Digital Commonwealth Board of Directors meeting
Tuesday, March 19, 2018 - 10:00am
Boston Public Library, Copley Square, Boston, MA

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

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

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

II. **Approval of February meeting minutes**
   A. Moved: Alan
   B. Second: Danielle
   C. Approve: ALL

III. **Financials update:** Tegan
   A. The DC Statement of Activity for February 2019 shows total revenue of $12,242.28 and expenditures of $2,851.48, for a net revenue of $9,390.80. The DC Statement of Financial Position a/o February 28, 2019 shows total assets of $90,627.68. The DC Budget vs. Actuals July 2018-February 2019, shows an actual total revenue of $55,518.00 vs. a budget of $55,922.72, indicating that the actual total revenue is 99.28% of the budget. The report also shows actual total expenditures of $32,407.35 vs. a budget of $34,301.68, indicating that the total expenditures are 94.48% of the budget. The actual net revenue reported is $23,110.65 vs. a budget of $21,621.04, indicating that the net revenue is 106.89% of the budget, putting DC $1,489.61 over the budgeted revenue.
   B. Nothing out of the ordinary in our finances, but we're out of the slow season and into conference season. I always run the reports to the last day of the previous month (partly because then it's easy to compare year to year, and partly because that's the way my predecessor did it). As of the end of February, we had started to see conference registrations come in, and conference expenses hadn't yet started kicking in. Our net operating revenue, year to date, is $23,110. Our net revenue for January was $9,390 and our total assets are $90,627.
   C. Guidestar -- Evan Knight
      1. Evan sent out a draft of the Guidestar
         a) Rebecca already sent comments
      2. Alan noted that we should use the Membership survey to measure

a) Officers will review
3. Tegan noted that it brings up the fact that we have a good grasp on our operational goals, but we're still fleshing out our mission goals
4. Alan thinks this could be a good thing to add to our articulation of benefits of membership
5. Jodi noted that the Outreach and Education charge needs to get updated to further differentiate them from Members

IV. **Membership update:** Tegan
   A. Per the report, there are 194 current members, 6 past due members, 17 pending members, and 9 lapsed members. In March 2018, DC had 173 members; March 2017, DC had 167 members; March 2016, DC had 176 members; March 2015, DC had 156 members.
   B. Aging receivables chart: A/o 03-16-2019
      1. 0-30 days: $4,000.00
      2. 31-60 days: $1,570.00
      3. 60-90 days: $850.00
      4. Over 90 days: $625.00
      5. Total: $7,045.00
   C. Membership is in good shape – we have 194 member institutions, which is tied for our all-time high. That's not a statically significant increase over the average we've been hovering around, but it's still good. We're getting a boost from the Getting Started workshops. Past-due memberships are also in reasonable shape – the majority of institutions, and the majority of the membership fees, that are past due are less than a month overdue, which means it's likely they're planning to renew and they're just delayed.
   D. Glynda provided a list of new and probable new members from the Getting Started event
   E. Glynda noted that some people are able to still renew at the old level of membership, even though we've updated all of those. ****** I want do something about this!!!!!
   F. WA charging (starting Nov) for anyone using outside payment systems (like Paypal which we use). Glynda will suggest a plan after conference.
   G. Network organizations -- Glynda Benham
      1. Glynda provided a report for this.
      2. Julia asked what the budgets of the Group Sponsoring Organizations. Does it compare to the over $2 million that the institutional members who are also at $750.
      3. Evan asked is there is a proposal or if it's just information for now. Glynda's just providing the information. Alan noted that we could either grandfather the existing members, or phase it in over 5 to 8 years.
      4. Tegan thinks this dovetails with the discussion around values of membership.

5. Jodi says that we give programming away for free since everyone can sign up to these events with limited seats. Maybe they should only be for members. Jodi proposed that with the group sponsoring organization, they wouldn't get first dibs.
6. Evan noted that the library networks are their own thing, as resource sharing. It would be inappropriate for the networks to act as resource sharing discount rates. Evan thinks that we should move forward with working with them as partners. Something like "you get 3 membership spots for this thing," and they can choose who of their constituents to offer it to.
7. Alan would like to have the membership committee to do some outreach to these organizations.
8. We noted that there are many openings at these places
9. Tegan asked if we might want to make sure we have at least someone from one of the Networks on the board. Maybe not an ex officio seat, but to do it slightly apart from regular board nominations.
10. Evan knows someone who meets with leaders of the networks on a quarterly basis, this might help with us.
11. Alan recommended a Board Working Group to provide recommendations on this

V. Boston Public Library update: Gianna

February 20, 2019-March 19, 2019

Digital Services Report

Applications received
1. Massachusetts college of Liberal Arts
2. Silver Lake Regional High
3. Greater Lawrence Technical High
4. Cahoon Museum of American Art
5. Marlborough PL
6. Phillips Academy
7. Belmont PL
8. Millicent Library

Site visits completed
1. Boston Latin School

Bound Material Collections added to Internet Archive

1. Dighton PL
2. Emmanuel College
3. City of Boston Archives
4. Bellingham PL

Repository and Portal Report

Collections added to Portal

Hosted
- Boston Public Library - American Artists (23 items)*
- Boston Public Library - Frank W. Benson (1862-1951). Prints and Drawings (677 items)
- Boston Public Library - Joseph Pennell (1857-1926). Prints and Drawings (529 items)
- Harvard Forest Archives - The Harvard Forest Map Collection (648 items)
- Holyoke Community College - Frank N. Fowler Postcard Collection (24 items)

* items added to existing collection

Harvested

- Wheaton College - Marion B. Gebbie Archives Image Collection (1,230 items)

Repository and Portal Development

- Major infrastructure upgrade of repository application dependencies to improve application performance and security:
  - Ubuntu 14.04 -> 16.04
  - Fedora 3.6 -> 3.8.1
  - Solr 4.10 -> 7.6
  - Rails 4.2 -> 5.2
- Repository Development Updates -- Eben and Ben
  - Eben and Ben have spent the last month on updating infrastructure to pay down technical debt that's accrued over the past few years of being understaffed.
  - Now they are starting to be able to turn attention to new features.

- ○ Ben comes from the start up world - so little library experience, but he's diving into that world now and learning quickly.
- ○ Eben wants to use the conference to gain steam for restarting the Repository committee
- ○ Tegan brought up the desire to do an accessibility audit. Ben and Eben saw a presentation about this at Code4Lib, and it's one of the things they want to focus on as they start doing active development.
- ○ Jodi asked about the Newspaper works. Eben said he'll give an update on the Newspaper grant to build a newspaper interface, and that the digital services team are willing to provide guidance on digitizing newspapers. Jake noted that about 95% of the work around digitizing newspapers is still up in the air.

Other Mentions

- Eben English presented "Adventures in Linked Data: Mapping MODS to RDF" at the Code4Lib NE meeting at Smith College on March 15, 2019 (slides).

VI. **DPLA Network Council Update:** Alan Karass
    A. Alan attended a Network Council call this month. He sent around the slides and the minutes. It was still a very contentious meeting. Many people think DPLA is spreading itself too thin and want to make sure the cultural heritage work continues. They want to discuss this further at HubsDay. Alan asked everyone to send him their comments, if they want him to bring them up.
    B. Evan noted that this is a significant cost to this organization.

VII. **Committee reports**
    A. *Conference Committee Report:* Glynda Benham
        1. 135 registrants for now
        2. Speaker agreements executed.
        3. All documentation completed
        4. 4 paid exhibitors, 1 paid sponsor, so far.
        5. Some speakers are doing demos and exhibits
        6. In the black by ~$3,000

    B. *Membership Committee Report:* Alan
        1. Approval of Membership Committee Charge
        2. Add a bullet point- develop and maintain membership benefit messaging.
        3. Is this reasonable? Is it too much? How does it overlap with Outreach and Education Committee's charge?
        4. Sadie suggested tabling approval until we can compare Membership charge and Outreach and Education Committee

charge side by side, make changes and approve them at the same time, so there is more clarity in each committee's responsibility.

5. Articulating the value of membership to existing and potential members
    a) We talked about this a bunch before

C. *Outreach and Education Committee Report:* Jodi
    1. Committee member news:
        a) call for co-chair succession (Jul 1 2019 - Jun 30 2020);
        b) seeking to recruit additional committee members; DC committees plan to make brief presentation at Annual Conference;
    2. Social media:
        a) Facebook 'pages to watch':
            (1) #1 DPLA, #2 *Worcester Public Library; #3* Providence Public Library; #4 *Digital District*; #5 *Digital Library of Georgia*; #6 Digital Commonwealth;
        b) Committee has reached out to identified institutions to learn more about their social media programs.
    3. Event schedule:
        a) *The Local History Hierarchy of Needs*, T. Vaver (Westborough Public Library), Mar 7 (to be taped by videographer and hosted on DC site; Jun 6.
        b) *Grants Available from the State Historical Records Advisory Board*, S. Poindexter (MA-SHRAB), date to be reassigned for May? Program.
        c) *Collections in the Classroom,* M. LeBlanc (Leventhal Map & Education Center), May 1.
    4. Event development (proposed):
        a) Digital Storytelling (iteration or other), Jim McGrath (Brown University), investigating topical training opportunity/ies, to explore possibility of taping/hosting content on DC site.
    5. Marketing:
        a) Committee has investigated marketing opportunities for MBTA ad campaign (transit bus interior cards, interior commuter rail cards) -- package/s, cost/s, preparation.

D. *Repository Committee Report:*
    1. None

VIII.   Other business
A. Board Only space on WA -- Sadie Roosa
    1. Contact Glynda if you can't see this Board Member Only section under Governance, when you're signed into the DC Membership website.

B. Legislative Day Update -- Alan Karass
   1. Julia and Alan attended. Alan talked to Kim Ferguson, who was very supportive of all of the library funding. Alan will send a follow- up email. Julia met with Joe Boncore and someone from the Speaker's staff.
   2. Alan said to think about - he and Julia have done this for the past few years. We should think of someone new doing this next year, so there is an element of continuity as Julia and eventually Alan cycle off the board.
   3. Tegan suggested in the future have a person on the board who is the point person for Advocacy, for both Legislative Day and other advocacy concerns.
C. Nominating Committee update -- Tegan, Alan, & Kate
   1. Kate gave a quick report
      a) good intestered based on calls posted (Digital Humanities, Museums, Mass Black Librarians Caucus, Reforma North East, etc.)
      b) 5 interested parties
      c) Alan noted that he's had a hard time contacting Mass Black Librarians Caucus and Reforma North East, getting into communication loops.
      d) Tegan brought up that we seem to be hitting walls when we try to reach out of our existing networks and to think about this all year, not just during nominating committee. Drill down on this more to see what things we can do from our side.

IX. **Adjourn**
   A. Moved: Danielle
   B. Meeting adjourned @ 12:17pm

Upcoming meeting: Tuesday, April 23, 2019 @ 10:00am @ Massachusetts Library System, Marlborough, MA