

Digital Commonwealth Board Meeting
December 17, 2019
Zoom

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

Meeting called to order at 10:01.

- Approval of November meeting minutes
 - Hans moved to approve November minutes. Justin seconded.
- Financials update -- Tegan Kehoe
 - Some member dues were miscategorized which makes a meeting look like - \$500.
 - Paid annual insurance bill which is why net revenue looks low.
 - Net revenue for November \$-549.10. Net revenue July - November 2019 \$17,537.86. Total assets \$107,119.00.
- Membership update – Tegan Kehoe
 - Membership above 200 members.
 - Aging receivables in good shape.
 - Overdue has been due for a month or less.
 - Glynda has accepted offer of 6-month membership manager contract. She has the final version of the contract to sign.
 - Bibliotemps has some paperwork, a few signatures to close out that contract for the membership manager.
- DPLA Network Council Update -- Sadie Roosa
 - DPLA Network Council has not met since our last meeting. Next meeting is January 22nd. Sadie will attend.
 - Adrian Turner was chair of network council just finished his term. Worked with Calisphere. Eben is working with Adrian to compare data trends between network hubs.
- Boston Public Library update -- Eben English
 - Don't have site visit and application information yet.
 - Added a decent number of items in the past month -- Boston Children's Museum, Harvard Law School Library Sacco and Vanzetti Collection, Medford Civil War Collection.
 - Harvest of SE Asian Digital Archive and Sterling and Francine Clark Art Institute Library
 - Repository and portal development focused on 3rd iteration of Digital Commonwealth system.
 - Nothing to report on collaborative services.

Committee Reports

- Conference -- Justin Snow
 - Met week of December 9th.
 - One committee member stepped down.
 - Most panels are set.
 - Code of Conduct
 - Justin presented draft to the board.
 - Still finalizing email address that will forward to board email address.
 - Will use Google Forms to create form.
 - Training -- Justin has contacted several people regarding training, but has not received cost quotes yet. Will likely cost around \$3,000 for one group session (12 people) face-to-face training.
 - There was a question about online training. It could be an option if cost and scheduling of face-to-face option is too prohibitive.
 - Tegan motioned to approve Code of Conduct. Sadie seconded. All approved.
- Membership – Danielle Sangalang
 - Met week of December 9th.
 - Lot of new members
 - VIP tour of BPL on December 6th. 12 registered, 8 attended.
 - Next BPL tour scheduled for March had to be cancelled. Will work on rescheduling.
 - January 15th Digital Archives at UMass Lowell event.
 - February -- Getting started with Digital Commonwealth in Wilbraham
 - April 2nd Legislative Day
 - Annual Conference on April 7th
- Outreach and Education -- Jodi Goodman
 - Education Subcommittee
 - Caroline and Tiffeni are moving forward in defining a shape for resource sharing (lesson plans) which focuses on (4) domains in Social Studies -- civics, history, geography, and economics, and aligns with the National Curriculum Standards for Social Studies and the Massachusetts History and Social Studies Framework; additional committee members are sought to join this effort.
 - Marketing
 - MBTA ad campaign proposal: Jean forwarded additional edits to OutFront Media and waiting for the return of another mock-up.
 - Bookmarks: Committee members seeks to produce another supply of bookmarks for distribution, and will reach out to institutional members to determine their needs.
 - Social Media and Blog posts
 - Committee members will look more deeply at back-end social media metrics (FB, others?), and Hootsuite tracking.
 - Plans for blog posts to be published, including:

- Southeast Asian Digital Archive (4 collections, 337 items).
 - Recap of Digital History projects at UMass Lowell event.
 - Outreach
 - Jean (NEHGS) made a Nov presentation to Essex Society of Genealogists (Lynnfield) using genealogical materials in Digital Commonwealth, she will add the presentation to the committee's resources in the Google Drive.
- Repository -- Eben English
 - Creating models for database objects. Replicating metadata fields from Fedora.
 - <https://github.com/boston-library/curator>
 - Make code better-documented and tested than in the past.
 - Cloud storage platforms that will be used and progress related to that. Replacing local storage for intake files at BPL -- moving to Wasabi cloud storage.
 - Getting quotes for front-end redesign

Other Business

- Formalizing how committees save and share agendas, minutes, and documents.
 - Having a separate folder in Digital Commonwealth Google Drive would help with conference committee documentation.
 - Do we need email addresses for committees?
 - What is sustainable? Will it be used?
 - Use digitalcommonwealth@gmail.com account and create folders in Google Drive
 - Individual access to folders committee members need access to instead of having access to entire account's Drive
 - Documentation for how to use so that there are not multiple content creators
 - Can we get an institutional/business account so we can have Shared Drives in Google Drive?
 - Could control access and sustain documents better
- Friends of Digital Commonwealth membership level
 - Draft updated based on feedback from November meeting.
 - Hans moved to approve. Justin seconded. All approved.
- Election of vice president
 - Justin nominated for Vice President. Evan seconded. All approved.
 - Tegan raised the issue that we need to get approval of membership for election of Vice President. Danielle will have Glynda send the email to membership.
- Adjourn
 - Justin moved to adjourn. Adjourned at 11:03.

Next meeting: 10am - 12pm, January 21, 2020, Massachusetts Library System, 33 Boston Post Road West Marlborough, MA 01752.