

Digital Commonwealth Board of Directors Meeting
Tuesday January 15, 2019 - 10:00 AM
Massachusetts Library System
225 Cedar Hill St. #229
Marlborough, MA

Present: Alan Karass (president-elect, presiding), Evan Knight (MBLC ex-officio), Julia Howington, Danielle Sangalang, Jodi Goodman (recording minutes), Tegan Kehoe (treasurer), Linda Redding (MSLA ex-officio), Gianna Gifford (BPL ex-officio)

Absent: Sadie Roosa (president), Rebecca Morin (secretary), Kristin Slater (past-president), Sarah (MLS ex-officio), Jennifer Hanson, Kate Boylan

- I. **Call to order:** Alan @ 10:41am
 - A. *NO QUORUM*

- II. **Approval of December meeting minutes**
 - A. Tabled for February meeting

- III. **Financials update:** Tegan
 - A. The DC Statement of Activity for December 2018 shows total revenue of \$2,143.48 and expenditures of \$2,948.83, for a net revenue of \$-805.35. The DC Statement of Financial Position a/o December 31, 2018 shows total assets of \$82,388.10. The DC Budget vs. Actuals July-December, 2018 shows an actual total revenue of \$39,672.56 vs. a budget of \$41,942.04, indicating that the actual total revenue is 94.59% of the budget. The report also shows actual total expenditures of \$25,069.47 vs. a budget of \$25,726.26, indicating that the total expenditures are 97.45% of the budget. The actual net revenue reported is \$14,603.09 vs. a budget of \$16,215.78, indicating that the net revenue is 90.05% of the budget, putting DC \$-1,612.69 over the budgeted revenue.

- IV. **Membership update:** Tegan & Alan
 - A. Per the report, there are 190 current members, 10 past due members, 12 pending members, and 10 lapsed members. In January 2018, DC had 185 members; January 2017, DC had 160 members; January 2016, DC had 169 members; January 2015, DC had 150 members.
 - B. Aging receivables chart: A/o 01-13-2019
 1. 0-30 days: \$2,750.00
 2. 31-60 days: \$575.00
 3. 60-90 days: \$0
 4. Over 90 days: \$725.00

5. Total: \$4,050.00

V. DPLA Network Council Update: Alan

- A. **Brief summary:** DPLA just received (1/15) - \$1.5 M grant from the Sloan Foundation to support John Bracken's goal to keep doors open; the December Council meeting was heated.

VI. Boston Public Library update: Gianna

December 18, 2018 - January 15, 2019

Digital Services Report

Applications received

1. North Adams Public Library
2. Westfield State University
3. Mass. Department of Conservation of Resources
4. Milford Town Library
5. Framingham State University
6. Historical Society of Old Yarmouth
7. Wilbraham PL

Site visits completed

1. Eastham Historical

Bound Material Collections added to Internet Archive

1. Memorial Hall Library
2. Boys and Girls Club of Fall River

Repository and Portal Report

Collections added to Portal

Hosted

- Annisquam Historical Society - Annisquam Historical Society's Collection of Historical Documents (2 items)*
- Boston Public Library - Early, Rare, and Exceptional Items from Special Collections, Rare Books (1 item)*

- Boston Public Library - Medieval and Early Renaissance Manuscripts (Collection of Distinction) (9 items)*
- Boston Public Library - Norman B. Leventhal Map Center Collection (762 items)*
- Boston Public Library - Press Photography from the Brearley Collection (474 items)*
- Boston Public Library - Sacco-Vanzetti Defense Committee (Collection of Distinction) (2,127 items)*
- Lincoln Public Library - Isabelle Peirce Collection, 1766-1994, bulk 1840-1920 (170 items)
- Massachusetts Archives - Massachusetts Metropolitan Park Commission, Founders and Commissioners, Photographic Portraits, ca. 1892 to ca. 1907 (15 items)
- Paul S. Russell, MD Museum of Medical History and Innovation at Massachusetts General Hospital - Massachusetts General Hospital World War I Collection (7 items)

* items added to existing collection

Harvested

- SAILS Library Network - 47 new items*
- University of Massachusetts Amherst Libraries - 39 new collections, 21,161 new items*

* re-harvest

Repository and Portal Development

- Ben Barber began work as the new Digital Repository Developer on December 3, 2018. His primary focus for the next month will be on performing much-needed critical upgrades to the repository technical infrastructure, servers, and applications to address security, performance, and other issues.

VII. Committee reports

A. Conference Committee Report: Alan

1. Includes (12) break-out session speakers; exhibitors.

B. Membership Committee Report: Alan

1. BPL tour – in March;

2. Event spaces go within 24 hrs. – how do we manage activity?
3. Legislative Day proposal: collaborate with W.E.B. Dubois Center at UMass Amherst.
4. Committee charges: redefine for Membership and Outreach committees.
5. Outcome: serving our members, membership organization.

C. Outreach and Education Committee Report: Jodi

1. Glynda attended meeting (standing drop-in invitation).
2. Social media: Instagram's growth at 10% in last quarter (followers) continues to outpace that of Twitter and Facebook.
3. Members are reaching out to identified hubs and libraries to gain information re: their engagement with social media.
4. Events:
5. *Your Place in the Local History Hierarchy of Needs* – sold out within the day, waitlist growing; additional program to be offered? T. Vaver open to idea of recording program and hosting on members-only are of website; how to record? Equipment? Tech person? How/when to build out site? [premature].
6. *Grants Available from the State Historical Records Advisory Board (SHRAB)* Sarah-Jane Poindexter – roving archivist, SHRAB – [seeking new date]
7. *Collections in the Classroom* – Michele LeBlanc, Leventhal Map Center (BPL) – May 2019 – possible Canton – tbd.
8. *Omeka or other?* – Jim McGrath at Brown; Andrew to follow up with him after furlough.
9. Glynda made a request that the Outreach and Education Committee prepare a brief .ppt presentation (few slides) at the Annual Conference – lunch (all committees being asked).
10. Glynda made a request that the Outreach and Education Committee introduce/lead? Field trips (W.E.B. Dubois collection – UMass Amherst; AAS); staffing those events likely exceeds the commitment committee members can make.

D. Repository Committee Report: Julia

1. No Report

VIII. Other business

- A. Alan: re: Glynda placing orders: swag; bookmarks.
- B. Alan: mentioned upcoming need for Nominating task force.
- C. Evan: "What will collections look like in 15 yrs. from now?"
 - 1. Seeks to: demystify nuts and bolts; use digital collections in the classroom; learn more about Archives software [how used, beneficial?]. Considerations of space.

IX. Adjourn

- A. Moved: Alan
- B. Meeting adjourned @ 12:02pm

Upcoming meeting: Tuesday January 15, 2018 @ 10:00am - Massachusetts Library System, 225 Cedar Hill St #229, Marlborough, MA