

November 2019 Digital Commonwealth Board Minutes

November 19, 2019

In attendance: Danielle Sangalang, Justin Snow, Hans Bergman, Evan Knight, Tegan Kehoe, Sadie Roosa, Jennifer Hanson

On the phone: Jodi Goodman, Anton Smith, Tiffeni Fontno, Eben English, Kate Boylan

Approval of October meeting minutes

Sadie moved to approve. Evan seconded. All approved.

Financials update -- Tegan Kehoe

- In good financial shape right now.
- Still learning how to spend the money we have from membership.
- Net revenue July-October 2019 is \$17,886.

Membership update – Tegan Kehoe

- The number of active members is over 200 for the second month in a row at 213.
- Swag has been ordered and is due to be delivered in early December.
- With the release of Wild Apricot 7.6 which started gradual rollout beginning 11/14/19, there have been improvements made to the email editor including better mobile responsiveness. I attended a webinar on the new editor and its features. Depending on when we get upgraded, I should be able to transition to a direct email newsletter instead of the current PDF version either for the December 2019 or January 2020 edition.
- Received an email from the Director of Information Technology at the American Antiquarian Society in Worcester. Their digital asset management system is aging and non-standard and they are looking to have their vast and very valuable collection hosted on Digital Commonwealth. They have approx. 160,000 images. He is in touch with Tom Blake directly given the size and importance of the collection.
- Receivables over 90 days are the bulk of the A/R in WA.
- We had 24 people attend the "Getting Started with Digital Commonwealth" event at the Berkshire County Historical Society on October 18th. They were thrilled to have Digital Commonwealth come out to the Berkshires!

DPLA Network Council Update -- Sadie Roosa

- No meeting since our last board meeting.
- Hub network membership meeting at Ohio State Library in Columbus. On off-year of DPLAFest. On April 30-May 1. There is a line item in the budget to send 1-2 people.
- We get two invitations to attend membership meeting.
- Should talk to BPL and talk to them about who wants to attend.
- We typically send the Vice President.

Boston Public Library update -- Eben English

- Several applications received in the past month.
- 3 site visits completed
- Ongoing work on DC3 system for database-backed metadata and cloud storage for file assets.
 - <https://github.com/boston-library/curator>
- Eben English and Ben Barber attended Samvera Connect 2019 conference at Washington University in St. Louis, MO. Eben presented "NewspaperWorks: It's How Samvera Does Newspapers," slides are available here.
- Discussed survey that was sent to all-regions email list.

Committee reports

Conference -- Justin Snow

- Still short one speaker. If anyone has recommendations of someone who fits the theme or would be interested, let Justin know.
- Working on how they will collect questions for discussion.
- Discussed whether or not board members should attend the conference for free. Decided it is not a good idea because there are so many volunteers working for the board at so many levels.
- We do allow 5 free student registrations on a first-come, first-serve basis. Will do this slightly differently this year.
 - Previously, first 5 students can register for free, but were asked to write a blog post.
 - Most students who register for free don't attend the conference.
 - New method — if a student wants to register for free, they need a faculty recommendation.

- Question regarding language we use for free student registrations. We are pretty lax regarding language and proof of being a student.
 - Suggestion to have students write a letter for why they want to attend the conference.
 - Support for increasing the number of free student registrations.
- Training for enforcing code of conduct at conference and other events.

Membership — Danielle Sangalang

- 2 new members
- Events coming up
 - Members only tour at UMass Lowell
 - Dec. 6th VIP BPL tour
 - January workshop about getting collections ready to be digitized
- Friends of Digital Commonwealth Membership level
 - The Friends' membership will provide eligible individuals with the same privileges as institutional membership, except for voting rights. The Digital Commonwealth Membership Committee will review eligibility criteria for interested individuals to ensure that individual eligibility is maintained. Benefits include:
 - Member pricing for all DC events
 - Advance notice of events
 - Notification of DPLA events and programs
 - Access to member-only events
 - Annual fee of \$35
- Discussion of language around “ineligible” institution and deterring institutions from just joining by having their employees join as an individual.
 - Case-by-case basis of individuals whose institution will not join even though they are eligible.
 - Add a sentence that this is not in lieu of institutional membership.
 - Link to our collection development policy so that it is clear that digitization services are not for individuals.

Outreach & Education — Jodi Goodman

- Last meeting was lightly attended. Has lost one new member.
- Education Subcommittee
 - Caroline and Tiffeni are moving forward with the creation of an Education subcommittee and are creating a document with resources, links, and ideas for lesson plans. They are also gathering information from teachers and investigating platforms (ie., something similar to DPLA primary source sets).

- Social Media and Blog posts
 - Committee social media posting schedule covers 6 days/weekly; 22 posts were generated in the last month with Instagram and Twitter show the strongest growth in followers.
 - 3 blog posts were published since the last meeting, including:
 - Digital Commonwealth in the News: Daily News of Newburyport articles on the Snow Historical Photograph Collection at the Historical Society of Old Newburyport.
 - Formats, have we got formats: Post on browsing DC collections by format.
 - In the News: David Akiba: Post on photographer's passing whose work is hosted on DC.
- Marketing
 - MBTA ad campaign proposal: Jean forwarded the committee's suggested edits to OutFront Media and a new mock-up is available for review. Andrew will follow up with Jean and Jodi about finalizing design and next steps. Co-chairs seeking clarification about FY deadline for using allocated funding.
 - Tegan confirmed that money for campaign can be spent in next fiscal year if not spent this year.

Repository — Eben English

- One new member from Bridgewater State
- Meeting coming up on December 12th

Other Business

Membership Manager Role

- Currently paying membership manager through Bibliotemps as part-time membership manager
 - Membership manager is a Bibliotemps part-time employee
- Questions to consider
 - Do we want to continue with Bibliotemps?
 - Do we want to make this role an employee?
 - Do we want to make this role an independent contractor?
- Proposal to offer a contract for membership manager for \$35/hour
 - Lower than what we currently pay Bibliotemps
 - Higher than what she currently receives from Bibliotemps
 - Propose annual contract
 - If work more than 20 hours per week, has to get our approval

- Doesn't need our oversight to do the work, but we have oversight of scope of the contract
- Would invoice us bi-weekly and we would pay within 10 days
- We would ask for short descriptions of how time was used
- Must appropriately classify as contractor
 - Some small risk that the IRS would say this role should be classified as an employee. Could have to pay back taxes.
 - Criteria — sets her own hours, not required to come to our office, don't provide a laptop or pay for supplies,
 - We do pay her hourly which is less common for independent contractors
- We are set up to work with contractors and currently do
- Concern raised that if membership manager was to become an employee, then conference manager also would need to be made an employee instead of contractor
 - Conference manager is paid a flat fee for the event. Set event/project at a certain rate.
 - Slightly different than membership manager where it is ongoing and hourly
- Sadie Moved to vote to approve Tegan to approach current membership manager with contract on the table. Justin seconded. All approved.

Question about VP for this year came up

- January start as VP for 6 months. Then become President in July.
- If interested ask Danielle and Sadie if you have questions.
- Nominations by next board meeting.

Code of Conduct training — conflict resolution training for board members (some or all). Idea that those who receive training can act as a point person at any events. Rotate point people at events.

- Need to find a vendor to provide conflict resolution training
- Training open to anyone on the board
- Different colored lanyards or badges to identify point people at events/conference
- Should always be someone trained at smaller events — might need to work up to this

Adjourn

Just moved to adjourn. Evan seconded. Adjourned at 11:54 a.m.

Next meeting: 10am - 12pm, December 17, 2019, Virtual via Zoom