

**SAA ARCHIVES MANAGEMENT ROUNDTABLE
ANNUAL REPORT: SEPTEMBER 17, 2008**

Officers:

Daria D'Arienzo, Co-Chair (daria.dariento@live.com)
Lois Hamill, Co-Chair (hamill1@nku.edu)
Kate Rogge, Web Liaison (krogge@usa.net)
Leon Miller, SAA Council Liaison (lmiller@tulane.edu)

Report from Annual Meeting:

Number of attendees: 19

Election results: Daria D'Arienzo and Lois Hamill re-elected co-chairs

Nineteen people, including SAA Council Liaison Lee Miller, attended the AMRT meeting on August 27, 2008 in San Francisco. Alexandra Gressitt, Director of the Balch Library in Leesburg, Virginia, presented "Finding Balance" and led a lively and interactive discussion about balancing demanding work lives with fulfilling personal and family lives. Several participants said that they specifically came to this meeting for this discussion because the topic was particularly relevant to their lives.

Casey Greene gave a short report on the work of the AMRT and RMRT Joint working group on Physical Disabilities in the Profession, which is attached. Daria D'Arienzo and Lois Hamill were re-elected co-chairs for 2008-2009. Bill Caughlin, from the 2009 Program Committee, provided an invitation and guidelines for proposing sessions for next year's meeting. Rosemary Pleva Flynn will coordinate the AMRT proposal on balancing life and work, building on the success of Alexandra Gressitt's presentation this year.

The group then spent some time discussing the future of the AMRT, redefining its purpose and exploring ideas for encouraging membership and sharing the work load. Though the meeting was at an awkward time, participants stayed and joined in discussion of a new vision for the AMRT.

Ongoing Projects/Activities

The AMRT and RMRT Joint working group on Physical Disabilities in the Profession will continue its work analyzing the survey it undertook and populating the wiki it has created to gather and share relevant information.

New Projects/Activities

Diversity initiatives: AMRT and RMRT Joint working group on Physical Disabilities in the Profession was created in direct response to the call for a diversity initiative by the SAA Council and was prompted by Elizabeth Adkins' presidential address to SAA in 2007.

ANNUAL MEETING (8/27/08) AGENDA

1. Welcome from Lois Hamill and Daria D'Arienzo, Co-chairs
2. Introduction of attending members
3. Update on AMRT activities
4. Virtual AMRT- update on the AMRT web-site and lists; thanks for Russell James, interim webmaster; welcome to new webmaster Kate Rogge
5. Report from the AMRT and RMRT joint committee on issues facing physically challenged staff and researchers- Casey Greene (AMRT) and Debra Kimok (RMRT), Co-chairs
6. Comments by from Lee Miller, SAA Liaison
7. Program Ideas for 2009: Visit from Bill Caughlin, from the 2009 Program Committee; AMRT needs an idea Coordinator volunteer
8. What is the future for the AMRT? Discussion
9. Election: Casey Green coordinator
10. "Finding Balance" – balancing demanding work lives with fulfilling personal and family life—an interactive discussion: Alexandra Gressitt, Director of the Balch Library
11. Wrap Up

ANNUAL MEETING (8/27/08) MINUTES

Co-Chair Daria D'Arienzo called the meeting to order at 5:30 pm. She introduced Bill Caughlin, 2009 SAA Program Committee liaison to the roundtable, who spoke about program proposals for 2009. The deadline is Oct 8, 2008. Roundtable can endorse 2 proposals by Oct 20th.

Solveg DeSutter is calling for pre-conference proposals. Email her by October 15th.

Everyone went around the room and introduced themselves.

Daria introduced our program speaker Alexandra Gressitt, Director of the Balch Library. Alexandra gave a very thoughtful, informed presentation on "Finding Balance" – how to balance a demanding work life with fulfilling personal and family life.

More than 50% of people don't use their vacation. What makes life livable? We need to pause and refresh ourselves. Work, home life and play are each equal parts of a three legged stool. Alexandra elaborated on each of these three areas. Roundtable members discussed the information Alexandra presented and shared their experiences.

It was suggested that the Archives Management Roundtable, the Lone Arrangers Roundtable and the Women in Archives Roundtable might want to work together to support a session on balance & health for 2009. The ALA book Saved in the Stacks was mentioned. Daria thanked Alexandra for the apropos program.

Past Chair Casey Green gave a report on behalf of the Archives Management Roundtable [AMRT] and Records Management Roundtable [RMRT] joint task force on issues faced by physically challenged staff and researchers. Casey co-chairs the task force with RMRT co-chair Debra Kimok. In the last year, the task force has determined their charge, established a wiki, identified resources and put them on the wiki, and developed a survey which was given in July. Preliminary results were presented to the roundtable.

Possible session proposals for next year were discussed.

Council's recent decision requiring a 50 member minimum as a condition for roundtable status was briefly discussed. There was some confusion on how the # of roundtable members would be counted.

There was brief discussion about the roundtable's future. Should we continue or dissolve? What does our memberships need? Of the 18 or so people in attendance, including our Council rep Leon Miller, about half were new. The general consensus from those present was in favor of the need for this roundtable.

Daria and Lois were re-elected as co-chairs for another year.

The meeting adjourned about 7:30 pm.

Respectfully submitted,

Lois Hamill, AMRT co-chair

**REPORT TO THE ARCHIVES MANAGEMENT ROUNDTABLE
CASEY EDWARD GREENE, COORDINATOR, DISABILITIES WORKING GROUP
AUGUST 27, 2008**

The official title of our group is the AMRT/RMRT Joint Working Group on Physical Disabilities in the Profession. The purpose of the group is to study the issues that surround archivists and archives patrons with physical disabilities and produce recommendations that will benefit the profession in this regard. Our working group will include members of the Archives Management Roundtable and the Records Management Roundtable.

Specifically, our goal is:

To contact and with persons with physical disabilities in the archives and records management professions (archivists, records managers, and researchers/patrons), identify and study the challenges for them in same, and develop tools to assist the profession in better understanding and accommodating people with physical disabilities and help those who experience them in overcoming their challenges while working in and using records centers and archives.

Debra Kimok of the University of Plattsburgh, NY, is the Coordinator for the Records Management Roundtable. I am the Coordinator for the Archives Management Roundtable. At this time, I wish to thank Debra for the outstanding service she's given our group.

The first task for the working group was to set up a wiki:

<https://diversityworkinggroup.pbwiki.com/outline>

The wiki has four objectives:

- (1) Identify impairments.
- (2) Gather background research and information about the issues and how they relate to records management and archives.
- (3) Identify people serving in records management and archives, and their patrons, who have each of the impairments identified in part 1.
- (4) Develop tools and working documents that address the issues and propose solutions.

For the first objective, we identified impairments to include those concerning (a) hearing, (b) speech, (c) vision, and (d) mobility (physical barriers). One of our members, Avery Olmstead, suggested we use “People First” terminology. We refer to people with blindness, rather than the blind. The goal is to avoid typecasting individuals.

For the second objective, we added links to the “Resources” page. For (2), we reviewed online and selected links to sites concerning specific types of disabilities, such as hearing impairments. For example, the American with Disabilities Act website of the U.S. Equal Employment Opportunity Commission is a rich source of information on hearing disabilities and their accommodation in the workplace.

For the third objective, we sought a survey of the SAA’s membership, facilitated by its Executive Director, Nancy Beaumont. Our survey drew 67 respondents. Our survey is unscientific. That is, it isn’t based on random sampling, in which the entire population of SAA has an equal chance of

participating. We must be careful in making generalizations since the respondents don't actually represent a cross-section of the archives profession. However, our approach is reasonable given the fact that all of us have fulltime jobs and are volunteers.

**AMRT/RMRT JOINT WORKING GROUP ON PHYSICAL DISABILITIES
CASEY EDWARD GREENE, COORDINATOR
SURVEY RESULTS**

- 1) Out of 77 respondents:
 - a) 47 (61%) are archivists.
 - b) 5 (6%) are records managers.
 - c) 4 (5%) are administrators.
 - d) 21 (27%) listed their occupation as "Other."
- 2) Out of 77 respondents, 11 (14%) specified disabilities.
- 3) 10 respondents specified the nature of their disabilities.
 - a) Sight: 1 (10% of those answering in the affirmative; 1% of total respondents, including abstentions)
 - b) Hearing: 2 (20%; 3%)
 - c) Mobility: 4 (40%; 5%)
 - d) Other: 4 (40%; 5%)
- 4) 10 respondents mentioned workplace challenges/difficulties.
 - a) Ergonomic: 5 (50% of respondents answering in the affirmative; 6% of total respondents, including abstentions)
 - b) Communications: 4 (40%; 5%)
 - c) Technology: 2 (20%; 3%)
 - d) Building structure/design: 2 (20%; 3%)
 - e) Workflow: 2 (20%; 3%)
 - f) Other: 5 (50%; 6%)

- 5) 18 respondents (23%) answered that they have co-workers with disabilities.
 - a) Sight: 4 (22% of respondents who answered in the affirmative; 5% of all respondents, including abstentions)
 - b) Hearing: 5 (28%; 6%)
 - c) Co-workers/mobility: 12 (67%; 15%)
 - d) Other: 4 (22%; 5%)
- 6) Accommodations: 19 (79%) respondents answered in the affirmative. 4 respondents (21%) answered no.
- 7) Patrons' disabilities: 78 (100%) answered in the affirmative.
- 8) Nature of patrons' disabilities: 48 (62%) responded, with 30 abstentions.
 - a) Sight: 17 (35% of those who responded; 22% of all respondents, including abstentions)
 - b) Hearing: 20 (42%; 26%)
 - c) Mobility: 40 (83%; 51%)
 - d) Other: 3 (6%; 4%)