**CLRC Digitization Committee Meeting**

**CLRC**

**Tuesday, December 15, 2009, 2:30 p.m.**

**Present:** Peter Mac Donald (Hamilton College), chair; Maija McLaughlin (FFL); Stephanie Zwolinski (LPL); Peter Verheyen (SU); Jane Verostek (SUNY ESF); Linda Ryan (FFL); Nancy Howe (CLRC), liaison.

**Excused:** Suzanne Preate (SU); Bradley Shipps (FFL).

**Absent:** Rick Fensterer (LPL).

**September 10, 2009 Minutes**

* A motion to approve the minutes as written was made by Suzanne Preate (S/A).

**October 20, 2009 Minutes**

* A motion to approve the minutes as written was made by Maija McLaughlin (S/A).

**CNYHeritage.org Update**

* Fields under “Refine Your Search” :
	+ Remove the format field
	+ Put in the following fields:
		- Subject
		- Place
		- Creator
		- Digital Collections
* On the right side of the banner add:
	+ A link to CLRC
* Make white space blank on home page
* Future links to Google and future events (such as users group meetings and conferences)

**Marketing**

* Nancy showed the Committee the second of two displays that have been created for marketing CNYHeritage.org. The second display focuses on using the collection for general research. A photo from the Fayetteville Free Library’s Green Lakes collection was used.

**Holy Trinity Application**

* Nancy Howe presented the Holy Trinity application for participation in the CNYHeritage.org project. The Committee reviewed the application and Peter MacDonald made a motion to approve the application (S/A). There were no questions from the Committee.

**Next meeting**

* February 9, 2010, 2:30 p.m.

**Meeting adjourned at 3:30 p.m.** – Peter (S/A)

**Respectfully Submitted,**

**Leslie Tabor**