Central New York Library Resources Council

Archival Services Committee

July 17, 2012, 2012

2:00 p.m.

Present: *In-person*: Matt Urtz (Madison County Historian); Meg Van Patten (Baldwinsville Public Library); Linda Ryan (Fayetteville Free Library); Barb Scheibel (OCPL); Deirdre Joyce, (CLRC Assistant Director, liaison); Claire Enkosky (CLRC)

 *Via Teleconference*: Colleen Kehoe-Robinson (MVCC), Chair; Anne Flynn (Utica College)

Absent: Ben Chartoff (iSchool), student liaison; David Stokoe (Syracuse University)

Action items:

* Send out DHP Final Report to committee (Deirdre)

Agenda items:

Colleen called the meeting to order at 2:06pm.

* Approval of September 27th, 2011 minutes
	+ Anne made a motion to approve the September 27th, 2012 minutes (S/A)
* Approval of March 1st, 2012 minutes
	+ Linda made a motion to approve the March 1st, 2012 minutes (S/A)
* Action items
	+ Claire has created a small form for people to add items to the DHP calendar. We also have Google alerts to collect news and event announcements.
	+ We have not yet DHP Grant Program & Contract on the clrc.org DHP webpage.
		- We did create a DHP brochure that has been mailed to our DHP constituents as part of the Showcasing Central NY’s History Project.
		- The state has changed how DHP works administratively, but constituents have not experienced a difference in
	+ We have been gathering many ideas for CE, which will be discussed later in the meeting.
	+ New York Heritage’s ingestion of finding aids
		- NYH can ingest finding aids, but the number of institutions joining is now a big problem. We are approaching a limit of the number of institutions (referred to as collections) that can join. The number of items is unlimited.
		- Claire works closely with the NYH project and also on an LSTA-grant project called the Showcasing Central NY’s History Project. For the SCH project, we are working with smaller organizations to get them started on digitization in a rigorous way. It has had a very enthusiastic response, which means we have several dozen new institutions to join NYH.
		- Deirdre suggested a new task group be formed to address the finding aids idea. Barb Scheibel volunteered.
	+ Deirdre talked to Michele Combs of SU and Sarah Keene about finding aids, but they’re in stasis right now, so this will be re-addressed.
* Showcasing Central NY’s History
	+ Deirdre shared a set of documents with the committee, including the SCH brochure,
	+ Claire has gone on site visits to every organization interested in the project. When it is a historical organization (about half of the organizations), Deirdre goes as well and explains DHP and other archival services. This has meant a lot of excellent outreach to small historical organizations.
	+ This project is also increasing the number of heritage members we have (i.e. Syracuse Polish Community, Inc., Skaneateles Historical Society, Solvay-Geddes Historical Society, Tromptown Historical Society, and Erie Canal Museum).
	+ At the end of August (22-24), we will be holding a digitization bootcamp to train the five interns, which will be open to all SCH participants and candidates.
* DHP Grant (Contract) Update
	+ Deirdre spoke with Pam Cooley and was assured that the small grants project will run more smoothly this year.
	+ June 30th marked the end of the 2011/2012 year. The DHP report will be finished next week.
	+ Deirdre sent out the workplan to the committee, much of which is duplicated from last year’s workplan and scaled back. There’s more room for Continuing Education and LARC additions.
		- More people are checking items out of the LARC, partly because it has been moved to the waiting room area and is more highly visible.
* Classes and events
	+ Deirdre taught a Finding Aids class in Potsdam as 90 minutes and then again as a 3 hour course in Syracuse in May.
	+ Preservation of photographic materials online class. Only 13 people signed up out of 20.
	+ Upcoming classes for the fall:
		- Genealogy
			* Matt remarked that one of Cazenovia’s library has a librarian, Elisha Davies, who works extensively on genealogy (especially with Ancestry.com)
			* Meg also recommended Louise Creighton, who has worked with Baldwinsville Public Library.
			* Barb Scheibel added that Holly Sammons is fantastic and very experienced with presentations. OCPL is one of the best genealogical research centers in the country.
			* Deirdre suggested that two genealogy events be planned, one of which could be a visit.
		- Archival exhibits
		- Matting & Framing
		- Oral History collections
			* Matt Urtz recommended Stephen Ambrose’s book for this.
		- Archivists’ Toolkit
			* Requested by several people. They just announced that they will be merging their product with ArchOn and are in beta testing, so it will be pushed to Spring 2013.
		- More Product, Less Process
			* Archival processing method based on efficiency to get to more materials accessible and not so much perfectionism.
			* Deirdre would like to see this class tailored for the disorganized, non-professional archivists around the area.
			* Deirdre talked to Susan D’Entremont, the regional archivist of CDLC, and to Laura Osterhout, the member services person at RRLC. If we got an expensive speaker, CDLC & RRLC would be interested in sharing the cost.
		- Archivists’ Roundtable
			* Held in March at Syracuse University. Michele Combs talked about FileMaker system. Meg Mason and Cara Howe talked about their decision to go with their software.
			* Sarah Keene of Colgate suggested that CLRC coordinate a similar roundtable for Special Collections, will is scheduled for mid-September.
			* Another Archivists’ roundtable will be in October.
	+ Anne asked about the location of these classes. The Genealogy, Exhibits and Matting classes are planned for CLRC’s training room, but the rest have not been decided. Deirdre is planning a 3 to 1 ratio of location because of the attendance levels.
		- Matt suggests the Madison County historical society as a location because it’s right off of I-90.
* Other Business
	+ Deirdre is attending the SAA’s meeting in August in San Diego. Deirdre serves on the Charles W. Coker award committee (which awards best finding aids) and will be the chair this year. She suggests that anyone in this region should apply (she would recuse herself from that decision), because the award gets relatively few submissions.
	+ Mysterious preservation materials from the CLRC closets
		- CLRC has a box of mouse glue traps and a barometer. Meg explained that there was a grant a few years ago that Baldwinsville was a part of; each participating organization got some supplies, including the glue traps, a barometer, a fabric swatch for checking light and a hygrometer.
		- Linda explained the microfilm archival boxes. In 2008, there was an anniversary celebration at Chittenango. These archival boxes were party favors.
		- Deirdre asks for ideas for these materials since they are otherwise being unused. Matt commented that the grant may have had some stipulations; we should check for strings attached.
	+ Archives Month in October
		- Deirdre would like to have regional celebrations of Archives Month in October.
		- Matt reported that MCHS celebrates Archives Day each year with an exhibit of special documents and a class. In the past, they also had tours of the archives but that has been discontinued. Towns and villages participate in the Madison county event.
	+ Linda Ryan has announced her retirement. She has been at Fayetteville for 27 years! This will be her last CLRC committee meeting. CLRC will miss her invaluable advice and experience. Deirdre would like to publicly thank her for all her incredible work and help.
* Future Meeting Schedule
	+ KyungJin Park suggested a standing meeting schedule. Deirdre asked how often committee members would like to meet. Meg suggested a quarterly meeting and agreed upon by the committee members.
		- Colleen suggested October. Matt is extremely busy in October because of Archives month and library conferences.
		- Meg suggested September, December, March and June. Barb agrees with this.

Next meeting date: September 25th, 2012 at 2pm

Colleen called the meeting to an end at 3:15 p.m.

Respectfully submitted,

Claire Enkosky, CLRC