Central New York Library Resources Council

Digitization Committee

June 7, 2010

2:00 p.m.

**Present:** Peter MacDonald (Hamilton College), Chair, Maija Mclaughlin (Fayetteville Free Library), Jane Verostek (SUNY ESF), Stephanie Zwolinski (Liverpool Public Library), Nancy HoweCLRC liaison.

**Excused**: Linda Ryan (Fayetteville Free Library).

**Absent**: Rick Fensterer (Liverpool Public Library)

Peter MacDonald called meeting to order at 2:10 p.m.

**Action Items:**

1. Nancy Howe
	* Contact Stanley Kozaczka with questions from the Committee. Approval of his application is pending until these questions can be answered.
2. Name
	* Item

**April 26, 2010 meeting minutes:**

Stephanie made a motion to approve the minutes as written, (S/Approved unanimously).

**Agenda Items:**

1. **CNY Heritage**
	* The migration will take place on June 8, 2010. Please contact Nancy Howe if there are any problems after the migration has been completed.
2. **Cazenovia College application**
	* Cazenovia College has submitted the “Bonnie” Munroe Fashion Illustration Collection for inclusion in CNY Heritage.
	* The Committee has some concerns:
		+ This is a very tight timeframe for project completion. Can they be more flexible with the project timeline?
		+ The dates of the newspaper clippings must be checked to make sure that the newspaper is not under copyright.
		+ Did they receive the appropriate paperwork when they received this collection, such as a Deed of Gift?
		+ Who owns these sketches? Who is the intellectual property owner?
		+ The size of the papers could be a problem. These are not easily scanned. The Committee recommends that these either not be done, or be done last once staff has experience in scanning.
	* Jane Verostek made a motion to approve the application once the questions above have been addressed (S/Approved unanimously).
3. SWOT Analysis (a SWOT Analysis was done by the Committee to assist the Council in preparing its 2011-2016 Plan of Service).

**NEXT MEETING: TBA**

Maija McLaughlin made a motion to adjourn at 3:23 p.m., (S/Approved unanimously).

Respectfully submitted,

Nancy Howe

Member Services Coordinator