

Digital Commonwealth Board Meeting

October 15, 2019

Shrewsbury Public Library

In Attendance: Danielle, Sadie, Jennifer, Hans, Tiffeni, Anton, Jodi, Eben, Evan, Justin, Kate

Approval of August meeting minutes

Sadie moved to approve. Justin seconded. Approved.

Financials update -- Tegan Kehoe (Tegan on vacation so Sadie read report.)

- We've been having some issues with the connection between our bank account, PayPal, and two services we QuickBooks and Hubdoc. We've been in touch with these services, and with our accounting firm that uses these services most, but it's not clear when the issues will be resolved. As far as I can tell, the financial reports represent up to date information, but it is possible some things are miscategorized. I'll keep you updated. Overall, things are in good shape. Membership dues are evening out from the large group of summer renewals, but are in good shape. We're in the season where expenses look low, as we've absorbed the DPLA fee but haven't started seeing conference expenses. Our net revenue for September was \$3,697 and our net assets as of the end of September are \$103,897.

Membership update – Sadie read report from Glynda

- Number of active members is, for the first time ever, over 200 organizations. At 207.
- Glynda sent email about lapsed memberships. Has recouped over \$3,000 in receivables since sending out those emails and chasing aging receivables and other memberships.
- 3 suspended organizations responded to renew membership

DPLA Network Council Update -- Sadie Roosa

- Exciting meeting because elections for network council vice-chair and representatives advisory council were announced.
- Danielle meeting with new DPLA community manager on October 23rd
- Digital Commonwealth is being harvested quarterly in October, January, April, July
- New priorities for network council
 - Affirming commitment to DEI and access
 - Draft public facing statement
 - Survey existing hubs documentation to see if there should be something more universal
 - 4-6 people working on statement for 3 months
 - Gathering use cases and examples about experiences around things in collections that cannot be made completely open and available due to licensing, cultural sensitivity, etc.

Boston Public Library update -- Eben English

- Being harvested by DPLA this week

- Didn't add any collections or harvest any collections in September because issues with server space
- Working to migrate files from one file system to another to free up space. Finished in early October.
- Underway on DC3, next version of repository. Focusing on data models.
- Microsoft Azure is the new cloud storage provider. Make as modular as possible in order to change providers easily if necessary.

Committee reports

Conference -- Justin Snow

- Met week of October 7th.
- In really good shape. Schedule almost full.
- 3 panel discussions
 - Native American collections from PEM
 - Politics, ethics, and context — Jane Kelly (working on #MeToo archives)
 - LGBTQ conversation
- Breakout sessions
 - Phillips Academy — Chinese students from 19th century collections
- Committee is editing code of conduct
 - Point people at events that participants can approach if there are breaches of conduct
 - Training for those point people
 - Board members as well as conference committee should be involved in this training
 - Code of Conduct would be relevant for all events, not just annual conference
 - Should there be a separate committee or task force? Look for examples of how other organizations are handling this.
 - Have code completed by the time registration opens.
- No strong opinions about rights and access regarding presenter materials
- Swag — tote bag with Digital Commonwealth logo and sponsor/exhibitor logos
- Need process through which swag is or isn't approved. Do we have a line item in the budget? Does board need to approve? More of a board expense than committee expense because used at different events.
- For next meeting, we will have a price for swag that we can approve.

Membership – Danielle Sangalang

- VIP tour sold out, but 2 people did not show up.
- Another tour scheduled for December 6th.
- Committee is small and have a hard time to get committee members to attend.
- Committee met week of October 7th.
 - Discussed "friends of" member level
 - Don't want individual members voting. Institutional voting.
 - Could we have a level that just doesn't having voting benefits?

Outreach and Education — Jodi Goodman

- Discussed presenter release forms
- Wait until Tegan is here to discuss since she is main contact with lawyer.
- YouTube channel — Andrew investigated and set up YouTube channel
- MBTA ad campaign — Jean had planned to attend this meeting, but was unable to attend. Will forward new campaign description to board.
- Discussed committee charge

Repository — Eben English

- Committee met October 10th
- Discussed DC3 and metadata structure
- Adding item-level contact form
- PDF viewer to access PDFs directly from site
- Possible front-end redesign to make more responsive for tablets and phones
- Would Digital Commonwealth be interested in providing funds for a graphic designer to redesign website?
 - Get quotes for cost to bring to board

Review of current committees and their charges

- Danielle had phone call with committee chairs.
- Andrew and Matt talked about subcommittees for Outreach & Education committee. 12 members so lots of people to spread work around.
 - Discussed events run by Outreach & Education and Membership committees
 - From phone call, Andrew and Matt thought better communication and bi-monthly phone calls might help with overlap
 - Share 2020 events with all committees so everyone knows what is planned
- Agreed to a bi-monthly committee chair phone call in order to increase communications among committees
- How can committees share their minutes with each other?
- 2 year chair terms so that both co-chairs don't leave at the same time
- Don't want term limits for regular committee members because some committees are small

Discussion of MBTA ad campaign proposal

- Jean sent design and update
- How do we tell members this happening and when it is coming out?
- Sadie moved to have board approve Outreach & Education ad campaign. Justin seconded.
 - 6 yes, 1 oppose, 2 abstentions

Adjourn

Justin moved to adjourn meeting. Evan seconded.

Next meeting: 10am - 12pm, November 19, 2019, Marlborough or BPL