Central New York Library Resources Council

Archival Services Committee

June 28th, 2011

10:00 AM

Present: *In-person*: Colleen Kehoe-Robinson (MVCC), Chair; Dick Williams (Clinton Historical Society); Linda Ryan (Fayetteville Free Library); Barb Scheibel (OCPL); Déirdre Joyce, (CLRC Assistant Director, liaison); Claire Enkosky (CLRC); Katie O’Connell (CLRC)

 *Via Teleconference*: Anne Flynn (Utica College)

Excused: Meg Van Patten (Baldwinsville Public Library)

Absent: David Stokoe (Syracuse University); Barbara Bartlett (Lorenzo Historic Site)

Colleen Kehoe-Robinson called the meeting to order at 10:06 am.

**Action Items:**

* + Set up training event with Michelle Phillips (Déirdre)
	+ Make the scrapbook preservation workshop Powerpoint presentation or notes available online, possibly through SUrface (David)
	+ Talk to Kathy Collett about date for multi-type archives roundtable (Déirdre)
	+ Talk to Lyrasis or Amigos about scheduling course(s) to spend down 2010 CE funds “Preserving Oral Histories” and “Photographic Preservation” (Déirdre)
	+ Send Site Visit Report to Anne (Déirdre)
	+ Send list of Town and County Historians to Claire (Dick)
	+ Send list of Onondaga County historical associations to Claire (Linda)
	+ Update DHP site visit request form (Katie O. and Déirdre)

**Minutes from April 28, 2011**

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

**Agenda Items:**

1. Completed Action Items
	* Déirdre sent out a college and university archivists roundtable membership list to committee members
	* Claire uploaded and tagged photographs from the Scrapbook Preservation class to CLRC’s Flickr page which is linked to the website
	* Déirdre created an updated list of members for multi-type archival roundtables
2. DHP
	* Regional Archivist’s Report
		+ Déirdre is now Regional Archivist as well as Assistant Director for CLRC
		+ NYAC –
			- Déirdre attended. It was informative & she met a number of state and regional archives professionals.
		+ DHP workplan for 2011-12 –
			- The workplan has been sent out for the committee’s general edification. Items listed were somewhat purposefully vague, and Déirdre made the point that it creates a plan that is ambitious but doable. Any questions about the workplan should be directed to Déirdre.
		+ Site visit reports—
			- Déirdre circulated the reports from the six sites Katie De Fazio visited for the committee to review. In next workplan we have 3 visits planned and Déirdre will be available for *ad hoc* consultations. Anyone who has had a visit can follow up with Katie De Fazio at any time.
			- Linda mentioned how invaluable these visits are, particularly in backing up requests to organizational boards. We should market this benefit to potential sites to visit.
			- Organizations do not have to be CLRC members to be eligible for a site visit; they need to be in CLRC’s service area and submit a request form.[[1]](#footnote-1)
	* Continuing Education
		+ CLRC has $3000 to spend on CE by June 30th. Déirdre has been considering purchasing credit hours or courses from Lyrasis and Amigos Library Services, and was curious what topics would interest attendees.
		+ Colleen expressed concern about purchasing credits that might go unused and Déirdre confirmed that in her conversations with vendors, credits may last for up to a year and can be assigned to specific individuals on request. These credits may also be used to purchase private/closed classes that would be offered to the DHP constituency.
		+ Claire suggested courses on managing oral histories, and Déirdre suggested a course from Lyrasis called “Preserving Oral Histories”. Déirdre will investigate this possibility. Déirdre will also look into a photo preservation.
		+ If you have any other ideas for uses for this money, let Déirdre know today or tomorrow.
		+ Additional in-person classes will be made available using 2011 DHP funds and will be part of a comprehensive effort to offer at least 3 CLRC classes (not limited to DHP) per month (on average).
3. Preservation
	* Continuing Education Plans/Ideas
		+ You can send any preservation CE ideas to Déirdre anytime.
	* Website
		+ Claire mentioned that there’s a preservation section on the website; if you have any content that could be added there, send it to Claire (cenkosky@clrc.org).
4. NY Heritage Project –
	* Déirdre confirmed that CLRC is moving forward with joining NYHeritage. While we don’t have a migration date yet, it should be done by the end of the summer. Joining forces will help increase the visibility of Central New York collections.
	* CLRC “Heritage Membership”
		+ Dick asked how historical societies can contribute materials to the collection and Déirdre mentioned that CLRC hopes to introduce a new membership level to be voted on at the next Annual Meeting which would cost $40 and allow organizations to contribute to CNYHeritage. CLRC members who are interested in seeing this membership category added should attend the annual meeting and vote in favor of this category when it is raised.
		+ Members at this level (or any level) can receive customized training from CLRC in digitization and metadata standards.
		+ CLRC is working with NY Heritage metadata partners to create/point to training products (videos, webcasts, documentation, etc.) to support efforts.
		+ The CNYHeritage website is: [www.cnyheritage.org](http://www.cnyheritage.org).
		+ Barb mentioned that OCPL is already involved in OnPix with SU and wondered if there was a way to migrate content. Déirdre said maybe, according to what standards OnPix is based on; she offered to look into the details.
		+ Images can be watermarked on NYHeritage to protect the interests of small historical societies. The NYHeritage work group is planning to (at some point) include functionality for merchandising the digital images via CONTENTdm which may be helpful for smaller historical societies.
5. College and University Archives Roundtable
	* Roundtable was a success; good feedback. Anne and Colleen attended.
	* Sarah Keen, Head of Special Collections and University Archivist at Colgate, spoke about challenges of transitioning to a new position in the wake of a long-tenured incumbent. This led to a discussion on the technical tools that can help manage an archival repository and what was available to a variety of users.
	* Kathy Collett, College Archivist at Hamilton will host next roundtable in Clinton, which will be for all types of archival institutions. Hamilton is celebrating its bicentennial celebration and she’ll talk about how the archives is involved and how anniversaries can promote archives. Promotion for the roundtable will begin in August.
	* Dick mentioned that in the past there had been a roundtable for historical societies and historians. Déirdre suggested that she and Dick could work on planning another.
6. Other
	* Northern NY Library Network Historical Newspaper Project
		+ The Rochester Library Council has joined this project and it’s something CLRC is considering. This activity is not covered under DHP, but it is preservation, so this committee may have an opinion. This project will be taken up by the Digitization Committee for the majority of its work. Further questions can be directed to Déirdre.
	* Word on Women
		+ It’s currently a directory of repositories with collections relating to women; it’s not frequently used and Déirdre would like to work on making it more effective.
		+ Déirdre suggested reformatting current entries so that they’re consistent and using archival standards and collection level description and create EAD documents for materials. She hopes to use Archon to create a website with collection descriptions for the materials. This is just beginning of this project and is a little experimental. More details are available from Déirdre.
	* Unconference
		+ Déirdre explained that this program doesn’t really fit with business of this committee, so from now on it will be administered as a CLRC program rather than by the committee.
		+ The planned July date didn’t have large registration numbers, so it will be rescheduled for the end of October with a theme of “Library as Space and Place”
	* CLRC Website address – Dick brought up the concern that the CLRC website address is not obvious to those who don’t know what CLRC is/does.
		+ Déirdre explained that CLRC serves libraries & information centers rather than the general public, but that there is a need to increase awareness of CLRC among many of the smaller historical societies in the region.
		+ Barb mentioned that many Town Historians/Historical Societies aren’t on the CLRC Listserv and it would be valuable to gather their email addresses/contact information for Claire to update the CLRC database.
	* Onondaga Historical Society has joined CLRC as an affiliate member.

**Next meeting: Tuesday September 27th 10am at CLRC** (with teleconferencing available)

**Motion to adjourn at 11:28 am. (M: Williams /S: Scheibel** **/ Approved unanimously)**

Respectfully submitted,

Katie O’Connell

Special Projects Assistant, CLRC

1. *n.b. Government entities are not eligible for DHP services. These entities should contact their Regional Advisory Officer.* [↑](#footnote-ref-1)