

Digital Commonwealth Board of Directors meeting
Tuesday, June 18, 2019 - 10:00am
Massachusetts Library System, Marlborough, MA

Present: Sadie Roosa (presiding), Alan Karass (president-elect), Danielle Sangalang, Tegan Kehoe (treasurer), Rebecca Morin (secretary), Jennifer Hanson, Justin Snow (future board member), Evan Knight (MBLC ex-officio), Julia Howington, Anton (future board member), Eben English (future BPL ex-officio), Jodi Goodman, Tiffeni Fontno (future board member)

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

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

II. Introductions and Farewells

- A. Everyone went around and introduced themselves
- B. Sadie then gave a brief introduction and overview of Digital Commonwealth; the differences and functions of the relationship between BPL, Digital Commonwealth repository, and Digital Commonwealth as a 501c3 organization; overview of the four committees; how the board works, duties, and functions; overview of the membership, cost for institutions/organizations; overview of DPLA and our relationship/membership with the organization;

III. Approval of the May meeting minutes:

- A. **Moved:** Tegan
- B. **Second:** Danielle
- C. **Approve:** ALL

IV. Financials update: Tegan

A. The DC Statement of Activity for May 2019 shows total revenue of \$79,088.48 and expenditures of \$54,551.21, for a net revenue of \$24,537.27. The DC Statement of Financial Position a/o May 31, 2019 shows total assets of \$90,702.96. The DC Budget vs. Actuals July 2018-May 2019, shows an actual total revenue of \$79,088.48 vs. a budget of \$76,893.74, indicating that the actual total revenue is 102.85% of the budget. The report also shows actual total expenditures of \$54,551.21 vs. a budget of \$47,164.81, indicating that the total expenditures are 115.66% of the budget. The actual net revenue reported is \$24,537.27 vs. a budget of \$29,728.93, indicating that the net revenue is 82.54% of the budget, putting DC \$-5,191.66 over the budgeted revenue.

V. Membership update: Tegan

A. Per the report, there are 192 current members, 4 past due members, 32 pending members, and 7 lapsed members. In June 2018, DC had 168 members; June 2017, DC had 188 members; June 2016, DC had 186 members; June 2015, DC had 172 members.

- B. Aging receivables chart: A/o 06-17-2019
1. 0-30 days: \$4,925.00
 2. 31-60 days: \$2,500.00
 3. 60-90 days: \$350.00
 4. Over 90 days: \$1,750.00
 5. Total: \$9,525.00

VI. Boston Public Library update: Eben

May 22, 2019-June 18, 2019

Digital Services Report

Applications received

1. Edward Kennedy Institute for the US Senate
2. Suffolk University
3. Museum Textile Services LLC

Site visits completed

1. Medfield Historical
2. Boston Children's Museum

Bound Material Collections added to Internet Archive

1. Sharon PL
2. Boston Latin School
3. Tri-County Regional Technical High School
4. Norwood High School

Repository and Portal Report

Collections added to Portal

Hosted

- Boston Public Library - Press Photography from the Brearley Collection (430 items)*
- Boston Public Library - Paul Gavarni (1804-1866). Lithographs and Other Works (2,389 items)
- Boston Public Library - Théophile Alexandre Steinlen (1859-1923). Lithographs, Etchings, and Other Works (139 items)
- Malden Catholic High School - Malden Catholic High School Class Photos/Yearbooks (73 items)

* items added to existing collection

Harvested

- American Archive of Public Broadcasting (17,335 new items)*
- Boston TV News Digital Library (5 collections, 1,632 items)
- University of Massachusetts Lowell - Paul Tsongas Digital Archives (6,601 items)
- University of Massachusetts Lowell, Center for Lowell History - Southeast Asian Digital Archive (6 collections, 224 items)

* re-harvest

Repository and Portal Development

- Ongoing upgrades to image derivative processing application, including ability to provide OCR for images with text

Collaborative Services Report

- Gianna Gifford, Catherine Halpin, and Jake Sadow presented on Library for the Commonwealth at Massachusetts Library Association, over 80 people attended.
- Ran a booth promoting Library for the Commonwealth at the Massachusetts Library Association

VII. DPLA Network Council Update: Alan

- A. No report.
- B. DPLA will be at ALA this year.

VIII. Review proposal for record keeping practices: Sadie

- A. Central dropbox with one log-in where are files will be kept
 1. All information will be sent to every board member
- B. Officers are working on creating documents to help with transitions into these officer positions.
- C. Committees have always done their own thing with regards to record keeping.
 1. Should committees all have their own email account/google drive to keep important files, documents, etc.?
 2. Jodi thinks the board should have one central account and not separate places for keeping records.
- D. Jodi will ask NEA about their record keeping practices
- E. Should DC have an archivist or records manager as a position?

IX. Establish mechanism redefining committee commitments and structures: Sadie

- A. New chairs should have some guidelines, information, and context before committing to be a chair
- B. Jodi thinks that the committees should have more structure, definition, and maybe a limit on how many people can be involved.
- C. What are the responsibilities of committee members?

1. Having a set commitment period for committee members (1 year)
- D. Sadie has suggested we create a task force to make this work happen:
1. Within 3 months this task force should present a proposal to the board with committee structure.
 2. Check in with the board at every meeting about the progress of this task force.

X. Committee reports

A. Conference Committee Report: Justin

1. Working on brainstorming theme for the next conference
2. Committee is interested in having more sessions that are longer and more conversation based.
3. Alan and Glynda are looking into a potential keynote speaker.

B. Membership Committee Report: Rebecca & Alan

1. Legislative day needs another person to assist with planning DC involvement and presentation
2. Events schedule for the rest of the year
We need a DC person at each event

C. Outreach and Education Committee Report:

1. This committee is concerned about the events that the Membership Committee is putting on. They feel that the events are too educational for the Membership Committee to put on.
2. [The committee had a very brief meeting to touch on specific items due to limited availability of co-chairs.](#)
3. Member news:
Welcomed (4) new members: John Healey Jr., Emmanuel College; Maureen Mann, Massachusetts Historical Society; Noreen O’Gara, Bedford Free Public Library; Lenora Robinson, Bridgewater State University.
4. Succession for co-chair positions: Matt Amory and Andrew Begley to assume co-chair positions.
5. Record-keeping: Committee folder has been restored on Digital Commonwealth Google drive for access.
6. Events:
 - a. *Digital Commonwealth:* Matt Amory, Presenter @ Northeast OER Summit, UMass Amherst - May 22, 2019
 - b. *The Local History Hierarchy of Needs:* Tony Vaver, presenter -June 6, 2019 @ Westborough - (30) registrants; positive feedback.
 - c. SHRAB Wants (to help) You!: Sarah-Jane Poindexter, presenter - June 11, 2019 @ Lancaster - (21) registrants; feedback highlighted wish for membership programming.
 - d. Proposed event collaboration (half-day workshop – Photographs):
 1. Committee members responded to Membership Committee's invitation; questioned role of

Membership Committee in planning an educational event outside the purview of Membership's role; committee seeks more definition of committee roles.

7. Marketing:

MBTA ad campaign proposal: committee has received final proposal from MBTA for ad campaign, cost has increased to \$8000; further discussion and review to follow.

D. Repository Committee Report: Eben

1. No Report.
2. Hopefully the first meeting will be in July.

XI. Other business

- A. Danielle is willing to serve as President rather than vice-president
- B. We will elect a vice-president over the coming year
- C. We will also have an open board seat to fill
- D. Should amend the by-laws to include adding one more board member

XII. Adjourn

- A. **Moved:** Alan
- B. Meeting adjourned @ 12:06pm

Upcoming meeting: Tuesday, July 16, 2019 @ 10:00am @ Shrewsbury Public Library