

Digital Commonwealth Board of Directors meeting
Tuesday, May 21, 2019 - 10:00am
Massachusetts Library System, Marlborough, MA

Present: Sadie Roosa (presiding), Alan Karass (president-elect), Danielle Sangalang, Jodi Goodman, Tegan Kehoe (treasurer), Kate Boylan, Rebecca Morin (secretary), Jennifer Hanson, Glynda Benham (conference manager), Justin Snow (Conference Committee Co-chair), Evan Knight (MBLC ex-officio), Julia Howington

Absent: Kristin Slater (past-president), Sarah (MLS ex-officio), Gianna Gifford (BPL ex-officio), Linda Redding (MSLA ex-officio)

- I. **Call to order:** Sadie @ 10:07am

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

- III. **Financials update:** Tegan
 - A. The DC Statement of Activity for April 2019 shows total revenue of \$6,453.74 and expenditures of \$16,300.44, for a net revenue of \$-9,846.70. The DC Statement of Financial Position a/o April 30, 2019 shows total assets of \$103,402.74. The DC Budget vs. Actuals July 2018-April 2019, shows an actual total revenue of \$74,258.48 vs. a budget of \$69,903.40, indicating that the actual total revenue is 106.23% of the budget. The report also shows actual total expenditures of \$51,911.60 vs. a budget of \$42,877.10, indicating that the total expenditures are 121.07% of the budget. The actual net revenue reported is \$22,346.88 vs. a budget of \$27,026.30, indicating that the net revenue is 82.69% of the budget, putting DC \$-4,679.42 over the budgeted revenue.
 - B. Naturally, we saw both a lot of conference revenue and conference expenses occurred in April. Our net operating revenue, year to date, is \$22,347. Our net revenue for April was \$-9,846 and our total assets are \$103,403. It may look a bit strange to have our net revenue go down but our total assets go up. However, that's because as of the end of last month, we had a good chunk of money in "accounts payable," conference expenses that had been recorded but the payments hadn't gone through yet. Those have been paid since then, so we'll see it balance out in the next month. Looking at fiscal year 2019 as a whole, so far we have both earned more and spent more than we budgeted for. Our expenses so far have been more over budget than our revenue, but we're still financially

healthy. Next year's budget will hopefully have a more accurate projection of our spending and earnings.

- C. Our discussions from last month's meeting are reflected in the new draft of the FY 20 budget. The next step is that we will be sending around the budget and plan of service to the membership for approval. If anyone has questions, concerns, or proposed changes, now's the time. Do we have a time frame for when we're sending them around?
- D. FY20 budget discussions:
 - 1. What is 6850? - Alan
 - a) Basically the membership committee budget. - Tegan
 - 2. 8570 is for advertising expenses to experiment with MBTA as long as we have a plan. -Tegan
 - 3. Where is the budget line for presenting at conferences to represent DC? - Jodi
 - a) 8310 - Tegan
 - 4. Board approval of budget to send to membership for full approval:
 - a) **Moved:** Alan
 - b) **Second:** Danielle
 - c) **Approve:** ALL

IV. Membership update: Glynda

- A. Per the report, there are 192 current members, 10 past due members, 19 pending members, and 6 lapsed members. In May 2018, DC had 163 members; May 2017, DC had 184 members; May 2016, DC had 185 members; May 2015, DC had 165 members.
- B. Aging receivables chart: A/o 05-18-2019
 - 1. 0-30 days: \$3,815.00
 - 2. 31-60 days: \$410.00
 - 3. 60-90 days: \$520.00
 - 4. Over 90 days: \$2,595.00
 - 5. Total: \$7,340.00
- C. Supreme Judicial Court of Massachusetts is interested in putting their things in Digital Commonwealth.

V. Review of Conference Report: Glynda and Justin

- A. The vibe was different this year
- B. 15 speakers this year, with additional vendors, student scholarships--probably around 180 mark for total people in attendance.
- C. 12 exhibitors and demos, 2 paying sponsors
- D. 158 registrants--up by 32 people
 - 1. 6 people from out of state
- E. \$5,000 in net-profit
- F. Website has been updated with speaker presentations, added all exhibitor and sponsor logos to website, archived the 2019 conference webpage
- G. April 7th, 2020 is the next conference

- H. Survey sent out right after the conference--50 percent return rate
 - 1. Everything was highly rated
 - 2. Keynote and luncheon keynote highly rated
 - 3. Hardly any negative or average responses
 - 4. Everyone loved the breakouts, none stand out as negative
 - a) 3D artwork was highly rated, along with rights statements
 - 5. 71 percent excellent for overall rating, 26 percent good
 - 6. People like the Holy Cross location, food, etc.
 - 7. A few specific comments:
 - a) Keynote speakers: A lot of talk about how to contextualize collections living online--we are responsible for what we put online
 - b) We should try to be more mindful of new conference attendees
 - c) Respite room requested as well as lactation room
 - d) Suggestion for outreach and education: hosting informal discussions and meet-ups are desirable. This might be more of a membership committee event.
 - e) 13 people requested interest in joining committees
- I. Comments about Eben's lunch keynote were fairly polarized. People who were negative deliberately missed his point. But, the talk about creating more context is important. Remaining as status-quo is not neutral. How do we ask and answer these types of questions at conferences and at our institutions? - Tegan
- J. Libraries and archives are not apolitical - a conference theme for next year? To follow up on Eben's keynote. Kate also had some input about what is going on at Wheaton with addressing this topic. Kate will send some readings.
- K. Should we have a code of conduct at the DC conference in the future? Another intersection with Mass Humanities.
 - 1. Need to actually enforce things like this
 - 2. Bob Schier @ Holy Cross might have training experience in things like this.
 - 3. Will have a training and a dedicated group of people who will "police" and make reports.

VI. Boston Public Library update: Sadie

April 22, 2019-May 21, 2019

Digital Services Report

Applications received

1. Topsfield Historical

2. Weymouth PL
3. Brimfield PL
4. UMass Lowell
5. South Hadley PL
6. Brookline PL
7. Whately Historical
8. Fort Devens Museum
9. Norfolk Historical

Site visits completed

1. Thayer PL in Braintree
2. Woods Hole PL
3. Mass Archives

Bound Material Collections added to Internet Archive

1. Fort Devens Museum
2. Chelsea PL
3. Robbins Library
4. Wayland Free PL

Repository and Portal Report

Collections added to Portal

Hosted

- Boston Public Library - Henri de Toulouse-Lautrec (1864-1901). Prints and Drawings (9 items)*
- Boston Public Library - Press Photography from the Brearley Collection (753 items)*
- Boston Public Library - Sacco-Vanzetti Defense Committee (1873 items)*
- Lawrence Public Library - A. W. Stearns (1 item)
- Lawrence Public Library - Americanization Poster (1 item)
- Lawrence Public Library - Antebellum Citations (5 items)
- Lawrence Public Library - Civil War Women, Summer Institute 2008 (3 items)
- Lawrence Public Library - Donovan Park (1 item)
- Lawrence Public Library - Franklin Associates (22 items)

- Lawrence Public Library - Lawrence High School Athletic Department (132 items)
- Lawrence Public Library - Lawrence High School Classes (2 items)
- Lawrence Public Library - Lawrence State Armory (1 item)
- Lawrence Public Library - Lawrence, Mass. Board of Health, Records (10 items)
- Lawrence Public Library - Lawrence, Mass. Engineering Department (7 items)
- Lawrence Public Library - Lawrence, Mass. Flood of 1936 (76 items)
- Lawrence Public Library - Lawrence, Mass. Glass Plate Negatives (14 items)
- Lawrence Public Library - Lawrence, Mass. Textile Strike of 1912 (13 items)
- Lawrence Public Library - Leonard Bernstein Poster (2 items)
- Lawrence Public Library - Massachusetts Mayors' Club (1 item)
- Lawrence Public Library - New Deal Seminar, April 2008 (3 items)
- Lawrence Public Library - Religion In Massachusetts Seminar, May 2008 (12 items)
- Lawrence Public Library - Revolutionary War, Summer Institute 2008 (1 item)
- Lawrence Public Library - Schenk Family (1 item)
- Lawrence Public Library - Southern Slavery Seminar, November 2008 (7 items)

* items added to existing collection

Harvested

- Boston College (1 new collection; 84 new items)*

* re-harvest

Repository and Portal Development

- Upgrades to image derivative processing pipeline

VII. DPLA Network Council Update: Alan
A. Nothing. No call since DPLA-fest

VIII. Nominating Committee Update: Kate
A. We have 3 open slots and 6 candidates
B. We will need a secretary as well
C. Go into closed session @ 11:10am:
1. **Motion:** Tegan
2. **Second:** Alan
3. **Approve:** ALL
D. Go back into session @ 11:40am:
1. **Motion:** Danielle

2. **Second:** Sadie
 3. **Approve:** ALL
- E. Motion to offer Tiffeni, Anton, and Justin a position to the board:
1. **Motion:** Alan
 2. **Second:** Evan
 3. **Approve:** ALL
- F. Jennifer has offered to serve as secretary.
- G. Evan has offered to coordinate a tour of BPL lab etc. for new board members and current board members.

IX. Review non-person specific record keeping practices: Sadie

- A. Board files will have a set place (drop box) with one general email address that everyone can use to log in and add/access things.
- B. Will need to support committees in a similar manner.
- C. Need something that defines what it means to serve on a committee. Need something more formal. How do we do this? Need a by-law change. Should we have a task force?

X. Committee reports

A. Conference Committee Report:

1. See above for Glynda's and Justin's presentation; no other discussion is necessary.

B. Membership Committee Report:

1. No April meeting due to the annual conference
2. Next meeting is scheduled for tomorrow, 5/22 via Zoom
3. We will be finalizing the first membership survey and working with Glynda to get the survey into survey monkey
4. We will go over all upcoming events

C. Outreach and Education Committee Report:

1. Committee member news:
 - a) Received communications re: (5+) prospective members seeking to join committee; - in process.
 - b) Repeated a call for co-chair succession (Jul 1 2019 - Jun 30 2020); no one noted interest; questions about shape and structure/shape of committee re: **co-chair-term?**; **member-term?**; [rotation? Size?]
 - c) Glynda noted that new members can assume committee co-chair position, as was done by Justin Snow on the Conference Committee.
 - d) Matt Amory was selected to share a presentation at 3rd Annual Northeast OER Summit, May 22-23 (Amherst), *Digital Commonwealth: Massachusetts Collections Online* [under development]; for schedule, see:

<https://drive.google.com/open?id=1rHnALib2LPtThe42F0kQoYHs1cczmltoYgwUzwCMnA>;

- e) Will follow up to confirm DC reimbursement available to Matt (committee members) to cover his presenter/attendee registration fee for OER Summit, as discussed in April. (committee budget item?)
 2. Social media:
 - a) Facebook had burst of growth since March -- increase of 155 followers -- Due to what factors? conference? programming? outreach? Other?
 - b) metrics: will look more closely at Fb *engagement* (clicks, likes, comments, shares); who is represented?.
 3. Ran out of time to pursue full agenda (happens unless we engage in hyper-talk).
 - a) **what does that indicate? - balance/weight? - proposed endeavors? how does that inform us?**
 4. omitted items on agenda:
 - a) Events (recent, upcoming, proposed);
 - b) Marketing (MBTA ad campaign) -- update to follow;
 5. Other Business for Board consideration:
 - a) Per Trisha Feeley, SHRAB concerned that Digital Commonwealth is charging a fee to attend their program, presents a conflict? Trisha responded that a modest registration fee is charged to cover costs for administration and refreshments.
 - b) **any concerns, feedback?**
- D. Repository Committee Report:
1. No report.

XI. Other business

- A. Send Sadie any additions for June's agenda.
- B. The membership has to vote and confirm officers. Please send a few sentences to serve as your biography/explanation letter to Sadie.

XII. Adjourn

- A. **Moved:** Alan
- B. Meeting adjourned @ 12:00noon

Upcoming meeting: Tuesday, June 18, 2019 @ 10:00am @ Massachusetts Library System, Marlborough, MA.