
300 Nicollet Mall,  
Minneapolis, MN 55401

### In Attendance:

Andrea Spence Pudas, Target Corporation  
Lora Bloom,, Minnesota Historical Society (MHS)  
Molly Tierney, MHS  
Heather Lawton, Minneapolis Public Library (MPL)  
Peggy Roske, CSB/SJU Archives  
Paul Daniels, Luther Seminary/ELCA  
Sarah LaVine, Sterns History Museum Archives  
Heather Craig, Basilica of Saint Mary  
June Wong, St. Kate's graduate student  
Mary E. Kraft, Sisters of St Joseph  
M.H. Smith, College of St. Catherine University of Minnesota

Karen Spilman, University of Minnesota Archives  
Erin C. Zolotukhin-Ridgeway, St. Paul Public Library  
Renee Willkom, MPL/student  
Lara Friedman-Shedlov, University of Minnesota  
Arvid Nelson, University of Minnesota  
Charles Rodgers, MHS  
Candy Hart, Hamline University  
Deborah Kahn, MHS  
Anne Levin, MHS  
Moni Thies, MHS  
Monica Ralston, MHS  
Elizabeth Lighthipe, MHS  
Erik Moore, University of Minnesota  
Chris Welter, MHS  
Jamie Martin, Target Archives  
Linda Schloff, Jewish Historical Society (JHS)  
Susan Hoffman, JHS  
Dennis Meissner, MHS  
Tony Jahn, Target Archives  
Ellen Holt-Werle, Macalester College

### Secretary's Report

Presented by Andrea Spence Pudas —

- TCART up to 43 members.
- Renewals being sent out mid June.
- Any members who joined at the meeting will have membership through 2008.

### Treasurer's Report

Presented by Molly Tierney —

- Ending balance of \$1,622.98.

### Newsletter Editor Report

Presented by Candy Hart —

- Monday, May 14, is deadline for submissions.
- Most members are receiving newsletter electronically.

### Old Business:

#### Logo

- Andrea Spence Pudas presented six options to the group.
- Two logos were voted on with a vote of thirteen to two to approve the logo below.
- The approved logo was designed by Lisa Martin.



### New Business:

#### Elections:

- Positions of Secretary and Newsletter Editor open.
- Current officers willing to serve another term.
- Andrea Spence Pudas reelected Secretary and Candy Hart reelected Newsletter Editor.
- Term is two years starting July 1, 2007, and ending June 30, 2009.

### TCART Mission Statement (see Appendix I)

- New Mission Statement was presented and approved by membership present

### Articles of Incorporation (see Appendix II)

- Draft of Articles of Incorporation was presented to the membership.
- Membership present moved to approve the Articles of Incorporation as they were presented.
- The Articles of Incorporation are required for state incorporation and will be filed with the Secretary of State's office.
- The current TCART officers will be the incorporators. The address for TCART will be the president's work address. Post office boxes are not accepted. Future changes can be made by submitting amendments.
- **Action Needed:** officers were to sign and file.

### By-laws (see Appendix III)

- Draft of By-laws was presented to the membership.
- Membership present moved to approve the By-laws as they were presented.
- The By-Laws will be filed with the federal tax exempt status application.

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(Minutes, cont'd from p. 2)

The tax exempt status will be 501(c)(6) for business leagues (professional associations).

- The By-laws can be amended in the future as situations warrant.
- **Action Needed:** Officers will file.

#### Announcements:

- Congratulations to Ellen Holt-Werle for being this year's recipient of the TCART Professional Development Award.
- Erik Moore noted that this is TCART's 25<sup>th</sup> anniversary. The officers have discussed the possibility of having a special program/symposium for the fall 2007 meeting to celebrate. Those who have ideas for the program or would like to volunteer to help plan the event should contact Erik Moore at [moore144@umn.edu](mailto:moore144@umn.edu).
- Lara Friedman-Shedlov is our area MAC representative. She can be reached at [ldfs@umn.edu](mailto:ldfs@umn.edu).
- TCART officers Erik Moore and Candy Hart attended a St. Kate's Fair. TCART had a booth with membership applications, newsletters and was able to answer student questions about TCART and the archives profession.
- Erik Moore encouraged members to regularly visit the website and use it to post information about their institutions. Members can submit announcements through the website and Erik will post them <http://www.tcartmn.org/>.

#### Program:

- Dennis Meissner from the Minnesota Historical Society gave a presentation on the "More Product, Less Process" method of archival processing described in his article co-authored with Mark Greene in *The American Archivist* 68 (2005). See our website for his Power Point presentation <http://www.tcartmn.org/>.

#### Tour:

- Meeting was adjourned and followed by a tour of the Minneapolis Public Library and the Special Collections.

— Andrea Spence Pudas

## Professional Development Award

Congratulations to Ellen Holt-Werle (Macalester College) for being the first recipient of the TCART Professional Development Award. Ellen will be attending her first Society of American Archivists conference this year and looks forward to the opportunity to advance her own understanding of archives and apply new skills to the work she is doing at Macalester College. It was clear from her application that Ellen is eager to become involved with the profession at all levels. The award will benefit her, her institution, and the profession. As part of the award, Ellen will describe her experience and share her thoughts in a future newsletter column. Congratulations, Ellen!

— Erik Moore

## LIS Organization Fair

Candy Hart and Erik Moore represented TCART at the first Library and Information Science Organization Fair at the College of St. Catherine on April 16th. Over a dozen students at all different points in their graduate education visited the table to learn more about archives and the local archival community. Some students who stopped by to talk were interested in archives as a career choice while others were curious about the work done in archives and open to new possibilities.

— Erik Moore



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Year 2007-2008 Membership Renewal Form

\* \* \* Membership runs from July 1, 2007, to June 30, 2008 \* \* \*  
regardless of when payment is received.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization URL: \_\_\_\_\_

Would you like to receive the newsletter by mail or read it online? \_\_\_\_\_

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 Treasurer  
Molly Tierney  
Minnesota Historical Society  
345 Kellogg Blvd. W.  
St. Paul, MN 55102

## How to Contact TCART Officers

President Erik Moore:  
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Web site: <http://www.tcartmn.org>.

## Treasurer's Report, October 2006 — April 2007

*Treasurer Molly Tierney*

**Statement Balance** 10/30/06 \$1704.87

### Income

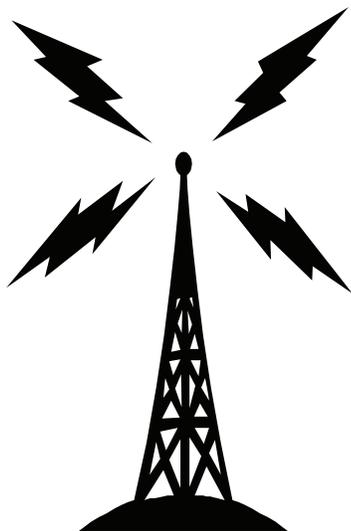
Date	Description	Deposits
11/1/06	Membership	\$ 10.00
1/31/07	Membership	\$ 40.00

### Expenses

Date	Description	Withdrawals
10/30/06	Meeting expenses	\$ 19.00
11/27/06	Newsletter	\$ 12.29
12/15/06	MAC conference sponsorship	\$ 50.00
2/10/07	State of Minnesota—name registration	\$ 35.00
4/6/07	Spring mailing/postage	\$ 15.60

### Summary

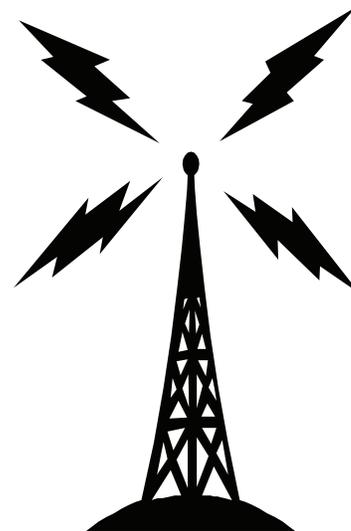
Beginning balance 10/30/06		\$1704.87
Deposits	\$ 50.00	
Expenses	\$131.89	
<b>Ending Balance 4/16/07</b>		<b>\$1622.98</b>



### Ad Rates Set

As discussed at the June 2006 meeting, TCART's officers have set rates for advertisements placed in the newsletter. The rates will be published in each issue, beginning with this one.

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



## Progress Report on the Incorporation of TCART

Last fall, Erik Moore, TCART President, formed a committee to oversee the incorporation process of TCART. Committee members include the four current officers (Candy Hart, Newsletter Editor; Andrea Spence Pudas, Secretary; Molly Tierney, Treasurer; and Erik Moore) and one volunteer from the general membership (Ellen Holt-Werle). The committee developed a three-level plan to incorporate TCART and formalize it as a nonprofit. The first step was the "Visionary Stage." This included creating a rationale for incorporating, revising the mission of the organization, and officially registering the organization's name with the Secretary of State's office. All were completed by February 2007. The current phase is the "Incorporation Stage." Members of the committee drafted two documents: the Articles of Incorporation and a set of bylaws for TCART. These were presented to members at the spring meeting and approved by a majority vote. Currently, the committee is in the process of filing the Articles of Incorporation with the Secretary of State. Our third and final phase will be the "Federal & State Filing Stage." The committee will draft a budgetary plan and will file an application with the IRS as a 501(c)(6) nonprofit business league. Further progress on the steps for incorporation will be reported at the fall 2007 meeting. For any questions regarding this process, please contact Erik Moore at [moore144@umn.edu](mailto:moore144@umn.edu).

— Erik Moore

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TCART Newsletter Editor  
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1536 Hewitt Av.  
St. Paul, MN 55104

## Book Review Published

Julian G. Plante's review of *Foundations: The Letters of Mathias Loras, D.D., Bishop of Dubuque* was published in the fall 2006 issue of *Ramsey County History*. The book, edited by Robert F. Klein and published by Loras College Press in 2004, contains more than 400 letters written by Loras and translated from the original French by Klein. Loras became the first bishop of the newly created diocese of Dubuque in 1837. In that position, he was responsible for sending Father Lucien Galtier as a missionary to the Minnesota Territory and for nominating Father Joseph Cretin to be the first bishop of St. Paul. The book contains many references to church activity in Minnesota.

Besides being a member of TCART, Dr. Plante is founding Executive Director emeritus of the Hill Museum and Manuscript Library and Research Professor of Classics ancien at Saint John's Abbey and University in Collegeville, Minnesota.