



**Digital Commonwealth Board Meeting  
Minutes  
February 16, 2021  
Approved by Board on March 16, 2021**

10:05 am: meeting called to order by President Justin Snow.

Present (via Zoom): Danielle Sangalang, Hans Bergmann, Tegan Kehoe, Justin Snow, Eben English, Sonia Pacheco, Jodi Goodman, Rachel Jirka, Kate Boylan.

Absent: Tiffeni Fontno, Evan Knight, Anton Smith.

Guests Committee Chairs: Helen Charbonneau and Jenn Belcher (Membership), Matt Amory and Andrew Begley (Outreach & Education).

Note: See Appendix for the written reports that were submitted.

The January minutes were **approved** as presented.

Conference Committee:

- Sonia Pacheco reported that the planning for the 2021 Conference (“The Politics of Collection,”) set for April 13th, continues. The Conference Program is now live on the website. As of the data of this meeting, we have almost 170 registrants, and the funds collected are \$3,040. Three sponsors are confirmed and paid, and a fourth is pending. Amelia Wilson, Executive Director of the Huna Foundation in Juneau, AK, has been confirmed as the third speaker for Panel C (“Non-English Language Collections”). All speaker agreements have now been fully executed. An announcement regarding Amelia Wilson’s participation in the conference will go out in the upcoming newsletter and announcements will also be going out to various listservs.

Membership Committee:

- Jonathan Manton did the program on January 21 titled “Can I listen to that online? Expanding access to Oral History of American Music at Yale University Library”.
- Judge Peter Agnes will do two programs on the Sacco-Vanzetti Case. *Sacco-Vanzetti: The Case That Will Not Die* on 2/17/2021 and *Sacco-Vanzetti: The Impact on Art and Literature* 3/9/2021, 1-2pm.
- Meetings with Outreach and Education will continue.

Outreach and Education Committee:

- The Committee chairs reported that the committee has a new description of itself (see Appendix)
- The Wheaton College student blog and Instagram posts were written about in the February Digital Commonwealth *Newsletter*. 6 are complete, 6 under editing and will be posted in the next few months.

- The Committee will post several Black History Month items per week in February.
- The Committee brainstormed on how to highlight the 1,000,000 items in the DC collection
- The Education Subcommittee will host a breakout room during the Annual Meeting and is working on updates to the draft primary source set pages.

#### Repository Committee:

- There were no harvests in January
- Hosted was the BPL's Boston Redevelopment Authority Collection of 130 items.
- Also see Appendix

++ The committee members not on the Board then left the meeting ++.

#### Financials Report: From Tegan Kehoe:

- We're proceeding apace. January was a slow revenue month, but that is often the case at this time of year. We continue to see membership renewals coming in at normal levels, rather than levels that seem particularly impacted by the pandemic. The only change of note since last year has been our money market account interest, which has been consistently lower than last year; the old normal had been a few hundred dollars a year and now it's more like ten or twenty dollars a year. Typically, February through April have a lot of activity financially because of the conference, and that's likely to be slower this year, with fewer expenses and less money coming in. Our net operating revenue as of the end of January was \$12,820, and our total assets were \$138,071.

#### Membership report:

- Glynda Benham reports that there continues to be no decline in membership despite the pandemic. Active+Pending membership is slightly up on a year ago, 223 active + 11 pending (234 total) vs. 207 active + 25 pending (232 total) this time last year. 223 is the highest number of active members ever recorded for Digital Commonwealth!

#### Boston Public Library Update:

- Applications have come in from the Historical Society of Old Yarmouth, the St. Anne Shrine Preservation Society, the US Naval Shipbuilding Museum, and Gordon College.
- A virtual site visit with the Morse Institute was completed.
- The Harmful Content Statement was added to the site.
- Eben English explained the need to migrate the site to cloud service because the BPL is running out of storage space.
- Also see Appendix.

#### Land Acknowledgement.

- Sonia Pacheco led a Board discussion centered on the need for Digital Commonwealth to begin to acknowledge the First Nations that originally lived on the land now occupied by Commonwealth institutions and people. The initiative was greeted warmly.

#### Massachusetts Historical Alliance

- The Board **approved** a contribution of \$150 to the Massachusetts Historical Alliance for their June 12, 2021 conference.

#### Diversity, Equity, Access and Inclusion Survey

- The planned follow-up telephone interviews were discussed. Ten interviews have been completed of the twelve planned. The committee meets again next week.

#### Values Statement Task Force

- The Board was to discuss this at length at this meeting but has postponed discussion because the Task Force has not met.

#### Recruitment and Nominations of Board Members and Officers

- The Board discussed the need for the Nominating Committee to start. Justin Snow and Rachel Jirka, [joined after the meeting by Jodi Goodman] will be the committee year.

Meeting was adjourned at 11:09am

Next Meeting: March 16, 2021. 10-12 am. (Zoom)

Hans Bergmann, Secretary

## APPENDIX

### Outreach and Education Committee Report: February 2021

New Committee Description [to be added to Wild Apricot site]:

The Digital Commonwealth Outreach & Education Committee is dedicated to creating and maintaining a strong sense of community, engagement, and support among current and prospective Digital Commonwealth members. It achieves these goals by communicating regularly with members and the public, providing programming and other educational opportunities, and promoting Digital Commonwealth collections through the organization's blog and social media platforms. The Committee also provides resources and support to encourage classroom use of Digital Commonwealth collections.

#### Blog/Social Media

- Wheaton College student blog and Instagram posts
  - 6 complete, 6 more under edit--to be posted over the next few months
  - Andrew and Leah wrote about the project for the February DC newsletter
- Committee will post several Black History Month related items/collections per week on social media during February
- Brainstorming on how to highlight approach to 1 million items in the collection
  - Blog post on the evolution of DC collections
  - Social media posts soliciting feedback on people's favorite items/collections

#### Education Subcommittee

- Will host breakout room during Annual Meeting--good opportunity to solicit feedback on primary source sets from the wider DC community
- Working on updates to draft primary source set pages suggested by Eben

# Boston Public Library Update January 19, 2021 - February 15, 2021

## Digital Services Report

### Applications received

1. Historical Society of Old Yarmouth
2. St. Anne Shrine Preservation Society
3. US Naval Shipbuilding Museum
4. Gordon College

### Site visits completed

1. Virtual Visit with Morse Institute (Norwood PL)

### Bound Material Collections added to Internet Archive

1. I've sent in a few in the last couple of weeks but I don't think they've started working on them yet. I have more to send them.

## Repository and Portal Report

### Collections added to Portal

#### Hosted:

- Boston Public Library - Boston Redevelopment Authority Collection (130 items) \* *items added to existing collection*

#### Harvested:

No harvests in January

## Repository and Portal Development

- Curator:
  - Versioning/auditing support
- AVI Processor
  - Rewrite to integrate with cloud storage and Curator APIs
- Commonwealth-public-interface
  - [Harmful Content Statement](#) added

## Other Mentions

### **Collaborative Services Report**

#### **Strategic Planning and Compass Update**

“We are currently finalizing a BPL Leadership and staff driven Strategic Roadmap Document, which is anticipated as an update to the Compass Strategic Plan with a 5 to 10 year outlook and a commitment to run a community survey and engagement process within the next couple of years.” *David Leonard, President*

The update to the plan is expected to be ready for presentation in late spring 2021.

#### **RB Digital and eMagazines**

As of February 1, 2021, BPL’s collection of ZINIO magazines from RBDigital have been transferred to OverDrive’s digital collections due to OverDrive’s acquisition of the platform. Patrons will still be able to also access these titles via RBDigital until March 31. BPL is currently evaluating our eMagazine offerings and is considering subscribing to EBSCO’s product, Flipster, which would include magazine titles we’ve previously not had digital access to before.