Central New York Library Resources Council

Archival Services Committee

April 28th, 2011

10:00 AM

Present: *In-person*: Linda Ryan (Fayetteville Free Library); Barbara Bartlett (Lorenzo Historic Site); Barb Scheibel (OCPL); Déirdre Joyce, (CLRC Assistant Director, liaison); David Stokoe (Syracuse University); Claire Enkosky (CLRC)

*Via Teleconference*: Colleen Kehoe-Robinson (MVCC), Chair; Dick Williams (Clinton Historical Society); Anne Flynn (Utica College)

Excused: Meg Van Patten (Baldwinsville Public Library)

Colleen Kehoe-Robinson called the meeting to order at 10:00.

**Action Items:**

* Send Déirdre information regarding Michelle Phillips (Barbara B.)
* Provide college and university roundtable membership list to committee members (Déirdre)
* Make the scrapbook preservation workshop Powerpoint presentation or notes available online, possibly through SUrface (David)
* Write a report of the scrapbook preservation workshop for the new CLRC website (Claire)
* Update list of members for archival roundtables (Déirdre)
* Begin wiki for upcoming Unconference (Claire and Déirdre)

**Minutes from February 14, 2011**

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

**Agenda Items:**

1. Completed Action Items

* Déirdre contacted Katie De Fazio to begin site visits for DHP  
  She has completed 2 onsite visits; 4 more are scheduled plus 1 more request recently. 6 have been budgeted but more can be done as long as they’re finished by the end of June.
* Scrapbook preservation workshop was held yesterday, April 27th and was very successful.
* Barbara B. did speak to Michelle Phillips.   
  She is very interested in doing a mold remediation continuing education (CE) workshop this fall: September is best, October is bad, November is fine.  
  She also offered to send along the reports she created as a consultant for CLRC a few years ago.
* Déirdre did call the Colgate University Archivist regarding Encoded Archival Description (EAD) program for small archives and historical societies. Not much has happened since but there is a meeting of New York Archives at NYAC in June.
* Déirdre did contact Image Permanence Institution (IPI) of Rochester Institute of Technology (RIT) about the Preservation Environmental Monitor (PEM) and a possible CE event. Besides Climate Notebook, they have a new free online tracking program called PEMdata.  
  They are interested in doing a half-day workshop. CLRC would like a consultant to come out and talk about how to use the PEM software. IPI also has a series of web tutorials which can supplement this training.  
  Note: Michelle Phillips did a workshop for CLRC about PEM a few years ago.
* Unconference speakers and topics will be fleshed out by a Wiki.

1. DHP

* Grant update
  + Interim report was due and submitted at the end of March. It received (generally) positive feedback.
  + The rest of the money must be spent by the end of June. CLRC would like most of this to be spent on CE. Because we might not be able to organize more in-person training before the end of June, Déirdre suggested offering vouchers to be used for online training through other agencies like Amigos Library Services.
* Linda brought up the New York Archives CE event in Cazenovia about digitizing historical photographs on May 18th. It omits mention of NYHeritage but is in CLRC’s district.
  + Déirdre explained that the workshop is offered through New York Archives’ Regional Advisory Officer training. She has contacted them and suggested future cooperation and cross-advertising. Suzanne Etherington of New York Archives is going to put Déirdre on her listserv so that CLRC can be included.
* Continuing education
  + The regional archivist for Rochester LRC is going to come to Central New York and do some classes.

1. Preservation

* At yesterday’s scrapbook preservation workshop, 16 participants attended. Feedback form was sent out directly after the event, but it was sent to Linda Ryan’s junk mail folder so that may be an issue.

1. NY Heritage Project

* CNYHeritage is one of 6 of the 3Rs to join together to form a new NYHeritage under Western New York Regional Library Council’s unlimited contentDM license. Instead of NYHeritage being a harvester of the nine different regional collection sites as it is now, it will become a collection unto itself. This will improve discovery. More information is available from Déirdre.
* Dick asked for the link for the new NY Heritage website.\* [http://www.newyorkheritage.org](http://www.newyorkheritage.org/)

1. College and University archives roundtable

* College and Déirdre suggested Wednesday, June 1st, 2011 around 10-12 at Mohawk Valley Community College.
* Trying to start a General Archival Roundtable as well, likely in September

1. Unconference

* An unconference is less structured than a regular in-person conference, but more structured than a roundtable. It will be paid for by LSTA grant money.
* The suggested strategy for pulling together the Unconference is to create a wiki with an assigned large topic and then allow participants to determine specific discussions and speakers.
  + Déirdre suggested “Library & Archives as Information Space & Place” as recommended by a member library last week.
* Several members find this Unconference idea confusing.
* The date is suggested to be pushed to next February because this fall is busy and the wiki may take extra time to generate results.
* Linda suggested it be a virtual conference. This would tie into the “space & place” theme. CLRC just purchased WebEX, which could be used.
* Barbara B. suggested a 3-4 person committee be dedicated to fleshing this out, Déirdre responded that it will probably be done through the wiki being created by Claire.

1. Other

* Dick asked about the website redevelopment. He suggested that the name be reconsidered because CLRC.org is not well known. Déirdre will bring this up to the group working on the website redesign.
* Barbara B. asked about the recommendation of Matthew Urtz to the committee. Déirdre suggested that she would invite him with the new “class” of committee members in the fall. Barbara also indicated that Betsy Kennedy of Cazenovia Public Library would be interested in joining the group.

**Next meeting: Tuesday June 28th 10am at CLRC** (with teleconferencing)

**Motion to adjourn at 11:15am. (M: Scheibel /S/ Approved unanimously)**

**Notes**

\* The new NYHeritage site is already in progress. Déirdre can provide more information.

Respectfully submitted,

Claire Enkosky

Special Projects Assistant, CLRC