Central New York Library Resources Council

Archival Services Committee

February 14, 2011

3:30 p.m.

Present: Colleen Kehoe-Robinson (MVCC); Chair, Linda Ryan (Fayetteville Free Library); Barbara Bartlett (Lorenzo Historic Site); Barb Scheibel (OCPL); Anne Flynn (Utica College); Meg Van Patten (Baldwinsville Public Library); Déirdre Joyce, (CLRC Assistant Director, liaison); Debby Emerson (CLRC, Executive Director)

Excused: Dick Williams (Clinton Historical Society); David Stokoe (Syracuse Universisty)

Colleen Kehoe-Robinson called the meeting to order at 3:30.

**Action Items:**

* Contact Katie De Fazio to begin site visits for DHP (Déirdre)
* Finalize date for Scrapbooking workshop (Déirdre/Linda/David)
* Send information regarding Michelle Phillips to CLRC for possible CE event (Barbara B.)
* Contact Colgate University Archivist regarding EAD program for small archives and historical societies (Déirdre)
* Contact IPI for possible workshop (Déirdre)
* Provide College and University Roundtable membership list to committee members (Déirdre)
* Possible speaker for Unconference on Institutional Repositories (Déirdre)

**Minutes from August 16, 2010**

The minutes were approved as written. (M: Ryan/S/Approved unanimously)

**Agenda Items:**

1. Introductions and new liaison.
	* Committee members introduced themselves and welcomed Barb Scheibel (OCPL) and Barbara Bartlett (Lorenzo). Debby Emerson (new Executive Director at CLRC) was also introduced at this meeting. Déirdre announced that Barb S. would be replacing Holly Sammons as OCPL’s representative to Archival Services.
2. DHP
	* Grant Update
		1. Déirdre gave committee members an update on the DHP grant to date. The DHP contract was received in December and the first installment of $14,863.50 was received in the CLRC’s offices in the previous week.
		2. Not much actual grant work has been done on this, but with funding available, CLRC would be able to contact the contract archivist (Katie De Fazio) and begin site visits that had been requested in 2010. The list of site visits needs to be reconstructed.
		3. Barb Scheibel and Barbara Bartlett used this opportunity to ask for more clarification on the DHP mission and services, as well as that of the committee in general. The committee members explained how the former DHP and Preservation committees had come together under a single committee called “Archival Services.”
	* Continuing Education
		1. Scrapbooking. Linda Ryan checked on possible dates for a workshop that would cover the preservation, care, and maintenance of scrapbooking materials. This workshop would be offered by David Stokoe, committee member and Syracuse University’s Conservation Librarian. The dates available (4/12, 4/26, 4/27) would be discussed with David and Déirdre and a final date would be decided upon.
		2. Barbara Bartlett suggested asking Michelle Phillips (formerly of Westlake Conservators) to do a workshop for the committee as she is now on staff for the State Parks. The committee agreed that Michelle would be a good resource and Barbara offered to send additional information about this workshop.
		3. Barb Scheibel brought up EAD projects at OCPL and Déirdre related a conversation she had had with Colgate University’s University Archivist regarding MARAC (Mid-Atlantic Regional Archives Conference) about an initiative to offer regional EAD training to small historical societies and archives in New York. Déirdre would give the committee additional information as it becomes available.
3. Preservation
	* Climate Notebook and PEM. Déirdre reported that she had asked Cazenovia Public Library about the status of the PEM and that they had reported back that, while they still had the PEM, they had not put it to a large amount of use. To the knowledge of the director, Cazenovia had not used Climate Notebook software.
	* The committee discussed the issues surrounding this software and the associated challenges, suggesting a possible CE event that would teach users how to manage with an online product offered by IPI (Image Permanance Institute). Barb S. suggested that CLRC contact IPI to see if they would be willing to do some instruction.
4. College and University Archives Roundtable
	* Colleen offered possible dates for the CU Roundtable, ideally in the first or second week of June.
	* The committee asked for a list of members previously involved, and Déirdre would research this in the former Regional Archivist’s records.
	* Ideally this would be short event, running from approximately 10am – noon.
	* Discussions with the Capital District have not yet begun.
5. Unconference
	* No speakers have been lined up for this event. The 3Rs might be sponsoring a workshop dealing with Institutional Repositories, but Debby noted that this should not preclude the group from working on this project as well
	* Planning for this conference will be ongoing.
6. New Business
* Déirdre announced that Dick Williams had suggested the new Madison Co. Historian, Matthew Urtz as a possible member of the committee. Several committee members who know his work agreed and encouraged this idea.
* Déirdre presented Dick Williams’ suggestion that an archivist and local historian’s roundtable be discussed as well. Barbara Bartlett suggested that CLRC might consider partnering with the Upstate History Alliance’s Archivists’ Roundtable.
* Linda suggested that the committee needed to submit its new charge to CLRC’s Board of Trustees, for approval. Barbara asked for a restatement of the language, which had been approved by the committee in the August 2010 minutes. The language read as follows:

*“The Committee will guide CLRC on the effective use of New York State’s Documentary Heritage Program resources, and advise on issues, information, and continuing education opportunities relating to local, regional, and national preservation efforts.”*

This language will be presented to the Board at its next meeting.

**NEXT MEETING: 4/28/2011 at 10:00am at CLRC**

**Motion to adjourn at 4:37pm. (M: Van Patten/S/Approved unanimously)**

Respectfully submitted,

Déirdre Joyce

Assistant Director