



Digital Commonwealth Board Meeting

Minutes

December 21, 2021

Approved at January 18, 2021 Meeting

10:06 am: Meeting called to order by President Kate Boylan.

Present (via Zoom): Kate Boylan, Tegan Kehoe, Sonia Pacheco, Hans Bergmann, Maureen Mann, Kate Bradley, Amanda Fowler, Justin Snow

Absent: Danielle Sangalang, Rachel Jirka, Gianna Gifford, Evan Knight

Guests: Graham Goss, Jenn Belcher, Eben English, Anne Callahan, Andrew Begley

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

Welcome to Anne Callahan

The Board extended a warm welcome to Anne Callahan. Introductions were made.

Committee Reports

Conference Committee:

See attached Committee Report below.

Tonia Sutherland is confirmed as speaker, and an ample number of proposals for talks have been submitted.

Membership Committee:

See attached Committee Report below.

Outreach and Education Committee:

See attached Committee Report below.

The committee will henceforth attach post-event surveys to its monthly committee reports to the Board.

Repository Committee:

See attached Committee Report below.

The Committee has not met recently.

Boston Public Library Update:

See the attached Report.

Discussion of a suggestion that there be a monthly meeting of committee chairs with the Board Executives Group. The general sentiment of the Board was that there were enough meetings.

Financial Update:

Tegan Kehoe reported that we continue to do well financially. \$165, 800.

Tegan also reported that she will be taking leave from her position as Treasurer starting in May 2022. She will take a few months to welcome her baby due in May. *The Board wished her and her family great happiness.* We need to think about her temporary replacement.

DPLA Update:

Kate Bradley is now a member of the DPLA Advisory Board.

Membership Statistics:

We have 4 new members. We have a total of 222 members and 23 pending members, for a total of 245. This is up 17 from a year ago. This is very good.

By-Laws Changes:

The Board discussed the proposed new *By-Laws*. The Board **approved** a motion to present them to the full membership for a vote on February 9th, 2022. See the final version attached below.

Institutional Partnerships to Educate School Age Children:

Maureen Mann presented part of a film showing how community-wide partnerships can encourage and facilitate digital Civics Education. "Bringing Back the Bluebirds" was the example.

Meeting was adjourned at 11:35 am

CONFERENCE COMMITTEE REPORT

Committee: Conference

Chair(s): Graham Goss & Paige Neumann

Date of last meeting: December 2, 2021

Date of next meeting: January 11, 2022

Action items completed:

- Sponsorship packages have been sent out to all sponsors from previous years, as well as Lyrasis who reached out to us.
- Call for speakers has gone out and we have received 4 abstracts
- 4 speakers have been confirmed for conference

Action items in progress/pending:

- Reaching out to speakers to put together a session on LOC headings -Signing Tonia Sutherland's contract
- Getting speaker agreements signed

Announcements:

- Tonia Sutherland is confirmed as keynote speaker

Questions for the Board:

- What pieces do we need in place to open up conference registration?

MEMBERSHIP COMMITTEE REPORT

Committee: Membership

Chair(s): Jennifer Belcher

Last meeting: November 23, 2021

Date of next meeting: December 28, 2021

Action items completed

- Approval of Minutes from October Meeting
- Report on November Board meeting
- Update of Digital Horizons program schedule
 - November 17 event: Cross-Cultural Competency workshop w/ Tiffany Magnolia, NSCC, was well attended. Glynda is waiting for survey results
 - December's event will be postponed to January: User's Perspectives
 - Event will tie in with Board's update of By-Laws
 - Glynda met with Rachel from the Children's Museum. They have an extensive collection of Native American archives. Possible February 2022 event
 - Tomaquag Museum in Exeter, RI on hold at moment
- Going forward with Digital Horizons programs
 - New ideas brought to table by committee members
 - Jenn will share with O&E to figure out scheduling and partnership with them

Action items in progress/pending

- Continue working with O&E for future Digital Horizons events
- Membership Committee members will be email ideas for next year's Digital Horizon events

Announcements:

Questions for the Board:

How close are you to hiring Glynda's replacement?

Other notes:

OUTREACH AND EDUCATION COMMITTEE REPORT

Committee: Outreach and Education

Chairs: Andrew Begley, Matt Amory

Date of last meeting: 11/15/2021

Date of next meeting: 12/20/2021

Action items completed

- Presentation for Boston Public Schools librarians 12/9 (Andrew, Anne Berard)
- Work with Glynda, Membership (Jenn) to finalize dates for “User Perspectives on Getting Collections Digitized” event

Action items in progress/pending

- Work with Leventhal Map Center on “Activism in Boston” primary source set
- Involve new/returning committee members in event planning process

Announcements:

Questions for the Board:

- Is there a preference on how post-event surveys are shared with the Board?

Other notes:

REPOSITORY COMMITTEE REPORT

Committee: Repository Committee

Chair(s): Eben English (BPL)

Date of last meeting: Tuesday, November 9, 2021

Date of next meeting: Thursday, January 13, 2022

Action items completed

Posted final draft of Privacy Policy: <https://www.digitalcommonwealth.org/privacy>

Action items in progress/pending

Draft of new navigation menu for digitalcommonwealth.org to include more links to Membership & Programming site.

Investigate migrating Facebook-authenticated user accounts (goal is to remove FB login).

Announcements:

Questions for the Board:

Other notes:

BPL UPDATE

Applications received

1. Boston Arts Academy
2. Hingham PL
3. Thomas Crane PL
4. Beverly PL

Site visits completed

Digital Services Report

1. (Virtual) Holyoke PL (Newspapers)
2. (Virtual) Northeastern (newspapers)

Bound Material Collections added to Internet Archive

1. Somerville 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 complete! The migration encompassed 926,806 digital objects representing 7,289,632 files and 39.55 TB
- digitalcommonwealth.org has been updated to use the cloud-based file assets and data from the new DC3 system.
- Work on updating ingest scripts and derivative-processing pipelines for the new system is ongoing; we are currently testing the ingest process in our staging environment.

BY-LAWS PROPOSED CHANGE



BOARD RESOLUTION OF DIGITAL COMMONWEALTH INC.

APPROVING AMENDMENTS OF BYLAWS

DULY PASSED ON: December 21, 2021

WHEREAS, Digital Commonwealth Inc., a Massachusetts non-profit corporation is accountable to its member organizations to maintain updated organizational governing bylaws;

WHEREAS, the organizational bylaws were previously revised in 2016;

WHEREAS, revisions to **Section 3: Membership** are needed to reflect the addition of the Friends membership category and the change from Sponsoring Organization to Consortia membership category; and changes to **Section 5: Board of Directors** are needed to clarify and increase the term lengths of the President, Vice-President, and Treasurer to improve organizational consistency and reporting structure.

WHEREAS, the bylaws have been rewritten to reflect these changes;

WHEREAS, a copy of the amendments of the bylaws is attached hereto in EXHIBIT A (Section 3) and EXHIBIT B (Section 5).

RESOLVED, That the Digital Commonwealth Board of Directors accepts the amendments to Sections 3 and 5 of the bylaws.

EXHIBIT A

SECTION 3, CURRENT VERSION OF BYLAWS

Section 3: Membership

Section 3.1 Membership Types

The Digital Commonwealth has two types of members:

- Institutional Members
- Consortium (Group Sponsoring) Organization Members

Section 3.1.1 Membership Requirements

Institutional and Consortium (Group Sponsoring) Organization Members must meet the following criteria or else be granted eligibility by the Board of Directors:

1. Member must be a cultural institution (or a group of cultural institutions)
2. Member must be located primarily in Massachusetts
3. Member must sign a membership agreement
4. Member must pay the current membership fee (see section 3.2)

Section 3.1.2 Member Benefits

Institutional and Consortium Members are eligible for the following:

- To have metadata harvested for inclusion in the central index when member metadata is in a compatible standard format.
- Listing in the online membership directory of the Digital Commonwealth.
- To select a representative eligible to vote in the Council of Members elections.
- To select representatives eligible to run for and hold Board of Directors positions.
- To select representatives eligible to sit on a Digital Commonwealth Committee.
- Support and training provided by the Digital Commonwealth.

Institutions that are members of a Digital Commonwealth Consortium Member are eligible for the following membership benefits:

- To have metadata harvested for inclusion in the central index as part of their Consortium Organization collection.
- Selected support and training provided by the Digital Commonwealth to Consortium Organizations for allocation to its members.

Participation on the Board of Directors or a Digital Commonwealth Committee is available to Institutions that are members of a Digital Commonwealth Consortium Member either through their Consortium as Consortium representatives or by joining the Digital Commonwealth as an Institutional Member.

SECTION 3, AMENDED

Section 3: Membership

Section 3.1 Membership Types

The Digital Commonwealth has three types of members:

- Institutional Members
- Consortia Level Members
- Friends

Section 3.1.1 Membership Requirements

Institutional and Consortia Level Members must meet the following criteria or else be granted eligibility by the Board of Directors:

1. Member must be a cultural institution (or a group of cultural institutions)
2. Member must be located primarily in Massachusetts
3. Member must pay the current membership fee (see section 3.2)

Friends of Digital Commonwealth are individuals who are ineligible to join Digital Commonwealth as an Institutional or Consortia Level Member. Friends membership cannot be used as a substitute for joining as an Institutional or Consortia Level Member.

Section 3.1.2 Member Benefits

Institutional and Consortia Members

Institutional and Consortia Members are eligible for the following:

- To have metadata harvested for inclusion in the central index when member metadata is in a compatible standard format.
- Listing in the online Membership Directory of the Digital Commonwealth.
- To select a representative eligible to vote in the Council of Members elections.
- To select representatives eligible to run for and hold Board of Directors positions.
- To select representatives eligible to sit on a Digital Commonwealth Committee.
- Support and training provided by the Digital Commonwealth.

Institutions that are members of a consortium that is itself a Digital Commonwealth Consortia Member are eligible for the following membership benefits:

- To have metadata harvested for inclusion in the central index as part of their Consortia Organization collection.
- Selected support and training provided by the Digital Commonwealth to Consortia Organizations for allocation to its members.

Participation on the Board of Directors or a Digital Commonwealth Committee is available to Institutions that are members of a Digital Commonwealth Consortia Member either through their Consortium as Consortium representatives or by joining the Digital Commonwealth as an Institutional Member.

Institutions that are members of a Digital Commonwealth Consortia Member but are not an Institutional Member in their own right, are not eligible to register for Digital Commonwealth events at the discounted member rate, or to attend Member-Only events.

EXHIBIT B

SECTION 5, CURRENT VERSION OF BYLAWS

Section 5: Board of Directors

The Board of Directors is composed of ten (10) elected voting members, five of whom shall serve as Officers and five as Directors of the Digital Commonwealth (see Section 6). In addition, up to five (5) ex-officio voting members may serve on the Board of Directors. Board of Directors members serve two-year terms. The President and Vice-President will serve three-year terms. Terms will be staggered, so that no more than five (5) terms will expire in a given year.

SECTION 5, AMENDED

Section 5: Board of Directors

The Board of Directors is composed of ten (10) elected voting members, five of whom shall serve as Officers and five as Directors of the Digital Commonwealth (see Section 6). In addition, up to five (5) ex-officio voting members may serve on the Board of Directors. Board of Directors members serve two-year terms. The President will serve two years as President and one year as Past President. The Vice-President will serve two years as Vice-President. It is intended, but not mandatory, that the Vice-President will also be President-elect, and may therefore serve a total of five years, two years as Vice-President, two years as President, and one year as Past President. The Treasurer will serve for a minimum of two years. Terms will be staggered, so that no more than five (5) terms will expire in a given year.