

Digital Commonwealth Board of Directors Meeting
Tuesday July 17, 2018 - 10:00 AM
Massachusetts Library System
225 Cedar Hill St #229
Marlborough, MA

Present: Sadie Roosa (presiding), Kristen Slater (past-president), Alan Karass (president-elect), Glynda Benham (conference and membership manager), Tegan Kehoe (treasurer), Jodi Goodman, Danielle Sangalang, Rebecca Morin (secretary)

Virtual: Gianna Gifford (BPL ex-officio), Julia Howington, Kate Boylan, Eben English, Linda Redding (MSLA ex-officio)

Absent: Sarah (MLS ex-officio), Jennifer Hanson

- I. **Call to order:** Sadie @ 10:03am

- II. **Approval of June meeting minutes**
 - A. Moved: Tegan
 - B. Second: Alan
 - C. Approve: Unanimous

- III. **President's Report:** Sadie
 - A. Some Digital Commonwealth goals:
 1. Start a designated membership committee - to reach out to current members, to get more participation in committees, to reach out to new potential members
 2. Updating the website (see VII)
 - B. Introductions:
 1. All virtual attendees introduced themselves.
 2. All in-person attendees introduced themselves.
 3. Overview of how meetings are conducted
 4. Looking at bringing committee chairs and co-chairs to an upcoming board meeting
 5. Upcoming meetings:
 - a) Most at MLS Marlborough
 - b) Increase zoom meetings
 - c) Have at least 1 at BPL
 - d) *Approved Schedule of Meetings:*

- (1) July 17, 2018 - MLS in Marlborough
- (2) August 21, 2018 - MLS in Marlborough
- (3) September 18, 2018 - Virtual meeting on Zoom
- (4) October 16, 2018 - BPL in Boston
- (5) November 20, 2018 - MLS in Marlborough
- (6) December 18, 2018 - Virtual meeting on Zoom
- (7) January 15, 2019 - MLS in Marlborough
- (8) February 19, 2019 - Virtual meeting on Zoom
- (9) March 19, 2019 - BPL in Boston
- (10) April 23, 2019 - MLS in Marlborough
- (11) May 21, 2019 - Virtual meeting on Zoom
- (12) June 18, 2019 - MLS in Marlborough
- (13) FY2020 July 16, 2019 - MLS in Marlborough

C. DPLA membership update:

1. Hubs to pay \$10,000/year annual
2. Digital Commonwealth joined as a paying member
 - a) MLS donated \$10,000 to be used over 2 years to assist with paying membership fee (\$5,000/year)
 - (1) We only need \$5,000 for the first 2 years out of our budget to pay (\$10,000 for 2 years)
 - b) We are paying for September 2018-August 2019
 - c) Sadie sent a copy of the membership agreement & membership contract/agreement to the board via email on 7/11/18 - 3 pages
 - (1) Kristin: Pointed out that in the contract there is a statement that says membership for DPLA will not increase for 3 years.
 - (2) Before year 3 we can try to apply for LSTA funds incase the fee increases.
 - d) **Next steps:** Sadie will fill out the membership application, get appropriate signatures, and send off to DPLA.
3. How do we want to be represented on network council? Every hub gets one member.
 - a) We will need a budget line for travel expenses for this person to attend meeting(s).
 - b) Who do we want to represent us to DPLA - Sadie would rather not, she wants to focus on growing DC.

- c) This person needs to be a liaison between our members and DPLA. Most meetings will probably be virtual. Then probably one in-person meeting.
 - d) Kristin- Could go under duty of vice-president.
 - e) Alan had no objections.
4. Services provided by DPLA for members:
- a) Regular ingest 3-6 times a year
 - b) Member analytics dashboard
 - c) Participation in member work groups and task forces
 - d) Hub network members meeting for up to 2 people to attend for free
 - e) DPLA wiki to share resources with other hubs
 - f) Training & on-boarding
 - g) Package to create local DPLA feed
 - h) Electing rights to various positions
- D. Other Updates:
- 1. Phase II of increased membership fee (second round of increases) has gone into effect. Response has been pretty good, aside from some members who may not have read the entire initial email in regards to there being a second round of increases.
 - 2. We have joined DPLA as a "paying member" (see below in new business)

IV. Financials Update: Tegan

- A. Tegan sent out packet via email on 7/16/18 - 8 pages
- B. The DC Statement of Activity June 1-July 1 shows total revenue of \$2,350.00 and expenditures of \$1,885.31, for a net revenue of \$464.69. The DC Statement of Activity July 1, 2017-July 1, 2018 shows total revenue of \$46,460.00 and total expenditures of \$36,217.18, for a net revenue of \$10,242.82. The DC Statement of Financial Position a/o July 1, 2018 shows total assets of \$66,184.97. The DC Budget vs. Actuals July 2017-June 2018 shows an actual total revenue of \$46,460.00 vs. a budget of \$52,746.00, indicating that the actual total revenue is 88.08% of the budget. The report also shows actual total expenditures of \$35,892.18 vs. a budget of \$44,928.16, indicating that the total expenditures are 79.89% of the budget. The actual net revenue reported is \$10,567.82 vs. a budget of \$7,817.84, indicating that the net revenue is 135.18% of the budget, putting DC \$2,749.98 over the budgeted revenue.
- C. As we are at the beginning of a new fiscal year, the proposed budget was also included. The projected carryover assets are \$52,534.00, and a total

budgeted revenue of \$83,884.00. Total budgeted expenses are \$51,452.45. This leaves a budgeted ending net assets of \$84,965.55.

- D. Conference made a profit. This is not a goal, but nice to have the extra for a year when we do not break even on conference expenses. The payment for DPLA membership is included in the budget. Membership fees are still coming in and make up a large portion of our budget.
- E. In conversations with previous treasurers there were things that were “flagged for the future”. The future is now, so we should address these:
 - 1. Committee budgets need to be more formal with a guideline for creating individual budgets. This is more to empower committees to spend, rather than expanding control.
 - 2. Investing part of budget for long term financial stability
 - a) Have a finance committee? This would be useful if we move to invest any money.
 - b) Alan: FLO does some investing - CDs (low risk, short-term, 1.8% interest, money is accessible)
 - (1) **Next steps:** Alan will do some fact-finding at Citizens bank on Thursday and report back to the board with findings at September meeting.
 - c) Kristin: SAILS uses an investment team as well.
- F. Sadie: We have an entirely new executive team who needs access to the bank accounts. We need to remove the following names from the account: Anthony Vaver, Jean Maguire, and Elizabeth Thomsen. We need to grant access to the following people: Alan Karass, Sadie Roosa, and Tegan Kehoe.
 - 1. Motion: Kristin
 - 2. Second: Rebecca
 - 3. Approve: Unanimous

V. **Membership Update:** Glynda & Tegan

- A. Glynda emailed documents to the board on 7/15/18 - 9 page handout
- B. Per the report, there are 171 current members, 20 past due members, 13 pending members, and 18 lapsed members. In July 2017 DC had 147 members, in July 2016 DC had 158 members, and in July 2015 DC had 97 members.
- C. Glynda has been following up with lapsed members by making phone calls.
- D. Wild Apricot aging receivables report - 3 pages
 - 1. \$7,000 due in membership fees
 - 2. Glynda will go in and clean up items that have aged over 90 days.

VI. **BPL Update:** Gianna

A. Sadie emailed Gianna's report on 7/16/18:

Digital Services Report

Applications received

1. Wayland Public Library
2. Concord Free Public Library
3. Salem High School
4. Mansfield Public Library
5. Boston Latin School
6. Malden Public Library
7. Malden Catholic High School

Site Visits Completed

1. Malden Catholic High School
2. Boston Latin School

Internet Archive Collections Completed

1. Falmouth PL
2. Mass College of Art
3. JP Historical
4. Lynnfield Public Library
5. North Andover Historical
6. Franklin High School
7. Gloucester Lyceum

Repository and Portal Report

Collections added to Portal

Hosted:

- Boston Public Library - American Civil War 20th Massachusetts Regiment (Collection of Distinction) (1 item)*
- Boston Public Library - Book of Common Prayer (Collection of Distinction) (1 item)
- Boston Public Library - Carte de Visite Collection (21 items)*
- Boston Public Library - Colonial and Revolutionary America (4 items)*
- Boston Public Library - Colonial and Revolutionary Boston (Collection of Distinction) (5 items)*

- Boston Public Library - Early, Rare, and Exceptional Items from Special Collections, Rare Books (9 items)*
- Boston Public Library - Incunabula (Collection of Distinction) (5 items)*
- Boston Public Library - John Sullivan Dwight correspondence regarding Brook Farm, 1840-1848 (32 items)
- Boston Public Library - Medieval and Early Renaissance Manuscripts (Collection of Distinction) (17 items)*
- Boston Public Library - Paintings and Fine Arts Collection at the Boston Public Library (1 item)*
- Boston Public Library - Spanish and Portuguese Literature (Collection of Distinction) (1 item)*
- Needham Free Public Library - Needham Historical House Collection (3,583 items)*

* items ingested into existing collection

Harvested:

- Historic New England (139 collections, 54,104 records)

Repository and Portal Development

- Ongoing work to support the IIIF Content Search API for full-text materials.

Other Mentions

- We have found a qualified candidate and are moving forward with the hiring process for the Digital Repository Developer position. Currently awaiting approval from City Hall to make an official offer.

VII. **Committee Reports**

A. Membership Committee Report: Sadie

1. Kristin - Sent emails of people interested in joining committee to Gianna.
2. In need of a chair for the committee. It doesn't have to be a board member. The person also does not have to be a member of DC.
 - a) Alison a possibility? She wanted to be on the board, but is not a DC member. This might be a good alternative for her.
 - b) **Next steps:** Sadie will contact Alison about this.

B. Conference Committee Report: Kristin

1. Conference scheduled - April 9th @ Holy Cross
2. Title: "Responsibilities in the Digital Age"
3. Will work hard to get more vendors

- a) Wheaton College will have a 3D exhibit
4. Honorarium - heated debate to determine compensation for keynote speaker. Alan put together spreadsheet of what other similar organizations pay for their keynote speakers. He noted that most pay significantly less than DC.

C. Outreach and Education Committee Report: Jodi

1. It was agreed by Committee members that a train-the-trainer model for volunteer instructors is not sustainable. Trisha and Jodi had contacted Jim McGrath, PhD, a post-doc fellow in Digital Humanities at Brown about teaching an Omeka workshop, and also spoke with him more broadly about related workshops he could provide (tools- those identified at the Annual Conference + others). Trisha and Jodi will follow up with him to discuss options and fees (he requested time to review his files). Committee conversation also addressed other means of getting members talking to each other -- coffee klatches, member presentations of Omeka projects, lectures. Tony Vaver and Robert Allison (at Suffolk) were noted as possible speakers of interest. Another suggestion was to invite members to write blog posts about their use of Omeka or collections. Michelle LeBlanc, Director of Education at the Leventhal Map and Education Center will be leading a workshop, *Collections in the Classroom*, on Thu, Sep 27 - 10:30-12:00 pm (7-20 max, at BPL) aimed at providing an overview to members on outreach to teachers and schools.

D. Repository Committee Report:

1. None

VIII. **New Business:**

A. Proposed website updates and revisions: Glynda & Eben

1. Glynda sent the board a powerpoint via email on 7/13/18 (9 slides)
2. Glynda: Confusing that there are essentially 2 websites living together (BPL (collections) and Wild Apricot)
3. Slide 6 - proposed new Wild Apricot site structure
4. Slide 7 - proposed plan of action
 - a) Glynda: (2 page handout) Not a lot of traffic going to Wild Apricot site. Site usage for June 2017-May 2018: WA 1455 total clicks, BPL (collections) 2,317,369 total clicks
 - b) Sadie: This is to be expected, and is what we want, as people from all over the country are accessing our collections

whereas only members, or potential members, will be visiting and clicking on the WA site.

5. Slide 8 - Mock up of new WA site
 - a) Glynda: added in new banner headings and changed the color of the banner from grey (on BPL site) to light blue.
 - b) Discussion on the logo:
 - c) Font for “membership & programming” needs to be the same as the “Massachusetts Collections Online” font on the BPL site.
 - d) We need to figure out what font this is. Glynda has been asking previous board members via email for more information.
 - e) Jodie: Is the “membership & programming” part redundant in that “membership & partner network” is again stated on the “homepage” for the WA site?
 - f) Eben & Glynda: the “membership & programming” piece in the banner is a part of the logo that comes under the Digital Commonwealth text with the rainbow state.
6. Slide 9 - another option would be to have the WA site look completely different from the BPL collections site. There are other available templates in WA.
 - a) Jodie: We should keep the 2 sites cohesive as a whole
7. Comments/conversation on proposal:
 - a) Jodie: Color is very appealing. We can try different colors between the 2 sites on the ribbon on top.
 - b) Rebecca: The color change should be more distinct. For instance if BPL is grey, WA should change to green.
 - c) Jodie: Where will lesson plans go? This is a very important part of the site as a whole. We put a lot of work into developing these and they are important to our users.
 - d) BPL side seems a better fit
 - e) Eben: Sites have 2 different audiences, so need to be differentiated
 - f) Rebecca: Have membership page (WA) open in a new tab, or new window when clicked.
 - g) Sadie: Need to add DPLA page, or more information about DPLA membership. Possibly under membership/about DC?

- h) Kristin: Where will resources go that we create? (ex: lesson plans, workshop materials, resources generated from conferences etc.)
- i) Rebecca: we should be cautious about content overload on site, and by repeating information that can be found elsewhere.
- j) Sadie: Should we have a website task force? In addition to working through these changes, we will need to assist Glynda with updating and creating content for pages on WA site.
- k) **Next steps**: Sadie will put out email to board about interest. Potential to have meetings begin next month.

B. Have you all thought about a possible board retreat?: Glynda

1. Alan - Have this meeting place rotate each year; invite members of DC so that board can meet members and address their needs.
 2. Sadie - we need to expand what we are doing, create new goals, better serve our membership, create new membership opportunities
 3. We need a day to hunker down and brainstorm/work on initiatives.
 4. Kristin: What about outreach to affiliated members (ex: libraries who belong to SAILS are DC members because they are a part of SAILS and SAILS is a member of DC)? How can we get them more involved? Are they aware of what they are entitled to (DC benefits) through their membership with SAILS?
 5. **Next steps**: Sadie will put talk about board retreat on next meeting agenda
- C. Jodi: We need to have better communication between conference committee and outreach committee. How do we solve this?
- D. Alan - need to get more things on the calendar
- E. Kristin - Software for calendar populating - plymouth rocket
1. Glynda: Wild Apricot has a calendar to use

IX. Adjourn

- A. Motion: Sadie
- B. Moved: Kristin
- C. Meeting adjourned at 12:03pm

Upcoming Meeting: Tuesday August 21, 2018 @ 10:00am - MLS in Marlborough