



## Digital Commonwealth Board Meeting

Minutes

November 16, 2021

Approved at December 21, 2021 Meeting

10:06 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, Eben English, Gianna Gifford

Absent: Rachel Jirka, Evan Knight

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

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

### Committee Reports

#### **Conference Committee:**

See attached Committee Report below.

Planning is going well. Keynote speaker has not yet confirmed.

#### **Membership Committee:**

See attached Committee Report below.

There are 3 new members of the Committee.

There are now more members of Digital Commonwealth than ever before, 226.

#### **Outreach and Education Committee:**

See attached Committee Report below.

There are five new members. Planning includes new blog posts, a January event on "Users' Perspectives on Getting Our Collections Digitized," possibly coinciding with a general membership meeting.

Grant opportunities were discussed: serious consideration of those will begin after the new Operations Manager is hired.

#### **Repository Committee:**

See attached Committee Report below.

The Committee is about to issue a privacy policy.

#### **Boston Public Library Update:**

See attached Update below.

Gianna Gifford was warmly welcomed to the Board.

**Financial Update:**

Tegan Kehoe reported that we continue to do well financially. \$144,435

**DPLA Update:**

DPLA is considering doing away with its Advisory Council.

**By-Laws Changes:**

The Board discussed when to hold the membership meeting to vote on the Board recommended By-Laws changes.

The Board hopes that the meeting can occur in January in conjunction with an Outreach and Education event on Users' Experiences in Digitizing Collections.

**Exit Interviews:**

A discussion on Exit Interviews of departing members of the Board was postponed.

**Operations Manager Hiring Progress:**

The hiring committee has narrowed the pool down to three highly qualified candidates.

The committee is checking the references of two of the three. The process should now move swiftly.

**GLYNDA BENHAM:** President Boylan and all members of the Board separately expressed their profound appreciation for the work of Glynda and wished her the very best in her future endeavors, particularly in kayaking. **We will all miss her.**

Meeting was adjourned at 11:40 am.

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

Hans Bergmann, Secretary.

## Conference Committee Report for the November Meeting

### Digital Commonwealth Board Committee Report

**Committee:** Conference Committee

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

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

**Date of last meeting:** November 8

**Date of next meeting:** TBD

**Action items completed:**

- Reached out to Tonia Sutherland about agreed upon rate and waiting to hear back
- Three confirmed speakers so far: Abby Battis, Giordana Mecagni, Emily Pfothenauer

**Action items in progress/pending:**

- Reaching out to speakers to put together a session on LOC headings
- Call for speakers going out to listservs
- figuring out sponsorship packages we'll be offering and updating potential sponsor list

**Announcements:**

N/A

**Questions for the Board:**

# Membership Committee Report for the November Meeting

## Meeting Minutes October 26, 2021

**Present:** Jennifer Belcher (Chair), Glynda Benham (ex officio), Paul Engle, Kim DeWall, Danielle Sangalang, Indira Leisba, Chelsea Fernandes, Felliha Desmarais, Rachel Jirka

1. Welcome to new members and introduction of fellow members
2. Minutes of September meeting accepted.
3. Update of Digital Horizons program schedule
  - a. 81 people are signed up for Oct 29<sup>th</sup> event w/ Francesca Gianetti
  - b. 15 people are registered for Nov. 17<sup>th</sup> event "Cross Cultural" workshop
  - c. December event still in works w/ O&E co-chairs
  - d. Glynda has a meeting w/ Boston Children's Museum for possible "Behind the Scenes" tour
  - e. Tomaquag Museum in Exeter, RI is interested in giving presentation. Glynda will be speaking w/ the Director
    - i. Honorarium fee may be much higher than \$250 based on information on their website; possibly \$500 which Membership & O&E could potentially split from their individual budgets
4. New business:
  - a. Chelsea asked to have help from D.C. to give a Getting Started with Digital Commonwealth presentation to the SAILS network libraries in January
    - i. Glynda suggested a Board member give the Membership portion of the presentation since she no longer be with D.C. by then
  - b. Question and discussion from Kim on how to start the conversation with technical services librarians on how we can help them understand what is involved in digitizing, how it gets done, and how organizations can directly link their search engines to items in the D.C. repository. Chelsea indicated from her experience the latter step cannot currently be done.
    - i. Glynda suggest this is a conversation to have with Jake at BPL

# Outreach & Education Committee Report for the November Meeting

## Digital Commonwealth Board Committee Report

**Committee:** Outreach and Education  
**Chairs:** Andrew Begley, Matt Amory

**Date of last meeting:** 10/18/2021

**Date of next meeting:** 11/15/2021

### Action items completed

- Onboard new members. Five new members are joining the committee:
  - Kelly Depin (Whelden Memorial Library)
  - Robin Phelan (Town of Boxford)
  - Barbara Schneider (MA Trial Courts, ret.)
  - Indira Leisba (North Shore Community College)
  - Timothy Lepczyk (WGBH)
- Increase frequency of social media posts. Committee member Brittany Contratto is now contributing weekly posts.

### Action items in progress/pending

- NEASC Annual Conference video presentation (Maureen)
- Exit interviews with Jodi Goodman, Jean Maguire. Pending possible standardized exit interview template?
- Blog posts on amplifying Native American partnerships and voices; Kevin Dua and Troy Smith presentations (Maureen)

### Announcements:

### Questions for the Board:

- Is it worth looking into grant funding to expand the reach of DC projects? E.g: [New Grant Awards for American History and Civics Education - ED.gov Blog](#). (The deadline has passed for this particular grant this year.)

### Other notes:

## Repository Committee Report for the November Meeting

### Digital Commonwealth Board Committee Report

**Committee:** Repository Committee

**Chair(s):** Eben English (Boston Public Library)

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

**Date of last meeting:** Tuesday, November 9, 2021

**Date of next meeting:** January 13, 2022

#### Action items completed

- Final review and approval of Digital Commonwealth Privacy Policy

#### Action items in progress/pending

- Add Privacy Policy page to digitalcommonwealth.org
- Review of linking and navigation for improving access to DC Membership & Programming information from main “collections” site (digitalcommonwealth.org)

#### Announcements:

#### Questions for the Board:

#### Other notes:

## BPL Update

### **Boston Public Library Update** October 20, 2021 - November 16, 2021

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

1. Chelsea Historical Commission
2. Shrewsbury PL

#### **Site visits completed**

1. NA

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

1. Handel and Haydn Society
2. Essex North Shore Agricultural and Technical High School
3. Abington 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**

- Migration of repository data and digital assets in production is still ongoing. As of Monday November 15 we have migrated approximately 883,000 digital objects representing 6.5 million files and 30 TB
- Anticipated completion date for migration is late November.
- Work on updating ingest scripts and derivative-processing pipelines for the new system is ongoing; it is anticipated that we should be able to resume ingests in December.

##### **Other Mentions**

- Eben English presented “Sharing Digitized Collections in Wikipedia” at the MBLC-sponsored “Expand Digital Access Today: New Pathways for Sharing Your Collections” program on October 21. Slides: <https://docs.google.com/presentation/d/1FAYQhHHMSBb2rqcZLKP>