



Digital Commonwealth Board Meeting

Minutes

October 19, 2021

Approved at November 16, 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), Eben English

Absent: Rachel Jirka

Guests: Glynda Benham, Matt Amory, Graham Goss

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

Committee Reports:

Conference Committee:

See attached Committee Report below

Membership Committee:

See attached Committee Report below

Outreach and Education Committee:

See attached Committee Report below

Repository Committee:

See attached Committee Report below

The Committee did not meet.

Boston Public Library Update:

-See attached Update below

Financials Update:

Tegan Kehoe reported that we continue to do well financially

DPLA Update:

Nothing new.

Operations Manager Hiring Discussion:

There are 20 applicants, to be interviewed by phone swiftly. Every effort will be made to allow person selected to overlap with Glynda Benham.

Values Statement:

The Board **approved** the wording of the Values Statement.

Land Acknowledgement Statement:

Tribal members have given general feedback and general approval.

There was a brief discussion about hierarchies on the website, and the curation of content for NEASC. Board members expressed interest in an explanation outlining the Internet Archive and Digital Commonwealth connection, as well as state-funded digitization and hosting, and finally, how Digital Commonwealth is a public-private partnership. Discussion was tabled and will be picked up again in January after Operations Manager is hired.

Discussion about next month's meeting began with focusing on justifying by-law changes (last updated/reviewed in 2016) to DC's membership. Procedures are outlined online, and in-person meeting with 10% total member attendance (~25 people) is needed to vote in/approve changes. While holding such a meeting at the Conference was floated, Evan Knight recommended a standalone event/meeting for reconnection and engagement purposes. It was additionally noted that a standalone event would provide an opportunity to follow up with members about all of the newly published statements on the website and ask for feedback. It was generally agreed upon that DC will provide notice in December of an annual meeting to all existing members for an event to be held in January, thereby adhering to at least 30 days of notice regarding a meeting to membership at-large.

Meeting was adjourned at 12:20pm

Next Meeting: November 16, 2021. 10:00am-12:00pm. (Zoom)

Hans Bergmann, Secretary. With assistance of Kate Boylan

Conference Committee Report for October Meeting

Digital Commonwealth Board Committee Report

Committee: Conference Committee

Chair(s): Paige Neumann & Graham Goss

Liaison to board if not chair(s):

Date of last meeting: October 6

Date of next meeting: TBD, early November

Action items completed

- Call for Speaker
- Made contact with keynote speaker

Action items in progress/pending

- Finalize banner for conference
- put together list of listservs for call for speaker
- put together list of sponsors
- Continue to add to list of potential speakers to reach out to for panels and/or individual presentations

Announcements:

- Tonia Sutherland responded to our request for keynote invitation

Questions for the Board:

- Update on conference coordinator position

Other notes:

Membership Committee Report for October Meeting

Digital Commonwealth Membership Committee Report October 2021

Committee: Membership

Chair(s): Jennifer Belcher

Liaison to board if not chair(s):

Date of last meeting: October 26, 2021

Date of next meeting: November 23, 2021

Action items completed

- Welcome to three new committee members
- Approval of Minutes from September Meeting
- Report on October Board meeting
- Update of Digital Horizons program schedule
 - 81 people are signed up for Oct 29th event w/ Francesca Gianetti
 - 15 people are registered for Nov. 17th event “Cross Cultural” workshop
 - December event still in works w/ O&E co-chairs
 - Glynda has a meeting w/ Boston Children’s Museum for possible “Behind the Scenes”
 - Tomaquag Museum in Exeter, RI is interested in giving presentation. Glynda will be speaking w/ the Director
 - Honorarium fee could be much higher than \$250

Action items in progress/pending

- Continue working with O&E for future Digital Horizons events

Announcements:

Questions for the Board:

Other notes:

Outreach and Education Committee Report for October Meeting

Committee: Outreach and Education

Chair(s): Andrew Begley, Matt Amory

Liaison to board if not chair(s):

Date of last meeting: 9/20/21

Date of next meeting: 10/18/21

Action items completed

- Hosted primary source event, 9/23
- Worked with Glynda to send out call for new committee members. Glynda sent to mailing list 10/5.

Action items in progress/pending

- Matt, Andrew working with Jenn and Glynda to finalize speakers for December event- "User Perspectives on Getting Our Collections Digitized." Two of three speakers confirmed.
- Exit interviews with Jodi Goodman, Jean Maguire. Pending possible standardized exit interview template?
- Blog posts on primary source event, amplifying Native American partnerships and voices (Maureen)
- Onboard new members. Seven potential new committee members have reached out to Andrew in response to call for members. Three confirmed so far.

Announcements:

Jean Maguire is stepping down from the Committee after many years of service to Digital Commonwealth. Thank you to Jean for all of her hard work on the committee.

Questions for the Board:

Other notes:

Repository Committee Report for October Meeting

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

Other notes: n/a

BPL Report for October Meeting

September 22, 2021 - October 20, 2021

Digital Services Report

1. Simmons University
2. Oak Bluffs PL
3. Lawrence PL
4. Wayland PL
5. Fenway High School
6. Melrose PL
7. Jacob Edwards Library
8. McCann Technical School
9. Maynard PL
10. Beverly PL
11. Randolph Historical Commission

Site visits completed

1. None

Bound Material Collections added to Internet Archive

1. National Archives
2. Memorial Libraries of Deerfield
3. English High School

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 still ongoing. As of Friday October 15, we have migrated approximately 697,000 digital objects representing 3.7 million files and 11 TB
- Anticipated completion date is late October to early November.