**Central New York Library Resources Council**

Archival Services (provisional name—formerly DHP/Preservation) Committee

November 1, 2010

3:00 p.m.

Present: Colleen Kehoe-Robinson (MVCC); Chair, Linda Ryan (Fayetteville Free Library); David Stokoe (Syracuse University); Penelope Klein (CLRC), Déirdre Joyce, CLRC liaison.

Excused: Meg Van Patten (Baldwinsville Public Library); Anne Flynn (Utica College)

Absent: Dick Williams (Clinton Historical Society); Holly Sammons (OCPL)

Colleen Kehoe-Robinson called the meeting to order at 3:00.

**Action Items:**

1. Penelope

* Check to see if there is Climate Notebook software to accompany the PEM.

1. Linda

* Look at possible dates for a scrapbooks workshop at Fayetteville Public Library

1. Colleen

* Look at possible dates for a College and Universities Roundtable meeting at MVCC in June.

1. Penelope/Deirdre

* Check with Capital District to see if they would like to join the Colleges and Universities Roundtable.
* Look to see if there might be a good speaker on the subject of Institutional Repositories for the Unconference.

**Minutes from August 16, 2010**

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

**Agenda Items:**

1. Introductions and new liaison.
   * New committee members introduced themselves. Déirdre Joyce (new Assistant Director at CLRC) was introduced as the new liaison to the committee.
2. Committee name/charge
   * Penelope proposed a change for the committee name, to be called “Archival Services Committee”. The name change was discussed with the state board, who indicated no problem with the name change, though no DHP funds are to be used for preservation work.
   * This name change will be formally submitted to the Board at the next meeting.
   * CLRC will combine the committee memberships into a single unit and create a new listserv
   * The committee will keep the charge as discussed in the August meeting
   * David suggested that the webpage would need to be updated with this information as well.
3. DHP
4. Update
   * While CLRC has received a 6 month extension, we have still not yet received funds, despite a promise that these would be forthcoming
   * 6 site visits and 3 workshops are planned when/if DHP funds arrive. Applications for site visits are arranged and ready to go when/if funds arrive. CLRC is waiting on the accepted contract.
5. Archives Month (Oct)/Workshop
   * SU conducted a workshop on preservation materials and processes at Cazenovia PL on October 15. This counts as one DHP workshop, without the funding.
6. Preservation
7. Continuing education
   * David announced that Peter Verheyen is interested in creating some core workshops which might be done in conjunction with the Committee’s charge. Some basic workshops include: Digitization, Scrapbooks, Basic Preservation, Mold, Photograph Conservation. Some workshops can be conducted with SU staff, some might require other specialists (including Westlake Conservators)
   * Proposed that David would do a Scrapbooks workshop (prepared and ready to go) and that Linda would help arrange a time for this. This could be done either at Fayetteville or possibly Cazenovia.
8. PEMs
   * Penelope said that Betsy at Cazenovia PL has been using CLRC’s PEM.
9. College and University Archives Roundtable
   * The committee discussed a reboot of the College and University Archives Roundtable, thinking about a date in June 2011. One idea for this roundtable might be electronic records management and the challenges and opportunities for colleges and universities in implementing an RM program.
   * In conjunction with this, Penelope mentioned that LSTA funds have been allocated for an Unconference which might discuss Institutional Repositiories
   * Discussed that the committee would facilitate opening the roundtable to a group wider than the region, including the Capital District
10. CNY Heritage

* Three collections are currently a part of CNY Heritage (Dewitt, Fayetteville, Liverpool). Cazenovia College has started to add materials to the collection as well.
* Déirdre is working with an outside consultant to post 10 K-12 lesson plans to the CNY Heritage website that will engage materials from the project.

1. Other items

* None

**NEXT MEETING: 1/24/2011 at 3pm at CLRC**

**Motion to adjourn. (M: Stokoe/S/Approved unanimously)**

Respectfully submitted,

Déirdre Joyce

Assistant Director