# Advisory Board Meeting NEH Grant
# April 25th 2014

Advisory Board members present:
Kelly Enright, Assistant Professor of History & Director of Public History, Flagler College
Carl Halbirt, City Archaeologist, St. Augustine
Glenn G. Willumson, Director, Museum studies Program, UF College of Fine Arts

UF Project Team members present:
Thomas Caswell, PI, Unearthing St. Augustine
James Cusick, Co-PI, Unearthing St. Augustine
John Nemmers, Archivist, Special and Area Studies Collections
Matt Armstrong, Project Manager, Unearthing St. Augustine
Matt Peters, Project Programmer, Unearthing St. Augustine
Joe Aufmuth, GIS Librarian, Documents Department

Guest(s) present:
Annie Benefiel, Processing Archivist, Special and Area Studies Collections
Bob Nawrocki, Chief Librarian, St. Augustine Historical Society
Katherine Owens, Librarian, Flagler College
Blake Pridgen, Librarian, Flagler College

- Everyone introduced themselves.
- Tom Caswell noted that this would be the last advisory board meeting.
- The agenda and minutes from the last board meeting were accepted and approved.

- Matt Peters gave an overview of the work that he has completed thus far.
    - He demonstrated the map editor.
    - The Map search interface (roadmap) filters items – standard.
    - Next he hopes to complete overlays so that users can search within historical maps.
    - The have completed the back end support to make searching within the database easy for users.
    - They have made visual improvements – users can add or delete filters within a search.
    - He demonstrates how the map works when searching.
    - As of March 1st they have added 1061 items to the database.
    - He demonstrated more of the functionality – users can click to see more detail or zoom in to see specific areas, they can define a specific search area.
    - Carl Halbirt asked about the map overlays – and Matt said that the maps need to be geo-rectified and then they will lay on top.
    - Joe Aufmuth explains that it's similar to Google Earth Maps – they could use Google Map overlays - they would lie on top as a transparency.
    - Carl H. asked how far back do the maps go? Cusick said 1586 is oldest.

- Carl H. was curious how they know when geo-referencing that the map is correct.
- Jim C. said that they would have to correct issues as they arise.
- Carl H. commented that it will be interesting to see how they overlap.
- Jim C. asked the group where do they set the lines – some maps are more stylized than others.
- Carl H. said that the 1860 map would be the best to use as a basis and to talk to him before they launch it.
- Carl H. asked if it would be easy to access.
- Matt P. further demonstrated the current functionality of the map search – showed them some examples from the newspaper collections by clicking on an item for the group to view.
- Tom C. commented that all will be geo-located to the lot and that users can dive down to the spot to see all the information associated with a particular place on the map.
- Carl H. asked how far back (in date) the newspapers go that they have been imaging thus far. He said that he had some clippings and wanted to know if the grant would be interested in adding them.
- Matt Armstrong explains what he's scanned thus far.
- Tom C. expressed concern over the legality of it.
- Jim C. wasn't sure since they would be posting part of the newspaper not the whole issue so they probably could get by with a letter from the source – if they were polite and asked, they might let them post the clippings.
- Bob A. said there was only one in town and it has microfilm – the others have been destroyed.
- Jim C. said they should just ask.
- Carl H. said the clippings were organized by site.
- Matt A. said what they need at this point is to select maps to be geo-rectified, add coordinates for properties, and time periods for each. Matt P. said they have already done this.
- Matt A. questions how they are going to represent each item since many have totally different dates associated with each site.
- John Nemmers asked if a user gives a date range for a search what would the resulting search give them.
- Matt A. expressed that his fear would be it could be spoon feeding researchers too much information. And said that maybe all doesn't have to be right up front. Too much information all at once isn't necessarily a good thing.
- Kelly Enright agreed that less specifics and less organized would be better.
- Jim C. expressed concern about the photographs in the collection – how would they date them. Some of the sites information was collected before photography was invented – they have drawings associated instead. Then asked if they were overthinking this issue. They have to give researchers the benefit of being intelligent and knowing how to conduct a search.
- Kelly E. asked if they clicked on a particular house – would they get all the information associated with that site.
- Glenn Willumson was worried but now understands that there are different ways to search the database. He would want to have all the information at once when conducting a search himself.

- Long discussion of how to link the dates to the sites – do they use date ranges?
    - Matt Armstrong said that date ranges would be useful for the archeological sites and mentioned that they can always go back and add information later if they find holes.
    - Jim C. said that background data should include dates
    - Matt A. said at this point they are assigning the temporal subject filed.
    - Glenn W. asked if there would be a description of how to conduct a search – perhaps they should have a splash page with directions to assist users.
    - Matt P. said that yes they did and showed the group on the map interface where the directions were located.
    - Tom C. asked if a sliding time bar was OK.
    - Bob Nawrocki said that depends on what their target user will be. The public will want the time bar but serious researchers won't really need it.
    - Enright asked about the links on the page and Jim C. explained the functionality of the search and subject headings and the coding to make sure the aggregates work well – how do they get the researcher to the huge file – what's the easiest way? Subject heading or aggregate?
    - John N. asked if that meant they don't need the sliding date bar.
    - Jim C. still would be useful for the younger less experienced user.
    - Tom C. asked if the slide bar was tied to the temporal or to a time line.
    - Matt A. asked if it would be useful to break up the information by occupational periods.
    - Jim C. said not for the younger users.
    - Tom C. said it was an opportunity to show users these periods – a simple educational tool.
    - Jim C. said then they should have a double time line with both options.
    - Kelly E. asked if they should design a time line above the time line to explain the periods associated to the dates.
    - The group agreed all around.
    - Carl H. asked if they could have 3 periods in order to be more specific.
    - Jim C. suggested one graphic time line and one date range time line.
    - John N. suggested a time line that's linked to temporal subject matter.
    - Matt A. has a spread sheet with the information.
    - Matt P. asked if he would email him the spread sheet.
    - Tom C. suggested that at each record level they could have dates associated with it.
    - Matt A. said they might need to get nitpicky and sit down with everyone to make things more clear.
    - Jim C. interjected that they won't really know how this is going to work until there is a working model to use and search within – they won't know what the problems are going to be until they test the metadata and reiterated that they need to be able to search information by date because that's how historians look for things – in his opinion 90% of people who use the site will be using the date search functionality.
    - John N. asked if all of the information will be able to be searched by date.
    - Matt P. said that if there are no dates associated with a site then no, but if there are any dates then yes, it would be searchable.

    - John N. said that they definitely have to have a date search option in the advanced search window if the slide bar gets removed – they need to have a way to search for the date of the creation of the object.
    - Jim C. said there were programming ways around this issue – they would create dummy records for the more complicated searches.
    - Matt A. suggested that they hold a work shop for users and give them formal training on how to use the site.
    - Matt P. agreed that would be a good thing.
    - The group decided that the Sliding-bar Timeline will be only temporal subject-based. And advanced search options will allow for creation-date searches. The block and lot map overlay will be according to the modern day Department of Revenue parcel maps.
- Matt Armstrong gave a report of his progress thus far with his imaging – an update of the past quarter.
    - Tom C. states that Matt has digitized over 19,000 pages since October two years ago.
    - Matt A. spoke briefly about his newest intern Lindsay Mahalak – she assisted him this semester and created a face book page "Time Travelers Society".
    - Matt A. spoke about how many buildings remain the same now but have changed quite a bit in the past. Lindsay focused her energy on the changes that have occurred and used the website "WhatWasWhere" (.com) to show photos of these changes.
    - Matt A. is hopeful that the connections he has made between Flagler College and the University of Florida will continue.
    - Matt A. has finished more HSAPB Block and Lot Cards – the Parish Record Abstracts – the John B. Stetson Jr. Card Calendar along with two more of the archaeological sites.
    - Matt A. discussed some of the setbacks he has endured due to the ongoing construction at the Government House and mentioned that the high speed scanner he has acquired for this project has been most helpful in helping him reach the group's goals for items scanned and digitized.
    - Matt A. explains what's next on his agenda – the city's archeology reports, he wants to tweak the metadata for the items already loaded, and he wants to begin scanning the Historical Society Material and reminded the group that the grant ends on June 30th.
    - Matt A. asked the group to let him know if there have been any items he's missed and if so, please let him know so that he can incorporate them into his work flow as the project winds down.
    - Matt A. scanned the archeological sites as they were prioritized by Carl H. – the sites that were more complete got done first. He demonstrated the amount of material that would be included in any specific site and explained that he didn't digitize any sensitive material for example when necessary the burial sites, personal emails, etc. These will not be placed online but could be available via Carl H. if a researcher so desired them.
    - Tom C. interjected that by law they can't put up information with the locations of the burial sites and asked Matt to search the Parish record abstracts to show the group what they looked like.

    - Jim C. was asked if they were going to have explanatory text included on a splash page.
    - Jim C. agreed that a splash page should be linked to include explanatory text for descriptive purposes.
    - Tom C. asked if they had descriptions of the Stetson Cards and said they might need to mention the originals.
    - Jim C. suggested that they mention there is another card index.
    - Matt A. and Jim C. and Bob N. will coordinate to get more information included on each record.
    - Tom C. asked if there was anything else from the Historical Society.
    - Bob N. said that Jim C. has gone through and picked the more important items out.
    - Matt A. will go on Monday to the Historical Society to get the items that Jim has targeted.
- Tom C. spoke about a mini grant "Bringing Order to Chaos" and explained that there are boxes of items that need to be sifted through.
    - John N. and Annie Benefiel are going to archive the boxes of items.
    - He is still searching for institutional funds to keep the project going.
    - Kelly E. agreed it's been beneficial to Flagler and said she might be able to offer student help but not anything on a salary level. She is willing to talk to the dean about partnering with the University of Florida for support.
- Matt P. mentioned they are going to create a mobile friendly site geared towards tourists. There will be an app for cell phones that directly interfaces with the information that Matt A. has been digitizing. It will be used with walking tours – it's a more tourist oriented application than – it's not really geared towards serious researchers.
- Bob N. asked if the University's scanning equipment will be staying until the end of the mini grant.
    - Tom C. said that the Copi-Book has to go back after the finish of the grant but stated that he's trying to get an extension on the loan from Library Administration or have it replaced with other funds.
    - Matt A. stressed again that he really needs this technology to assist him in his digitizing.
    - John N. is trying to get administration from UF over to St. Augustine in an attempt to show them what the project is accomplishing so they might get on board with financing so they can continue to digitize documents from the Government House.
    - Bob N. said that he would be willing to get Dr. Parker to send a letter to UF's administration explaining the importance of the materials that are being scanned of St. Augustine's history and tell them how much this service is really needed.
- Tom C. said that, if possible, he would like to have one more meeting in the near future to thank the board and grant project staff for all of their hard work.
- Meeting adjourned.