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Meeting Minutes

Library Association of the City University of  
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2005

### LACUNY Archives and Special Collections Roundtable Meeting Minutes, June 2005

LACUNY

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\*Minutes of the LACUNY Roundtable for Archives and Special Collection  
June 13, 2005 \*

\*Meeting was held in the Library of LaGuardia CC.\*

Members in Attendance:

Marie C. Spina  
Janet Butler Munch  
Connie Williams  
Jay Williams  
Ellen Belcher  
Sydney Van Nort  
Keith Muchowski

The meeting began at 2:30 pm.

A draft of the roundtable mission statement was discussed. Marie C. Spina and Keith Muchowski agreed to make suggested changes and then submit the final draft to LACUNY for posting the LACUNY website.

It was agreed that there would be two workshops in the upcoming 2005-2006 academic year, one in the fall on creating container lists and one in the spring on exhibits. Ideas for future workshops were also discussed and included workshops on:

1. Precisely what college archives should consider collecting
2. General best practices
3. Disaster planning.

The decision by CUNY Central to make the Chancellor's Reports available online-only was discussed. This change in policy was a cause of concern to many roundtable members because it may greatly inhibit access to this public document. There are also long-term preservation issues to consider. Keith Muchowski said he would discuss the issue with the outgoing chair of the Council of Chief Librarians.

Ellen Belcher was nominated and elected chair for academic year 2005-2006. Marie Cimino Spina agreed to stay on as acting co-chair on an interim basis. In Fall 2005 another, permanent co-chair may be chosen.

Keith Muchowski and Marie C. Spina agreed to write and submit an article about the efforts of the Roundtable and CUNY archivists with the guidance of Sandra Roff, who offered to make contact with the editors of CUNY Matters for possible publication in a 2005-2006 edition.

Sydney Van Nort spoke about a meeting of the Museum, Library and Cultural Properties Facility Group of Greater New York City which she recently attended. She offered literature she gathered for our consideration.

The Roundtable agreed to conduct an archives survey in academic year 2005-2006.