

Digital Commonwealth Board of Directors Meeting
Tuesday September 18, 2018 - 10:00 AM
Virtual meeting through Zoom

Present: Sadie Roosa (presiding), Alan Karass (president-elect), Tegan Kehoe (treasurer), Jodi Goodman, Danielle Sangalang, Rebecca Morin (secretary), Jennifer Hanson, Julia Howington, Kate Boylan, Rob Favini (MBLC), Kristen Slater (past-president), Gianna Gifford (BPL ex-officio)

Absent: Sarah (MLS ex-officio), Glynda Benham (conference and membership manager), Linda Redding (MSLA ex-officio)

I. Call to order: Sadie @ 10:05am

II. Approval of August meeting minutes

- a. Moved: Alan
- b. Second: Kristin
- c. Approve: Unanimous

III. President's Report: Sadie

- a. None

IV. Financials Update: Tegan

- a. The DC Statement of Activity for August 2018 shows total revenue of \$6,220.00 and expenditures of \$1,766.77, for a net revenue of \$4,453.23. The DC Statement of Financial Position a/o August 31, 2018 shows total assets of \$68,288.61. The DC Budget vs. Actuals July-August 2018 shows an actual total revenue of \$16,075.00 vs. a budget of \$13,980.68 indicating that the actual total revenue is 114.98% of the budget. The report also shows actual total expenditures of \$13,771.91 vs. a budget of \$8,575.42, indicating that the total expenditures are 160.60% of the budget. The actual net revenue reported is \$2,303.09 vs. a budget of

\$5,405.26, indicating that the net revenue is 42.61% of the budget, putting DC \$-3,102.17 over the budgeted revenue.

- b. Our financial statements right now are as expected. We're still feeling a bump in revenue from memberships coming due around the start of the fiscal year. In the past month, our net revenue has started to balance out after the big expense of DPLA membership in July. The year-to-date statement of activity as of August 31 shows a net revenue of \$4,453. Our total assets as of August 31 are \$68,288.61.
- c. Tegan is getting more information about Certificates of Deposit for business from Citizen's Bank.
- d. [Budgets for committees](#)
 - i. Have next fiscal year be the start for this model, use this year as a training year.
 - ii. **Next steps:** Revisit this at the next meeting after we all have time to think about things and go over the spreadsheet.
- e. Nice to have money to buy swag
 - i. Unique swag
 - 1. Stickers, buttons, water bottles
 - 2. Alan has water bottle samples. Check with Glynda to assist with finding interesting swag

V. Membership Update: Tegan

- a. Glynda emailed documents to the board on September 15th.
- b. Per the report, there are 175 current members, 19 past due members, 18 pending members, and 14 lapsed members. In September 2017, DC had 171 members; September 2016, DC had 148 members; September 2015, DC had 142 members.
- c. Membership is in good shape. We do have 19 members past due, 18 pending, and 14 lapsed, but the bulk of those past due are recent. The aging receivables chart shows that the money that's less than 30 days overdue is more than the rest of the overdue fees combined. That's a good place to be, because these members are likely to just be slow in paying.
- d. Aging receivables chart: A/o 09-15-2018
 - i. 0-30 days: \$2,925.00

- ii. 31-60 days: \$700.00
- iii. 60-90 days: \$725.00
- iv. Over 90 days: \$225.00

VI. BPL Update: Gianna

- a. Sadie emailed the report on September 14th

Digital Services Report

August 22, 2018-September 18, 2018

Applications received

1. UMASS Amherst
2. Dighton Public Library
3. SAILS (Reharvest)
4. Lincoln PL
5. Phillips Library at Peabody Essex Museum

Site Visits Completed

1. Phillips Library at Peabody Essex Museum

Internet Archive Collections Completed

1. Asian American Civic Association

Repository and Portal Report

Collections added to Portal

Hosted:

- Atwood House Museum of the Chatham Historical Society - Nautical Chart Collection of the Chatham Historical Society (39 items)*
- Boston Public Library - Celia Thaxter correspondence with Annie Fields, 1869-1893 (289 items)
- Canton Public Library - Canton Historical Commission Photos of Canton (170 items)
- Harvard Law School Library - Sacco-Vanzetti Collections - Harvard Law School Library (80 items)*
- Lawrence Public Library - Engineering Department. City Sewers (724 items)
- Malden Public Library - Local History Digital Collection (2 items)
- South Hadley Public Library - Canal Park Committee Collection (295 items)
- South Hadley Public Library - Scott Family Photographs (86 items)

* items ingested into existing collection

Harvested:

- New England Historic Genealogical Society - 6 collections, 469 items

Other Mentions

- The leading candidate for the Digital Repository Developer position has accepted the job offer. His start date will most likely be December 1.

VII. Committee Reports

a. Membership Committee Report: Alan

- i. Jean would not like to chair the committee, suggested Nancy Haywood, Alan contacted her. She will be considering it and will let Alan know. If she says no, Alan will volunteer to chair for now to get the ball rolling.

b. Conference Committee Report: Kristin

- i. Keynote: Carla Hayden possibility
 1. If Carla can't come, a senior Library of Congress person will be suggested
 2. Have also considered Peter Hirtle and copyright
- ii. "Ask a copyright lawyer" breakout session
 1. CopyrightX through Harvard taught by law fellows. Maybe a fellow might be interested in presenting.
 2. Sadie can ask her contact.
- iii. Have received 2 proposals for presentations
 1. NEDCC
 - a. Digital preservation training project
 2. Olga Umansky @ Boston Psychoanalytic Society and Institute
 - a. Handling collections with sensitive materials
- iv. Andover high school project breakout session
- v. Looking for something more exciting for exhibit/vendor space
 1. Send along any ideas for vendors to Glynda and a contact name if you have it.

2. Do we want vendors who are offering services that DC is not currently offering?
 - a. Digitizing microfilm - Jodi
 - b. Conservation - Danielle
- vi. Working on mission statement for website task force
- vii. Eben to do a lunchtime update
 1. Update on plug in for digitizing newspapers
- viii. Honorarium
 1. Alan did a great survey
 2. When we invite someone, we might not mention the honorarium unless the person asks, then ask them how much they might request.
 3. Will still serve them lunch, and comp their mileage expense
 4. Free registration for breakout speakers as well
- ix. Will talk to Holy Cross about signage
- c. Outreach and Education Committee Report: Jodi
 - i. Kate @ Wheaton - Can host Omeka workshop at Wheaton as long as DC provides honorarium
 - ii. "Collections in the classroom" - Full, and has a waitlist
 1. Seed of an opportunity
 2. How do we make these collections relevant? How do we develop lesson plans?
 - iii. Brian Sheehy @ Mass Humanities contacted committee with a question
 1. Volunteered to present at the conference on building lesson plans and online resources for teachers
 - iv. Can DC get ability to give professional development credits?
 - v. Guest blog posts
 1. Wilbraham Public Library submitted
 - vi. Will reach out to SHRAB's Roving Archivist to make that connection.
- d. Repository Committee Report:
 - i. None

VIII. DPLA Network Council Update - Alan

- a. Council meeting next week
- b. John Caplan from DPLA will be coming to our retreat to talk about strategic planning process

Inserted: Meeting minutes:

September 25, 2018

1:30-3:00 (Eastern)

- Round robin intros from [Network Council representatives](#) [1:30-1:35]
 - Kenning Arlitsch (Big Sky Country Digital Network); Adrian Turner and Brian Tingle (California Digital Library); Alan Karass (Digital Commonwealth); Nicole Lawrence (Digital Library of Georgia); Mark Baggett (Digital Library of Tennessee); Paul Kelly (District Digital); John Bracken, Michael Della Bitta, and Gretchen Gueguen (Digital Public Library of America); Sandra Fritz (Illinois Hub); Rick Adler (Michigan Service Hub); Jolie Graybill and Molly Huber (Minnesota Digital Library); Stefanie Ramsay and Leanne Finnigan (PA Digital); Leigh Jeremias and Amy Hitchner (Plains to Peaks Collective); Ann Hanlon (Recollection Wisconsin); Martin Kalfatovic (Smithsonian Institution); Sunshine State Digital Network (Keila Zayas-Ruiz)
- DPLA updates [1:35-1:50]
 - What they have been focused on the last year and through the end of the year
 - Funding and sustainability through 2019
 - Follow through on Ebooks- grow and nurture it
 - Grow and nurture hubs network
 - Establishing webinar series and look to grow in the coming year
 - John has been out and meeting with hubs and their communities. Also meeting with COSLA at end of month
 - If there are particular points that you'd like John to make to your state librarian re: work your Hub is doing, DPLA, etc., please message John
 - Questions?
 - DPLA Local update and roll out
 - Introductory phase (pilot)
 - Demo: <http://local-demo.dp.la/>

- Interested in talking with more hubs that are interested in using it - please let them know. Interested in different use cases
 - Strategic Plan update
 - Advisory Council and staff met about it last week
 - There is a sense of participation and ownership from the Councils
 - What role can DPLA in local work
 - Board meeting is next week
- Advisory Council updates [1:50-1:55]
 - Chair elected: Greg Cram (NYPL)
 - Confirmed appointment dates, to align with Network Council Chair/Vice-Chair appointment dates: October - September
 - Strategic plan discussion re: member network participation in developing cultural heritage aggregation; also a discussion of users of DPLA as a resource, and users as a key stakeholder community
 - Working Group discussion: will be posting a set of guidelines/resources for Working Groups, including guidance on cross-communication between Working Groups, Network Council, and Advisory Council
 - Updates from DPLA: a number of opportunities for Hubs to get involved in some services and cross-Hub projects. very preliminary, more to come
- Election results for Network Council Vice-Chair [1:55-2:00]
 - Ann Hanlon has been elected Vice-Chair (October 2018-September 2019); Adrian Turner will be serving as Chair
 - Thanks to Leigh Jeremias for serving as the inaugural Chair for the past year
- [Working Group reports](#) [2:00-2:30]
- [Operating Principles](#) voting [2:30-2:45]
 - **Cast your vote [using this ballot](#) by 10/9**
- [Hub profiles](#) progress report [2:45-2:50]
 - Profiles in progress of being posted to the wiki (information that can be publicly shared). Gretchen has been copying over the information you provided for your Hub, at <https://drive.google.com/drive/folders/1jqpqjZMZ0sfVpvKkGgEyyFv0pFTxQp00>
 - For the short-term (and until we have a more robust solution in place for Hubs to make direct updates on the wiki): let Gretchen know if you have changes or modifications to your Hub's profile
- Announcements [2:50-3:00]

- Reminder re: opportunity to participate in DPLA Annual Member Network Meeting Planning Committee -- we're looking for 2-3 more volunteers. Emphasis on planning the program and agenda, not logistics. Please contact Gretchen
- Upcoming [DPLA webinars](#): "Grantseeking for digital libraries" (9/27, 2:00 Eastern) and "Easier metadata aggregation with the Michigan Service Hub's Combine" (12/5, 3:00 Eastern)
- Informal meetup at [DLF Forum 2018](#)? If you or staff from your Hub are attending and would be interested in an informal meetup, please indicate this on the AllHubs list (allhubs@dp.la)
- Other announcements from Hubs
 - Michigan Hub has made updates to Combine -- <https://github.com/WSULib/combine> . Interested in feedback and testing of the platform
- Upcoming Network Council meetings -- we'll be in touch on scheduling and getting your input on agenda items

IX. New Business

- a. Board retreat
 - i. Date: Tuesday, November 20th
 - ii. Location
 - 1. Will get three ideas, and we all can vote
 - iii. Food
 - 1. Some people volunteered to bake
 - 2. Have lunch catered or get take out
- b. Website task force update - Jodi
 - i. Still work in progress
- c. 2019 Legislative Day - Alan
 - i. We need a project to report on - please send some recommendations
 - 1. Peabody Essex wants to start working more with Digital Commonwealth to digitize collections
 - ii. List of things we can do differently in 2019
 - 1. Having chocolate
 - 2. Can we be near the BPL?

3. Bring new swag
- iii. Some time in March or April
- iv. Proposals are usually due in December
- v. Look through past BPL monthly reports

X. Other Business

- a. Kristin - Glynda has been hired through Bibliotemps and it is very expensive. Can we hire her directly? We are paying 40% surcharge.
 - i. Yes, we can hire her directly after 1 year with Bibliotemps
- b. Kristin - Mailbox in Newton is still getting mail. Contract is up in a couple of weeks. Kristin will close this mailbox and turn in the keys.

XI. Adjourn

- a. Moved: Kristin
- b. Meeting adjourned at 11:56am.

Upcoming Meeting: October 16, 2018 @ BPL Central Library in Copley Square,
Mezzanine Conference Room 2