Central New York Library Resources Council

Archival Services

9/24/2012

3:00pm

**Present:** Colleen Kehoe-Robinson (MVCC), Chair; David Stokoe (Syracuse University); Barbara Scheibel (OCPL); Stephanie Helsher (Administrative Asst., CLRC)

*Via Teleconference:* Anne Flynn (Utica College); Déirdre Joyce (CLRC Assistant Director, liason)

**Excused**: Matt Urtz (Madison County Historian; Meg Van Patten (Baldwinsville Public Library);

**Action Items**

* Send out DHP Final Report to committee (Déirdre)
* Committee will collaborate on a Google Doc to create a question bank for a survey assessing the needs of DHP users
* Send out link to Creating Archival Exhibit survey results (Déirdre)
* Advertise for two Disaster Planning Courses (CLRC)
* Committee will populate another Google Doc with questions for a state-wide survey questioning how a preservation institute should be set up with Syracuse University
* Committee members to consider new additions to the committee

**Agenda Items:**

Colleen called the meeting to order at 3:03pm

* Approval of July 17, 2012 minutes
  + Barbara made a motion to approve the July 17, 2012 minutes (S/A)
* DHP final reports: report is ready to be sent, Déirdre will send out after she gets back in the office
* Potential New Initiatives
  + David proposed providing preservation training, working with Syracuse University and Gaylord
  + Discussion of whether training classes would fall under the CE Committee; previously the CE committee reached out to other committees to brainstorm and create classes within their committee’s sphere, so we are okay to proceed with training ideas
  + Barbara is interested in finding aid creation for the region
    - Models of what this program would look like were discussed, with the following options:
      * Mirror the Digitization Committee’s Showcasing NY program structure, with students going to sites and creating the finding aids
      * Instruct larger institutions on finding aid creation
      * Train-the-trainer approach to all participating institutions
      * Let the institution decide what items/collections they would want to create finding aids for, so they can showcase what they are proud of; the project will be less daunting for them
      * Providing institutions with an Archivists’ Toolkit support
      * Host a centralized finding aid collection out of CLRC using an Archon-like system – Déirdre noted that the Archon and AT projects have merged and will be beta testing the new product in late 2012/early 2013
    - Barbara remarked that the technology and process involved (using Oxygen, style sheets) is challenging
    - Survey to be sent to same contact list of DHP sites for the Showcasing NY project
    - Déirdre commented on the possibility of using the empty www.cnyheritage.com domain
    - It was decided that this is a two-step process, where surveying precedes the program creation; the second step should grow organically from what the survey uncovers
      * Survey Monkey can be used to create the survey, store results; we can print out and mail surveys to institutions without internet
      * Needs assessment survey: be exhaustive, but not intimidating so that questions that can be answered by novices (let “I don’t know” be an option)
      * To be formed between now and December’s meeting
    - Goals stated on survey will be “to support the DHP goals of promoting access to NY historical materials”
* DHP Grant Update
  + Waiting on 3 year plan approval
  + Déirdre has been told by Pamela Coolly that the grant has not been through the whole process yet, and she had no more information that she was able to give
* Classes and Events
  + Déirdre is planning a Care & Handling of Archival Materials class for Northern NY, and wants to give the same class in CNY in the Spring; it is a basic class on where to find resources
  + Last week Cara Howe gave a class on Creating Archival Exhibits, which included information on many different types of materials; Déirdre to send out the link to survey results on the class
  + Framing class to be scheduled; we have a Art MFA student involved in the creation of the class
  + Déirdre considering DHP grant workshop
    - Unsure of how much good it would do if the NY State Archives haven’t stated their priorities (they are in the process of changing them)
    - This class would be in November, and we usually advertise classes a month in advance
    - The class could strip down to the basics of grant writing, but the narrative section is a huge part
    - The best course of action may be to wait for the Archives to state their priorities, and then quickly turn around with a class
* Archives Month
  + Gaylord tour at the end of October for “light” CE credit
  + David is holding two disaster planning courses in October; one as a webinar with Gaylord (end of October), and another at Syracuse University on 10/31.
    - CLRC to advertise the events
* Preservation 2.0
  + Arising out of a roundtable and Syracuse, the idea is to have David hold a 4-day series of workshops at Syracuse; a “preservation institute”
  + The content of these 4 days could contain some repurposed old presentations, and should included physical, hands-on training
    - Creating housing/boxes
    - Book repair workshop with circulation books
    - Mold abatement
    - Care & handling
  + David remarked that Westlake Conservator should be involved
  + Will different audiences be involved (public libraries, historical societies)?
    - Wider net to be cast with this project—state-wide
  + Prospective attendees should be surveyed to gauge what they would want this institute to include
    - Another Google doc to be created to build a survey question bank
* Colleen’s Resignation as Chair, Committee Member
  + Term is up October 2012
  + She thanks the committee for their time and effort, and wishes them luck in the future
  + Colleen would still like to be in the loop on the committee, and is open to assisting the committee in a non-formal capacity
  + Déirdre thanked Colleen on behalf of the CLRC for her good leadership and consummate patience; she will be missed
  + Colleen will still be holding her position at MVCC, and will be at the Annual Meeting
* New Committee Members
  + Governing structure is renewing in October
  + Finding a new Chair will be item 1 on the next agenda
  + Kathy Collett has agreed to join the committee
  + Déirdre asked the other members for input on who we should invite to the committee; possibly newer Heritage members could hold seats

Next meeting date: December 11, 2012

Meeting adjourned at 4:11pm

Respectfully submitted,

Stephanie Helsher,

Administrative Assistant, CLRC