

# Meeting Minutes and To Dos

Created by Eric Wakin, last modified by Roberta Blitz on Nov 15, 2010

*[Please add new minutes in reverse chronological order; caption should start with date]*

## **2010 Nov. 19 - Action Items**

Attendees: Robbie Blitz, Stephen Davis, Annie Rudd

- Speak to Damon re:scheduling presentation to Special Collections Heads (SPD)
- Post PRD scan list to wiki (RB)
- Draft document including how project aligns with Strategic Plan - send by email Nov. 29 (EW/AR)

## **2010 Oct. 1 - Discussion, Wakin & Davis**

- Schedule information session for head of special collections, selectors, etc. (SPD)
- Create wiki branch for Phase 1 Proposal material to use for upcoming information session (SPD)
- Populate Phase 1 Proposal branch with sample thematic pages, etc. (AR, EW)
- Revise scope, etc., of Phase 1 Overview document (SPD)
- Post and annotate list of new content to be digitized in this phase (AR, EW)

## **2010 Aug 23 - Action Items, Meeting**

Attendees: Robbie Blitz, Stephen Davis, Annie Rudd

- [AR updates](#)
- Project summary (2 page) for distribution at Special Collections Heads meeting (RB/AR)
- Mock up of thematic area home and second level pages for inclusion in project summary (AR)
- List of high priority items for scanning (AR)
- List of book used for Images in Books Gallery (RB)

## **2010 July 26 - Action items**

- Image gallery: organize photos (AR); determine gallery format and build sample (RB)
- Mock up page(s) for sections (RB) (AR)
- Add images from Jewels in the Crown to spreadsheet (AR) [complete]
- Search RBML portal for NYC related collections and compile list of relevant ones (EW)
- Draft descriptions for other sections (AR)
- Prioritize list of items to scan (EW)
- Review master list of all scanned items to determine gaps (EW/AR)
- Rename Geography & Urban Planning to Geography, Arch & Real Estate (RB) [complete]
- Integrate external websites into one spreadsheet of all items (or keep separate?, not sure what we decided) (AR)
- Brainstorm new name (all)-- New York City Historical Resources; Historical New York City: Sources and Resources.....[perhaps we can post these as a shared doc]

## **2010 June 28 - Action Items**

Attendees: Robbie Blitz, Stephen Davis, Annie Rudd, Eric Wakin

- Contact Jeremiah re: NYC maps (SPD)
- Develop method of tracking materials for inclusion (all)
- Review [Making of the Modern Economy site](#) for NYC related titles (EW/AR)
- Post master list of manuscript/print items for digitization from x manuscripts and Kilroe collection, etc. (AR)
- Look at [Gouverneur Morris documentation and images](#) in terms of potential digital project (EW)
- Speak with Avery regarding possible content from their collections – Classics and Drawings & Archives (RB/SPD)
- Discuss CSS photos with Kenny Crews (AR/EW)
- Assuming permissions, develop [Digital Project Proposal](#) (EW)
- Model one thematic area (AR)
  - Sample images
  - Links: internal and external
  - Essays: thematic and collection-based
  - Subcategories
- Add more use cases (AR)
  - Genealogist
  - Faculty member (real estate related field)
  - Interested amateur
- Set up additional meetings (SPD)

## **2010 June 22 - Meeting Minutes and To Dos**

- **Contact Jeremiah trinidad re maps (SPD)**
- Meet with Carole Ann Fabian and Janet Parks at Avery (or schedule meeting with them and all of us) re digital additions to DNYC (EW, AR)
- Get info on dates of Aldermen reports and Manuals of City of NY being scanned (RB) *Scanned as of 6/18/10: Documents of the Board of Alderman, v.1-12, v.21-24: [Manual of the Corporation of the City of New York, 1845/46-1847, 1852-1866--rb](#)*
- Post single updated list of book-like objects and 3 maps (and rejected objects) for review for scanning queue; check titles against CLIO, Gutenberg (AR)
- CSS: Reach out to president of CSS, then talk to Kenny; write draft of digital project plan (EW); further thinking/research on copyright issues if needed (AR)
- Use cases: draft sample paragraphs (AR, EW)
- Review other city and state sites to see if there are any organizational, etc., best practices for us (AR)
- Complete alignment of current list of items with whatever we agree are our categories (AR)

## **2010 June 7 - Meeting Minutes and To Dos**

(please let me know what is missing and/or add to this list)

### **Outreach**

- Contact Jason Kucsma (EW). Met for coffee re Metro digital projects, grants. No problem linking to them; grant possible next year.
- MCNY (EW) re Riis photos. Will do so after Annie scopes our CSS photo collection further.
- Janet Parks, Kitty Chibnik, Avery (EW/AR)

### **Content**

- Review CSS photos with Kenny Crews to see if suitable (EW/AR)-- Done, proceeding with further investigation as digital project. Looks promising.
- Continue detailed scoping of CSS photo collection (AR)-- ongoing
- Determine who will write subject-guide-like descriptions of subsections (EW/AR)
- Send list of single manuscript items that might be scanned (EW)--sent to Robbie, 3 NYC items on it

#### Other

- Review other city and state sites to see if there are any organizational, etc., best practices for us (AR)
- Determine which faculty might use site and how (EW)
- Write use cases (AR)-- we will need to discuss on Thursday and write for following meeting
- Complete alignment of current list of items with whatever we agree are our categories (AR)

#### **2010 May 3 - Action Items**

Attendees: Robbie Blitz, Stephen Davis, Annie Rudd, Eric Wakin

1. Add Annie to the project wiki (Stephen)
2. Provide page images and conservation assessment for "Unique RBML items related to NYC..." list (Eric/Annie)
3. Determine which Civil War diaries in *Military, Civil War Diaries* section of above list are New York based (Eric/Annie)
4. Send Annie content from [non-CU website inventory](#) in Excel format (Stephen)
5. Review non-CU website inventory (Annie)
  - a) Assign thematic group(s)
  - b) Comment
  - c) Post results to the wiki
6. Create email alias for group (Stephen)
7. Look at sites using map rectification such as [NYPL's Map Rectifier](#) and geo-encoding projects (Annie)
8. Create use cases for DNYC (Annie)
9. Invite Jeremiah Trinidad-Christensen, GIS/Map Librarian, to meeting on May 17 (Stephen)

#### **2010 April 19 - Meeting Notes**

Meeting: Robbie Blitz, Stephen Davis, Eric Wakin

- Post list of potential digitization manuscripts (Eric)
- Post list of potential digitization maps (Eric)
- Post additional digitization possibilities on NYC from RBML after speaking with Jane (Eric)
- Prepare scanning cue after reviewing possibilities (all)
- Mock up 1 category page (TBD after Annie on board)
- Determine launch date by end of summer (all)
- Design workplan for Annie Rudd and review before 3 May (all)

meeting notes and to dos june

## 1 Comment



Eric Wakin

moved to Meeting Minutes section