

Digital Commonwealth Board of Directors Meeting
January 21, 2020
Massachusetts Library System, 33 Boston Post Road, West Marlborough

Present in West Marlborough: Sadie Roosa (presiding and minutes), Tegan Kehoe, Hans Bergmann, Evan Knight

On the phone: Justin Snow, Kate Boylan, Jodi Goodman, Eben English, Anton Smith, Tiffeni Fontno, Jennifer Hansen (only for the first 10 minutes of the meeting)

- I. Sadie called the meeting called to order at 10:05.
- II. Evan moved to approve the December Board Meeting Minutes. Anton seconded the motion. The motion passed unanimously.
- III. Financial report:
 - a. We're in the slow season for financials – it's not the season where we see a lot of membership renewals, and conference expenses and revenues haven't started kicking in yet. Membership revenues are a little behind what's projected, but not enough to worry about. Our net revenue for December was \$642, and our net assets as of the end of December are \$107,934.
 - b. Glynda had her last pay period as a BiblioTemp and has started her six-month contract with us as Membership Manager in an independent contractor capacity.
 - c. As part of her contract, we said that the board would pre-authorize spending limits for certain types of expenses, so she wouldn't need to get authorization for each purchase until she reached these caps. Here are the proposed amounts:
 - i. Mileage - \$150
 - ii. Stationery, copying, and mailing - \$400
 - iii. Promotional items - \$800
 - iv. Miscellaneous event materials - \$200
 - d. Tegan moved to approve the proposed amounts that Glynda can spend on specific categories of expenses without seeking Board approved. Hans seconded the motion. The motion pass unanimously.
 - e. Tegan asked Committees to start thinking about their budgets for next year, based on the experiment we did this year in terms of the size of committee budgets.
- IV. Membership report:
 - a. This is the 4th month that the number of active members exceeds 200.
 - b. The Friends of Digital Commonwealth category is now set up and will be announced in the upcoming newsletter which will go out this week.
 - c. We already have our first Friends member (Alan!!)
 - d. Aging receivables greater than 60 days is \$850. I will follow up on some of these, and also on lapsed members.
 - e. The event at UML went very well. Excluding speakers, we had 34 people in attendance. Everyone seemed to really enjoy the event.

- V. DPLA Network Council
 - a. DPLA Hub Member Network Meeting is coming up from April 30 – May 1 in Columbus Ohio: <https://www.eventbrite.com/o/digital-public-library-of-america-7802345763>
 - b. Each Member Hub will be provided with two (2) tickets free of charge, with the option to purchase up to two (2) additional tickets for a fee of \$75 each. Prior to registering, please confirm within your hub who will be attending as free Hub Representatives, and who, if any, will be attending as Additional Attendee(s). Registration includes access to the full two-day program including coffee, refreshments, Food Truck Rodeo lunch and reception on April 30. A boxed lunch will be provided on May 1
 - c. DPLA has secured 50 rooms at the [Hilton Columbus Downtown](#) at a rate of \$159/night for April 29-April 30 with 10 rooms extended to May 2.
 - d. Danielle can go, and Justin is considering going
 - e. Sadie emailed BPL team to see if any of them wanted to go, but hasn't heard back. Eben will ask them to follow up, so we can decide for sure who is going and start registration and travel planning steps.
- VI. Conference Committee Update
 - a. All speaker slots are full
 - b. Website updates made and registration is open. Code of conduct is on the website.
 - c. Shrewsbury will be coming with a 3-D printing demo
 - d. Justin reported that based on his research it is likely an intervention training will cost about \$3000. We agreed that we should get as many people to be part of that training as possible, so that we can lower the cost per person.
 - e. Justin will have a specific proposal over email between this meeting and next meeting.
 - f. Tegan suggested adding a line item to the budget for this and other types of board development going forward.
- VII. Membership Committee Update
 - a. Legislative day – Membership committee members will be there, but they'd like a continuing board member to be involved as well for continuity.
 - b. Tegan volunteered to attend. Evan and Hans might want to attend as well.
- VIII. Outreach Committee Update
 - a. Member news: Trisha Feeley stepped down from the committee due to work commitments, and suggested inviting another BPL colleague to join the committee, which Matt and Andrew will do.
 - b. Education Subcommittee: Tiffeni and Caroline shared additional information about the emergent DC Educator Page, and received committee feedback/comments, including: make connection with Boston Public Schools; connect with Eben re: layout of the Page (Wild Apricot vs. Digital Commonwealth.org); presentation format?; use blog/newsletter to highlight collections to be used in source sets; explore possibility of using intern to build out the page? Jodi to join Education Subcommittee.

- c. Marketing: Bookmarks: Committee seeks to print additional quantity of bookmarks possibly using original "bicycle" design or introducing new design, which need updated social media info; Jean to will look into graphic design options. MBTA ad campaign proposal: Jean forwarded revised design for review.
 - d. Social Media and Blog posts: Seeking additional committee member/s to help Anne with blog posts; seeking to publish two posts monthly; Maureen will post on the DC event at UMass Lowell.
- IX. Repository Committee Update
 - a. No update, since they haven't met since December. They are meeting in February.
- X. Mass History Day Sponsorship
 - a. Qualitatively we know it went really well last year. It really hits our target audience for new members.
 - b. Evan moved to be a sponsor of Mass History Day 2020. Tegan seconded the motion. The motion passed unanimously.
- XI. Little Red Shop Museum membership
 - a. Someone at the Little Red Shop Museum asked if they could be considered members through the Bancroft Memorial Library's membership.
 - b. IF there isn't an at least somewhat formalized relationship between the two organizations, then no. If they can make an argument for that relationship, then the board would be willing to consider it.
- XII. Board Recruitment
 - a. Both Sadie Roosa and Jennifer Hansen are resigning as of this month.
 - b. The bylaws do not say that we have to replace board members that leave in the middle of their terms.
 - c. We agreed that it might be complicated to do recruitment for these positions only a month or two before recruitment for the next term of board members. We decided that if there are any former board members or current committee members want to join the board, we'd consider their applications to start ASAP (with the expectation that their terms would be the remaining months until FY2021 and then two more years). If no one from those groups is ready to apply at this time, then we'll just include recruitment for these positions in the general FY2021 recruitment cycle.
 - d. After this proposal was made, Evan moved to approve it. Tegan seconded the motion. The motion passed unanimously.
- XIII. Evan moved to adjourn the meeting. Hans seconded. The meeting was adjourned at 11:17.

Next meeting: 10am - 12pm, February 18, 2020, Boston Public Library, 700 Boylston St, Boston, MA 02116