**DRAFT**

Central New York Library Resources Council

Archival Services Committee

September 27th, 2011

10:00 AM

Present: *In-person*: David Stokoe (Syracuse University); Ben Chartoff (iSchool), student liaison; Linda Ryan (Fayetteville Free Library); Meg Van Patten (Baldwinsville Public Library); Barb Scheibel (OCPL); Déirdre Joyce, (CLRC Assistant Director, liaison); Claire Enkosky (CLRC)

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

Absent: Barbara Bartlett (Lorenzo Historic Site)

Colleen Kehoe-Robinson called the meeting to order at 10:04 am.

Action items:

* Post DHP Final Report to Website under Resources & Services: Preservation (Claire)
* Expand current Preservation page and add resources from old website (Claire)
* Send out new copy of Disaster Recovery Guide with updated link to CNYLIB and CNYDHP lists (Claire)

**Minutes from June 28, 2011**

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

Agenda Items:

* Welcome and Introductions
* DHP
	+ Grant update
	+ We did purchase two classes from Lyrasis:
		- Preserving Oral Histories on November 17th, led by Alix Bentrud
		- Preserving Photographs
	+ We have also purchase five classes worth of scholarship ($500 individual registrations). Déirdre will send out material as part of the Archives Month activity (October). The classes will probably fill up fast.
	+ We’re going to kick off our site visit program in October. We have three site visits we can schedule. If we get a lot of responses, we will refer to the committee to choose the three visits.
	+ We are seeking ideas for site visit marketing. Anne mentions that her site visit with the archivist in April was extremely helpful. Déirdre suggests we might use a testimonial approach for the site visit marketing.
		- Meg suggests we check if any organizations are doing a remodel or construction project because the site visit’s conclusion would be very helpful towards that.
		- Déirdre will send out a draft of the marketing to receive feedback.
	+ Final report for DHP was completed in July and that is going to be posted on the website
* Preservation
	+ Disaster Recovery Guide
		- Claire is updating the Disaster Recovery Guide by calling companies and suppliers. The Guide was first written in the late 1980s and revised in the mid-1990s.
		- David mentions that three years ago, committee members each took on a county and checked the phone numbers.
		- Claire mentions that she would like feedback on the questions asked of companies when she calls.
			* Meg suggests asking about credit cards and corporate accounts. Barb asks about dehumidifiers and if Byrne Dairy still lends libraries plastic crates.
* Continuing Education
	+ Déirdre spoke to Peter Verheyen yesterday about a very popular book repair workshop offered online recently. It was so popular that they may offer it again locally, either live or online. CLRC could sponsor this.
	+ Tuesday, October 4th at 1pm is the Basics of Appraisals workshop. It is at the Oneida County Historical Society, as suggested by Katie Difazio.
* Colleges and Universities Roundtable
	+ Friday, October 14th at Hamilton College Archives. Cathy Collett is opening up her archives, which are about to celebrate an anniversary.
	+ This roundtable is open to everybody. Registration has not been very heavy, but it’s still a few weeks away.
	+ Colleen adds that the roundtable had gone dormant for a few years and because we are now re-establishing it, it’s picking up steam. She encourages people to spread the news.
	+ Anne asks about SUNY IT, but Déirdre reports that they were contacted but are unable to attend.
* New Business
	+ The Heritage Membership is going up for a vote at the October 6th Annual Meeting so that may bring in more people. It’s explicitly for people to join the New York Heritage project through CLRC.
* Farewell to Dick Williams
	+ The committee thanks Dick Williams for his contributions.

Next Meeting: **Tuesday, December 6th, 2pm at CLRC.**

Meg made a motion to adjourn. (S/A)

Colleen called the meeting to an end at 10:42 am.

Respectfully Submitted,

Claire Enkosky

CLRC