

September 17, 2019 Digital Commonwealth Board Meeting

In attendance: Sadie, Danielle, Tegan, Jennifer, Eben, Jodi, Evan, Kate, Justin, Anton, Hans

Approval of August meeting minutes

Kegan moved to accept August minutes

Danielle seconded

Motion accepted unanimously

Financials -- Tegan Kehoe

- Ahead this time of year for dues

Membership update – Tegan Kehoe

- Discussed lapsed membership
- Proposal to keep them on mailing list, but discontinue membership
- Question regarding whether the lapsed members have used any of our services, attended events in the time that their membership has been lapsed -- not sure
- Tegan will ask Glynda to draft email and send to board for approval before it goes out

DPLA Network Council Update -- Sadie Roosa

- At next meeting the new council members will be announced

Boston Public Library update -- Eben English

- See <https://docs.google.com/document/d/1k4jMH1cEjalxObGb1ZKk11ubJMOycZtOIKqZmljFT3M/edit?usp=sharing>
- Reharvest of UMass Boston added a lot of new items
- Actively underway on third iteration of repository

Placement with a lawyer for pro bono legal advice on contracts – review of engagement letter

- Glynda membership position technically a temp position through Bibliotemps
- Have discussed moving it to a contract position
- Conference manager position is already contract position
- Looking for legal advice on how to do this properly
- Also reviewing conference coordinator contract, contracts for recording speakers at conferences/events, and liability insurance for conference
- The lawyer will work with us for the duration of answering the questions we need answered
- For nominating season, do we want to seek out a lawyer for our board? Flag question for future discussion
 - Idea for an HR person from a member institution
- Tegan will sign engagement letter on board's behalf

- Tegan is point person with lawyer. She has been sharing conversations with board and relevant committees. Question is timeframe -- how often should she share these conversations?
 - Share as it happens to speed up conversations and not drag this out
- Vote -- in favor of going forward with engagement letter -- 11 ayes, 0 nos

Glynda's conference manager contract increase

- Can keep it at a fixed rate
- She proposed a \$750 increase to her contract. A 20% increase.
- All work for conference goes into this rate. Not hourly billing.
- Question -- Has work for conference increased significantly?
 - Upcoming conference has a lot of changes to structure and sessions
 - Attendance has been increasing which increases work
 - She has all the institutional knowledge and we would not be able to run the conference without her
 - She did do more work last year with vendors
 - Increase warranted, but is 20% the right number?
 - Keep in mind that contractors tend to charge more due to taxes and fees that aren't covered under salaried payroll taxes, etc.
 - Do we want to make a counteroffer? Increase 10% or 15%
 - We haven't raised her fee since she started 2 years ago
- Sadie move to vote to accept fee increase
- 11 ayes, 0 nos

Institutional memberships

- Letter from Mass Library System over question that MLS could be a member instead of individual institutions
- We would lose a good amount of revenue if only the consortium was a member
- Should we write something so that levels and benefits of membership are clearer?
- Would it make sense to incentivize member rates more?
- Sarah is filling ex-officio seat on Digital Commonwealth board, but not attending meetings right now.
- Do we need to distinguish between regional vs statewide consortium membership?
- Discussion tabled until the issue comes up again.

Committee reports:

- Conference -- Justin Snow
 - Finalized call for proposals and have sent CFP out to several listservs
 - Reaching out to specific presenters instead of relying on an open call
 - Trying to figure out how to incorporate new session type into schedule
 - Yearly schedule for planning conference is all set up
 - Discussing swag for this year's conference

- Conference does not have a code of conduct. Committee thinks it is important to have one.
 - If we have one, we have to have an understanding of how it will be followed up on and enforced.
- Membership – Danielle Sangalang
 - Met beginning of September
 - Helen has accepted co-chair position
 - Survey results will be ready for October meeting
 - Calendar of proposed events for the year sent out. Needs board approval.
 - Vote for Helen as co-chair. Approved unanimously.
 - Vote for membership committee calendar for 2020. Approved unanimously.
 - Event at Berkshire Historical Society. No one can attend so Glynda would attend. Danielle proposed that we pay Glynda for her time. All agree.
 - Danielle will be at the BPL tour next week.
- Outreach and Education -- Jodi Goodman
 - Social media postings 6 days per week
 - Typically post 2 blog posts per month
 - Call for guest blog posts was fruitful and will pursue again.
 - Jean Maguire is on the calendar to come to the October board meeting.
 - Committee discussed initial ad campaign design. Will share with Jean in October.
- Repository -- Eben English
 - Committee last met in July. Next meeting scheduled for October.
 - Nothing to report.

Other business

- Committee chairs have not had a chance to meet yet.
- Will talk about MBTA campaign when Jean Maguire joins us at the October board meeting.

Sadie moved to adjourn.

Hans seconded.

Meeting ended at 11:11 a.m.

Next meeting October 15, 2019. Shrewsbury Public Library.