



Digital Commonwealth Board Meeting

Minutes

August 17, 2021

Approved at September 21, 2021 Meeting

10:04 am: Meeting called to order by President Kate Boylan.

Present (via Zoom): Kate Boylan, Kate Bradley, Amanda Fowler, Maureen Mann, Justin Snow, Tegan Kehoe, Danielle Sangalang, Hans Bergmann, Sonia Pacheco, Evan Knight (ex officio), Rachel Jirka

Absent: Eben English

Guests: Glynda Benham, Matt Amory, Jenn Belcher, Graham Goss, Paige Neumann

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

Executive Committee:

- President Kate Boylan reported that the Executive Committee (President, Vice President, Past President, Treasurer, Secretary) will meet every month on the second Tuesday.
- The committee's goal is to keep the officers' focus clear and foresee organizational problems.
- The committee proposed to the Board a straightforward Committee Report template and the Board **approved** its use. Board members will read the reports before the meeting and committee chairs need not represent the report at the meeting but may answer questions from the Board.

Conference Committee:

- Graham Goss and Paige Neumann reported that the committee recommends moving the date of the virtual conference to June. After much discussion about conflicts with other conferences, the Board recommended June 14th pending further consideration by the Conference Committee.
- The tentative conference title is "Uses and Users: Centering Community in Digital Collections."
- The discussion led to further discussion of the hiring necessary for the positions of Conference Coordinator (and Membership Coordinator). Sonia Pacheco, Kate Bradley, and Tegan Kehoe are taking the lead in drafting the posting for the positions.
- President Boylan also mentioned that consideration should be given in the future to making the officers' terms longer. This would allow better co-ordination for the (new) hire as well as for the Board itself.

Membership Committee:

- Jenn Belcher listed the programs the Membership and Outreach & Education Committees are hosting for the Fall. 267 people have registered for the "Behind the Scenes at the American Antiquarian Society" event on August 24. Board members were urged to register for that event if they haven't.

Outreach and Education Committee:

- Matt Amory reported that the committee is continuing to work with the Membership Committee on event planning and hence the Membership Committee's report above doubles as the Outreach and Education report. New members of the Committee are needed.
- Questions were asked about the kind of geo-tagging that is possible in the Digital Commonwealth archives. Teachers would find it helpful to have more precise tagging.

Repository Committee:

- Did not meet.

BPL Update:

- No verbal report. See Appendix 1 below.

Financial Update

- Tegan Kehoe reported that over all we continue to do well financially. Membership Revenue was down for the month but this is the result not of a decline in membership but of the "smoothing out" of when members pay. The monthly revenue was -\$6,803 and the total assets are \$145,884.
- There are 208 active members and 22 pending members, for a total of 230. There were 214 for the same period last year.

DPLA Update:

- Danielle Sangalang reported that DPLA needs members for its various committees. Justin Snow said that he had informed DPLA of Kate Boylan's Presidency.

Values Statement:

- Kate Boylan led the discussion. There was general approval of the wording. One Board member stressed the need to get the statement out sooner rather than later.
- A Board member noted that although the values statement is strong as is, it would be stronger with some phrasing about currently marginalized groups as well as traditionally marginalized groups, phrasing specific to accessibility and to opposing bigotry, and recognition that while raising visibility of marginalized groups may be our role, visibility is not always the thing marginalized groups need and we want to be sensitive to that.
- Board members should send any further proposed revisions to President Boylan. The Board will vote on the final wording at the September meeting.

Payroll Contractors:

- Tegan Kehoe detailed her research on payroll contractors we could hire. The Board thanked her profusely for her work showing the advantages and disadvantages of each.
- The Board recommended ADP as the contractor but also agreed that Tegan should have discretion to alter that recommendation should some unforeseen eventuality arise.

Meeting was adjourned at 11:35am

Next Meeting: September 21, 2021. 10:00am-12:00pm. (Zoom)

Hans Bergmann, Secretary

Appendix 1

Boston Public Library Update July 21, 2021 - August 17, 2021

Digital Services Report

Applications received

1. Plymouth PL
2. Old South Church
3. Brookline PL
4. African American Cambridge Community Archive
5. Clark Art Institute
6. College of the Holy Cross

Site visits completed (Virtual)

N/A

Bound Material Collections added to Internet Archive

1. Old South Church
2. Cary Memorial Library
3. Bishop Fenwick High School
4. Bedford Free Library
5. Newton FL
6. Wayland PL
7. Westborough PL

Repository and Portal Report

Collections added to Portal

No collections were ingested or harvested during this period; we have suspended all ingests in preparation for migrating content to the new DC3 repository system.

Repository and Portal Development

- Tested migration process for repository assets and metadata from existing repository to “staging” server environment running new DC3 system using cloud storage. Developers worked with the metadata team to review the migrated test records to ensure accuracy and completeness.
- Installation and deployment of servers and applications for the new repository system in production is 95% complete.
- We anticipate that we will begin migrating content from the production repository in mid August; the migration will likely take 4-6 weeks to complete.

Other Mentions

- Our grant application to the National Digital Newspaper Program was approved; this two-year grant will involve delivering 100,000 pages of digitized newspaper content to Library of Congress for inclusion in [Chronicling America](#), and online database of historical newspapers.

Collaborative Services Report

Strategic Plan

In May the Boston Public Library's Board of Trustees voted to approve a five-year strategic plan and BPL has recently filed it with the MBLC. This 'strategic roadmap' outlines the Library's proposed areas of focus for 2021 - 2025, and provides a bridge from the previous '*Compass*' Strategic Plan to a future strategic planning exercise with deep and robust stakeholder engagement.

OverDrive Magazines

BPL has re-subscribed to Overdrive Magazines – we had received many patron complaints when the service was discontinued.

- This includes 3446 titles, all available simultaneously and with back issues.
- Popular magazines returning (and missed by patrons) include: the Economist, New Scientist, several Minecraft magazines.
- There is coverage across multiple countries and languages, including Chinese, Russian, Spanish, French, Portuguese, Japanese and more.
- Magazines do not count toward loan or hold limits.
- Patrons can choose to be notified when new issues are available (automatic checkouts are not available).
- All magazines can be browsed at <https://bpl.overdrive.com/library/magazines> or <https://libbyapp.com/library/bpl/guide/magazines>

OverDrive Magazines are in addition to magazines BPL offers statewide via Flipster and PressReader.