CARLI Archives Task Force Meeting: September 8, 2023

10:00 a.m. - 12:00 p.m.

Zoom / Conference Call

Meeting URL: <https://illinois.zoom.us/j/84321330826?pwd=WXJPd1BrZVI0NDliOGR2SkZsaEttUT09&from=addon>

Meeting ID: 843 2133 0826

Password: 98765

Telephone if needed: 312 626 6799

AGENDA

1. Review/Update Agenda (Martin)
2. Welcome / Member Introductions (Martin)
   1. What to include in introductions:
      1. Name
      2. Job/Position Title
      3. Institution
      4. Archives background and/or interest in archives
      5. Icebreaker – pick one:
         1. What’s the most unique archival item at your institution? One sentence, why?
         2. What’s your favorite breakfast food? One sentence, why?
   2. Members
      1. Alex Altan, Prairie State College
      2. Jeannette Bruno, City Colleges of Chicago
      3. Rebecca Fitzsimmons, Illinois State University
      4. Pam Hackbart-Dean, University of Illinois Chicago
      5. Ashley Howdeshell, Northeastern Illinois University
      6. Steve Kerber, Southern Illinois University Edwardsville
      7. Michelle Miller, Abraham Lincoln Presidential Library and Museum
      8. Elaine Fetyko Page, Elmhurst University
      9. Megan Ryan, National Louis University
   3. CARLI Staff
      1. CARLI staff liaisons: Elizabeth Clarage, Martin Kong
      2. CARLI staff: Sara Mercurio, Annie Serrano
3. Minutes (Elizabeth)
   1. CARLI Archives Task Force Meeting Notes Template
      1. <https://uofi.box.com/s/cmcac6l1u8yebbjpyq94uxrvyfy8iky6>
      2. Six sections: Attendance, Decision, Tasks Assigned, Announcements, Discussion, Next Meeting(s) and Deadlines
      3. Minutes: post within 7 days
   2. Volunteer for today’s minutes taker?
   3. Future minute takers schedule (assign alphabetically by last name?)
4. Group Communications (Elizabeth)
   1. Committee email list: [ArchivesTF@carli.illinois.edu](mailto:ArchivesTF@carli.illinois.edu)
   2. [Other CARLI Email Lists](https://www.carli.illinois.edu/email-lists): Archives & Special Collections Interest Group – [spcollig@carli.illinois.edu](mailto:spcollig@carli.illinois.edu)
   3. Box is used to committee document storage:
      1. Box: <https://uofi.box.com/s/knjs1g9fxbqixsy7lodlbxinus65orbl>
   4. Zoom is used for regular Committee meetings.
5. CARLI Committee Guidelines: <https://www.carli.illinois.edu/governance/commguide> (Martin)
6. Schedule Future Committee Meetings (frequency, type, day) for October through June (Elizabeth)
   1. In-person meeting option (First Thursday 9-10:30/9:30-11?; Monday 10-11:30?)
7. Announcements (Elizabeth)
   1. Committee Member Announcements (professional/institutional)
   2. CARLI Announcements
      1. CARLI Annual Meeting November 16, 10:00 a.m. – 3:00 p.m.: <https://www.carli.illinois.edu/carli-annual-meeting-4>
8. Discussion
   1. Task Force Background – Why was this group created? (Elizabeth)
   2. Task Force Charge: <https://www.carli.illinois.edu/governance/committee-directory/comm?comm_id=68&constit=no&dates=no>
      1. Report to CARLI Board due February 22, 2024 for its March 8, 2024
   3. Collection Management Committee, Archives Report: <https://uofi.box.com/s/yz0cr21rzf5twdrq7xa132yphw4n45zx>
   4. Discuss/Brainstorm 2023-2024 Activities
9. Adjournment