



## Digital Commonwealth Board Meeting Minutes

September 21, 2021

Approved at October 19, 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 August minutes were **approved** as presented.

### Committee Reports:

- **Conference Committee:**  
See attached Committee Report [here](#)
- **Membership Committee:**  
See attached Committee Report [here](#)  
Helen Charbonneau has resigned. New members are needed.  
210 active members, 28 pending.  
The Committee's "Member Recruitment and Retention Plan" was **approved**  
Glynda Benham reported on an automatic invoice system for membership renewal
- **Outreach and Education Committee:**  
See attached Committee Report [here](#)  
Questions to the Committee concerned "co-branding" of events and how the Board would distinguish between events that were or were not "related" to Digital Commonwealth.
- **Repository Committee:**  
See attached Committee Report [here](#)  
Still no site visits because of the pandemic
- **Boston Public Library Update:**  
See attached Update [here](#)

### Financials Update:

Tegan Kehoe reported that over all we continue to do well financially. \$157,409.

**Operations Manager Discussion:**

- The additional cost of the salaried position is not a hindrance
- Extensive discussion of Personnel Policy and Code of Conduct
- The Personnel Policy was **approved**
- Kate Boylan, Tegan Kehoe, and Justin Snow are the Hiring Committee
- Motion to accept Job Description was **approved**

Meeting was adjourned at 12:17pm

Next Meeting: October 19, 2021. 10:00am-12:00pm. (Zoom)

Hans Bergmann, Secretary

## Digital Commonwealth Membership Board Committee Report

### August 2021

**Committee:** Membership

**Chair(s):** Jennifer Belcher

**Liaison to board if not chair(s):**

**Date of last meeting:** August 24, 2021

**Date of next meeting:** September 28, 2021

#### Action items completed

- Approval of Minutes from June Meeting
- Report on August Board meeting
- Update of Digital Horizons program schedule. 6 events planned until end of the year.
- Approval of committee to provide honorarium pay to speakers from North Shore Community College for 2 events (October 20 & November 7) of \$250 each.
- Approval of committee to charge attendees for NSCC speaker events. Oct. 20: \$5.00 for D.C. members & \$10 for nonmembers. Nov. 7: \$10 for D.C. members & \$20 for nonmembers o Language will be added to announcement on why charging for events
- Discussion and approval of *Membership Recruitment and Retention Plan*

#### Action items in progress/pending

- Chair to submit *Membership Recruitment and Retention Plan* to D.C. Board
- Chair and membership committee will continue working spreadsheets of potential members
- Chair to correspond with Outreach & Education Co-Chairs on implementing a standard honorarium

#### Announcements:

- Resignation of Membership Co-Chair: Helen Charbonneau

**Questions for the Board:** None

#### Other notes:

Discussion lead on possible “boom” in interest of digitization projects lead by Amanda Fowler and how can D.C. help. Start a “go to” help training sessions for people in the very beginning stages. Suggestion of Zoom meetings for where to start and talks, aka “support group” and advocating to institutions administration for support.

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## Digital Commonwealth Board Committee Report

**Committee: Outreach & Education Chair(s):** Andrew Begley, Matt Amory

**Liaison to board if not chair(s):**

**Date of last meeting:** 8/16/2021

**Date of next meeting:** 9/20/2021

**Action items completed**

- Planning primary source event for September

**Action items in progress/pending**

- Jean, Jodi, Maureen meeting to discuss potential PR, advertising opportunities
- Maureen interviewed Kevin Dua for a blog post on teaching with primary sources
- Along with Membership, O&E is actively looking for institutions/individuals interested in taking part in future online events

**Announcements:**

- Tiffeni Fontno and Caroline Turner have stepped down from the committee

**Questions for the Board:**

- What is the current status of digitization at the BPL? Are new applications for digitization projects being accepted at the moment?

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## Digital Commonwealth Board Committee Report

**Committee:** Repository Committee

**Chair(s):** Eben English

**Liaison to board if not chair(s):**

**Date of last meeting:** September 16, 2021

**Date of next meeting:** November 11, 2021

**Action items completed**

- Reviewed repository content migration status
- Reviewed DC3 repository system development status

**Action items in progress/pending**

- Review of draft Privacy Policy for DC site

**Announcements:** New members:

- Ken Liss (Brookline Historical Society)
- Thomas San Fillipo (Wheaton College)
- Felliha Desmarais (Fall River Public Library)
- Maureen Mann

**Questions for the Board:**

n/a

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## **Digital Commonwealth Board Committee Report**

**Committee:** Conference Committee

**Chair(s):** Graham Goss & Paige Neumann

**Date of last meeting:** Sept. 9, 2021

**Date of next meeting:** TBD, early October

### **Action items completed:**

- Committee approved: Conference date, Tuesday June 14, 2022, Conference title: Users and Uses: Centering Communities in Digital Collections
- Committee discussed potential keynote speakers to reach out to and narrowed our top two choices to Harriett Green and Tonia Sutherland
- Committee began a list of potential speakers to reach out to for panels and/or individual presentations

### **Action items in progress/pending**

- Finalize selection of keynote speaker to reach out to (Harriett Green or Tonia Sutherland) • Continue to add to list of potential speakers to reach out to for panels and/or individual presentations
- Finalize Call for Speakers (Graham & Paige)

### **Announcements:**

### **Questions for the Board:**

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## **Boston Public Library Update**

**August 18, 2021 - September 21, 2021**

### **Digital Services Report Applications received**

1. Phillips Academy
2. Thomas Crane PL
3. Seekonk PL
4. Nahant PL
5. Town of Boxford
6. Wheaton College

### **Site visits completed**

1. Cary Memorial Library

### **Bound Material Collections added to Internet Archive**

1. Bishop Feehan High School
2. Handel and Haydn Society

## **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**

- Migration of repository data and digital assets in production is underway! As of Monday September 20 we have migrated TK digital objects representing TK million files and TK GB
- Anticipated completion date is mid-October.

### **Other Mentions**

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