Central New York Library Resources Council

Archival Services Committee

March 1, 2012

10:00 AM

Present: *In-person*: Barb Scheibel (OCPL); Linda Ryan (Fayetteville Free Library); Déirdre Joyce, (CLRC Assistant Director, liaison); Claire Enkosky (CLRC)

 *Via Teleconference*: Matt Urtz (Madison County Historian)

Excused: Colleen Kehoe-Robinson (MVCC), Chair; David Stokoe (Syracuse University);

Absent: Ben Chartoff (iSchool), student liaison; Meg Van Patten (Baldwinsville Public Library); Anne Flynn (Utica College)

Action items:

* Approve September 27th, 2011 meeting minutes. (All)
* Create a small form for people to add items to the DHP calendar. (Claire)
* Explain the DHP Grant Program on the CLRC.org DHP page (Claire)
* Send out call for new CE ideas (Claire, Deirdre)
* Investigate New York Heritage’s ingestion of finding aids (Deirdre)
* Talk to Michele Combs of SU and Sarah Keene about finding aids on NYH (Deirdre)

Agenda items:

* Introductions
* September 27th, 2011 meeting minutes
	+ These will be approved at the next meeting because there is not currently a quorum.
	+ Action items:
		- Claire has updated the Preservation page on the new website with all of the links previously available. She has also posted the DHP Final Report for the 2010-2011 year. She has yet to update the Disaster Recovery Guide.
* DHP
	+ DHP calendar
		- CLRC has added a calendar to the website that features events from DHP constituents.
		- Available under Programs & Services – Documentary Heritage Program – Events calendar.
	+ Funding
		- CLRC has received 50% of its funding. With that, we are able to restart activities that we had put on hold for a while, especially site visits.
			* The site visit request form will be re-instated.
	+ Site visits
		- Susan of Westlake Conservators has contacted Deirdre, because she works with the Franciscan Order of Syracuse, who just recently had Saint Maryann Cope sainted. Their archivist died after organizing all of the papers in preparation for the sainthood application.
		- CLRC will send Katie DeFazio to help the organization create a roadmap for their archives.
		- The Franciscan Order of Syracuse is a religious organization, but they are trying to get chartered of a museum. This will help in terms of DHP (state) funding. Church or not, they are certainly eligible for technical assistance.
		- Deirdre will ask the Order more questions to find out more details.
	+ New York Heritage
		- We can account for some of the work we do on New York Heritage through DHP, but not any direct digitization efforts.
* Guide to Historical Organizations
	+ Linda brought in a 1999 copy. The most recent copy was updated in March of 2009
	+ Matthew Urtz has a fully up-to-date Madison County list.
		- PDF available online. Madisoncountynyhistory.com. Brookfield has a new president. Only one historian has changed- Lebanon.
	+ Linda brings up the fact that some historians, like Barbara Rivette, the historian for Manlius and Fayetteville, are excellent resources who choose not to be listed in directories like the Guide to Historical Organizations.
* Word on Women
	+ The Word on Women database is now available on the CLRC.org in preparation for March, Women’s history month.
	+ Linda wrote a New York Council for the Humanities grant for Fayetteville Free Library. The library is hosting a Women’s History Tea. A historical singer will come to Fayetteville and tell the story of women’s history. March 29th, Thursday, 2pm.
* DHP Grant Program
	+ Deirdre and the committee discussed the challenges of the DHP grant process for the 2012-2013 year and worked on a plan to better publicize the DHP grant program for the 2013-2014 fiscal year.
		- Barb agrees. As a grant writer herself, she would prefer to be informed as soon as possible, even with the absence of commitment. She suggests that Deirdre send out previous year applications and have one-on-one phone conversations with anyone interested.
* Continuing Education
	+ Held the Arrangement and Description class last fall. It was cut down to 4 hours instead of 8 hours.
	+ CLRC has done a few online classes through Amigos and Lyrasis.
		- Deirdre will do another Preserving Photographs class because there was a scheduling snafu. It is a free class for the attendees.
	+ Deirdre is going to NNYLN for their finding aids mini-conference in April. There will be another Finding Aid class taught by Deirdre at the CLRC offices to talk about DACS in May.
	+ March 16th College and University Archivists Roundtable at Syracuse University. They will talk about using the Archivists Toolkit, which is like an OPAC for archival materials.
	+ Maryann Hanley is doing a book repair workshop online as a reiteration of one offered last fall. Maryann is on our continuing education committee.
	+ David Stokoe is doing another program on scrapbooks in April through Syracuse University.
	+ We were also considering a soft program, like a cemetery tour or field trip.
	+ Deirdre will be done with the summer catalog by March 31st, 2012.
* New York Heritage
	+ One of the things we’re working on with New York Heritage is to include finding aids. CONTENTdm can ingest EAD finding aids. Deirdre would like a statewide depository for finding aids.
		- Linda remarks that this is a great way to add new organizations to New York Heritage, because many of them already have finding aids completed.
		- Deirdre suggests that since making sure all finding aids are in EAD format may be a hurdle, she can discuss a training system with Michele Combs and others.
			* Michele Combs is involved with a project to try to fund some kind of EAD statewide training.
	+ Barb Scheibel would like to pursue the migration of OCPL’s images from drew.syr.edu (OnPix) to New York Heritage.

Next meeting date: There will be a Doodle poll sent out to schedule a meeting in June.

Respectfully submitted,

Claire Enkosky, CLRC