

Digital Commonwealth Board of Directors Meeting
Tuesday October 16, 2018 - 10:00 AM
Boston Public Library
Central Library in Copley Square - Mezzanine Conference Room 3
700 Boylston Street Boston, MA 02116

Present: Sadie Roosa (presiding), Tegan Kehoe (treasurer), Danielle Sangalang, Rob Favini (MBLC), Gianna Gifford (BPL ex-officio)

Virtual: Jodi Goodman, Rebecca Morin (secretary), Kate Boylan

Absent: Alan Karass (president-elect), Sarah (MLS ex-officio), Kristen Slater (past-president), Julia Howington, Linda Redding (MSLA ex-officio), Glynda Benham (conference and membership manager), Jennifer Hanson

I. Call to order: Sadie @ 10:04am

II. Approval of September meeting minutes

- a. Moved: Tegan
- b. Second: Gianna
- c. Approve: Unanimous

III. President's Report: Sadie

- a. Board retreat
 - i. Worcester Academy - one of our member locations
 - ii. Will start at 10:00am
 - iii. Commuter rail is an option, we can arrange for someone to make a pick up at the Worcester train station.
 - iv. Morning part will be the part where we make the most decisions- the most important things will be discussed here
 - v. Catered lunch
 1. Note dietary restrictions
 - vi. Board members will bake and bring snacks etc.
 - vii. Sadie will bring coffee
 - viii. Please review the proposed agenda and submit any other ideas to Sadie

IV. Financials Update: Tegan

- a. The DC Statement of Activity for September 2018 shows total revenue of \$8,750.00 and expenditures of \$1,767.07, for a net revenue of \$6,982.93. The DC Statement of Financial Position a/o September 30, 2018 shows total assets of \$75,526.81. The DC Budget vs. Actuals July-September 2018 shows an actual total revenue of \$24,825.00 vs. a budget of \$20,971.02, indicating that the actual total revenue is 118.38% of the

budget. The report also shows actual total expenditures of \$15,553.98 vs. a budget of \$12,863.13, indicating that the total expenditures are 120.92% of the budget. The actual net revenue reported is \$9,271.02 vs. a budget of \$8,107.89, indicating that the net revenue is 114.35% of the budget, putting DC \$1,163.13 over the budgeted revenue.

- b. Investments - Citizens Bank - recommends money market accounts for businesses
 - i. 1.5% APY
 - 1. Need to decide very soon as this is a promotional.
 - 2. Does this rate change or is it locked in forever?
 - a. Tegan- She believes that this is locked in.
 - 3. Can you get higher interest rates?
 - a. Possibly
 - ii. No drawbacks
 - iii. Up to 6 transactions per month
 - iv. Keep most of the money in money market account
 - v. Keep about \$4,000 in savings at any given time
 - vi. Vote to move money into Money Market Account
 - 1. Moved: Gianna
 - 2. Second: Kate
 - 3. Abstain: Rebecca
 - 4. In-favor: Sadie, Tegan, Danielle, Rob, Jodi

V. Membership Update:

- a. Glynda emailed documents to the board on October 13, 2018
- b. Per the report, there are 182 current members, 15 past due members, 13 pending members, and 14 lapsed members. In October 2017, DC had 174 members; October 2016, DC had 165 members; October 2015, DC had 165 members.
- c. Aging receivables chart: A/o 10-13-2018
 - i. 0-30 days: \$2,950.00
 - ii. 31-60 days: \$275.00
 - iii. 60-90 days: \$100.00
 - iv. Over 90 days: \$800.00
 - v. Total: \$4,125.00

VI. BPL Update: Gianna

September 19, 2018-October 16, 2018

Digital Services Report

Applications received

- 1. Bellingham Public Library

2. Somerville High School
3. Mass. DCR
4. City of Boston Archives

Site Visits Completed

1. Harvard Law School
2. Boston Arts Commission

Internet Archive Collections Completed

1. Bedford Public Library
2. Boston Latin School
3. Taft Public Library

Repository and Portal Report

Collections added to Portal

Hosted:

- Boston Public Library - Childe Hassam (1859-1935). Prints and Drawings (97 items)
- Boston Public Library - English Caricature and Political Satire, 18th and 19th Centuries (97 items)*
- Boston Public Library - James Gillray (1756-1815). Prints and Drawings (164 items)
- Boston Public Library - Norman B. Leventhal Map Center Collection (672 items)*
- Boston Public Library - Press Photography from the Brearley Collection (1,138 items)
- Boston Public Library - Thomas Rowlandson (1756-1827). Prints and Drawings (641 items)
- Historical Society of Old Newbury - Historical Society of Old Newbury, Snow Historical Photograph Collection (1,279 items)
- Milford Town Library - Paul E. Curran Historical Collection (200 items)
- Thayer Memorial Library - Lancaster, Massachusetts. History 1643-1879 (4 items)

* items ingested into existing collection

Harvested:

- City of Boston Archives (7 new collections, 1,785 new items)*

* re-harvest

Repository and Portal Development

- None.

Other Mentions

- The preferred candidate for the Digital Repository Developer position unfortunately rescinded their acceptance of the job offer in late September. We are currently seeking to hire an alternate candidate, but have not yet received approval from City of Boston to extend an official offer.

Conversation

- Is this a pattern, or just bad luck?
- Cost of moving?
- Where are we posting these positions?
 - Jodi will talk to her son about recruitment
 - Jodi would like to look at a copy of the position description
 - Sadie will share with the board after the meeting

VII. Committee Reports

- Membership Committee Report: Sadie
 - Alan is absent.
 - Officially formed and scheduled first meeting for 10/29. Alan will be the chair for now.
- Conference Committee Report:
 - Kristin is absent.
- Outreach and Education Committee Report: Jodi
 - Lost one committee member
 - Potentially losing another committee member due to the timing of meetings. The committee will revisit the scheduling of these meetings
 - Social media
 - Someone tweeted about hearing about digital commonwealth on the T
 - What does it cost to post an advertisement of the T?
 - Will look into it
 - Positive feedback about recent workshop
 - Collections in the classroom workshop
 - 21 participants
 - Very well received, people were really engaged, regretted that it wasn't a longer workshop with a more hands-on component
 - Proposed a committee retreat possibility

1. A morning or an afternoon to meet in person to replace their monthly hour-long meeting
- d. Repository Committee Report:
- i. Julia is absent
 - ii. None.

VIII. DPLA Network Council Update - Alan

- o Alan was absent

IX. Other Business

- a. Rob: MBLC preservation specialist has been hired. He will be starting after Thanksgiving.

X. Adjourn

- a. Moved: Gianna
- b. Meeting adjourned at 10:46am.

Upcoming meeting: Board retreat will replace the monthly meeting.

Retreat information:

Location: Worcester Academy: 81 Providence Street Worcester, MA 01604.

Time: 10:00am - 4:00pm

Campus map:

<https://www.worcesteracademy.org/page/contact-us?deptId=19543>