

Digital Commonwealth Board Meeting Minutes

March 15, 2022

Approved at April 19th 2022 meeting

10:05 am: Meeting called to order by President Kate Boylan

Present (via Zoom): Kate Boylan, Sonia Pacheco, Justin Snow, Danielle Sangalag, Maureen Mann, Amanda Fowler, Justin Snow, Evan Knight, Gianna Gifford, Hans Bergmann, Tegan Kehoe, Kate Bradley,

Absent: Rachel Jirka

Guests: Graham Goss, Paige Neumann, Eben English, Anne Callahan, Jenn Belcher, Kim DeWall, Matthew Amory

February Meeting Minutes were approved as presented.

Committee Reports

Conference Committee

- See attached Conference Committee report below
- Registration has soft opened and an email announcement will be sent soon.

Membership Committee

- See attached Membership Committee report below
- Questions were asked about standardizing speaker payments and about committee budgets (for all committees). Committee chairs were assured that their budgets were to be used at their discretion.

Outreach and Education Committee

- See attached O&E Committee report below
- The February 9th event was a great success with 100 people attending at one time or another.
- The April event is not firm yet (Land Acknowledgement)

Repository Committee

- See attached Repository Committee report below
- URL forwarding will happen automatically for all page URLs within the membership site

BPL Update

- See attached BPL update below
- BPL Special Collections is returned after long remodel

- Gianna Gifford outlined BPL priorities for the near and medium term future. They include: public programs on Climate change and Climate Justice, on anniversaries of the Boston Tea Party (2023), the American Revolution itself (2026), and the founding of Boston (2030),

Financials Update

- Doing well in general with funds rising each year.
- Financials look different this time of year because the conference is happening later than usual (June instead of April), so we'll see conference expenses and revenues start later
- Net for the month was \$2,574
- Net assets as of the end of January were \$163,311

DPLA Update

- There was no DPLA update.

Membership Stats

- 212 active members
- 18 pending members
- 23 pending past due members
- 7 lapsed members
- One significant non-renewal was Sturbridge Village but they are in the process of reassessing their programming and may return eventually.
- Discussion followed about how to explain the value of paid memberships to members

New Business

- Anne Callahan asked whether file sharing system is working. It is.
- The proposed Records Management Policy was discussed and tabled for another meeting
- The proposed "Roles and Responsibilities of Board Members" (drafted because nominating "season" is coming up) was briefly discussed and tabled
- There was agreement we should ask Chairs of Committees to write descriptions of their roles for the "Roles and Responsibilities" document.
- There was brief discussion of whether we are "manifesting" our Land Acknowledgement and Values statement. This should be revisited
- It was agreed there should be exit interviews for departing members
- There was discussion of the timing of the *Newsletter*. Consensus was that it should appear at the beginning or end of a month. Anne Callahan explained some of the difficulties of assembling it.

- There was discussion of how to have Board meetings allow more time for substantive consideration of important goals of Digital Commonwealth.

The Meeting was adjourned at 11:56.

The next meeting is April 19, 2022, from 10-12am, Zoom,.

Conference Committee Report

Committee: Conference Committee

Chair(s): Graham Goss & Paige Neumann

Liaison to board if not chair(s):

Date of last meeting: March 4, 2022

Date of next meeting: TBD

Action items completed:

- Dr. Sutherland spoken to and speaker agreement changed
- Panels/presentations are coming together
 - Panel 1: Local History at All Levels: Making Collections Relatable and Accessible
 - Panel 2: Harnessing the Power of Academic Institutions for Change
 - Panel 3: Responsible Metadata
 - 30 min Presentation: Visualizing Change: Stories of Community Activism in Digital Commonwealth Collections

Action items in progress/pending:

- Invitation to be sent out to members and posted to listservs

Announcements:

- Registration is open
- Invitation has been written

Questions for the Board:

Outreach and Education Committee Report

Committee: Outreach and Education

Chairs: Andrew Begley, Matt Amory

Date of last meeting: 2/28/2022

Date of next meeting: 3/21/2022

Action items completed

- Start tracking future conferences and events, with the goal of finding opportunities to present on the work of the committee, Digital Commonwealth more broadly.

Action items in progress/pending

- Work with Membership Co-Chairs on standardizing honoraria for speakers
- Continue working with Anne and Membership, Conference Committees on coordinating events
 - Possible GBH archives event in the fall
- Work with Leventhal Map Center on “Activism in Boston” primary source set. Assess how new primary source sets can be integrated into current webpage design.

Announcements:

Questions for the Board:

Other notes:

Membership Committee Report

Committee: Membership

Chair(s): Jennifer Belcher

Liaison to board if not chair(s):

Date of last meeting: February 22, 2022

Date of next meeting: March 22, 2022

Action items completed

- Approval of Minutes from January Meeting
- Report on January Board Meeting
- Update of Expanding Your Digital Horizons program schedule
 - March 16: Berklee College of Music Archives staff about merging institutional archives, Membership Committee member Paul to host
 - April even about land acknowledgement TDB
 - Discussion on May 4th event being rescheduled
 - July 13: Franco American Digital Archives/Portail franco-americain, hosted by Board member Kate Bradley
- Update on speaker payments
- Debrief on Feb. 9 event
- Membership stats

Action items in progress/pending

Announcements:

Questions for the Board:

Other notes:

Kim DeWall (co-chair) unable to attend due to family obligations

Repository Committee Report

Committee: Repository Committee

Chair(s): Eben English (BPL)

Liaison to board if not chair(s):

Date of last meeting: Thursday, January 13, 2022

Date of next meeting: Thursday, May 12, 2022

Action items completed

n/a

Action items in progress/pending

- Investigate using “membership.digitalcommonwealth.org” as URL for Membership & Programming site (Wild Apricot)
- Investigate using text slugs for WA pages
- Add WA-linking menu items to digitalcommonwealth.org

Announcements:

Questions for the Board:

Other notes:

Boston Public Library Update

February 16, 2021 - March 15, 2021

Digital Services Report

Applications received

1. Lee Library
2. Greenfield Community College

Site visits completed

1. Boston Medical Library
2. USS Salem Museum
3. Hingham PL
4. Gill Historical (Virtual)

Bound Material Collections added to Internet Archive

1. N/A We have shifted our workflow for this and the pace of book digitization should pick up next month.

Repository and Portal Report

Collections added to Portal

Hosted:

- Boston Architectural College - Working Materials Collection (6 items; photographs and artifacts)*
- Boston Public Library - Boston Pictorial Archive (Collection of Distinction) (627 items; photographs of various Boston locations, primarily from the late 1800s to early 1900s)*
- Boston Public Library - Jack Miller Collection (650 items; photographs and letters from a Black photojournalist active from 1939-1948)
- Boston Public Library - James Taulman Collection (341 items; photographs of downtown Boston architecture from 1980)
- Boston Public Library - Project DOCUMERICA Photographs by Ernst Halberstadt (1896 items, photographs of Boston and area locations from early 1970s)
- Boston Public Library - Stereograph Collection (244 items; stereographs depicting the American West and various locations throughout Europe and the Middle East)*
- Boston Public Library - Tichnor Brothers Postcard Collection (10 items; various postcards)*

- Boston Public Library - The Woman's Era (Boston, Mass. : 1894-1897) (22 items; first publication published by and for Black women in the U.S.)
- Historic Newton - Newton Public Building photographs, 1906 (65 items; photographs of public buildings)
- Historic Newton - Newton Public Building photographs, 1925 (76 items; photographs of public buildings)
- Historical Society of Old Yarmouth - Marjorie Chase Denoncourt Collection (Albert T. Chase Album II) (406 items; military and family photographs from the early 1900s)
- Historical Society of Old Yarmouth - Marjorie Chase Denoncourt Collection (Albert T. Chase Album III) (191 items; military and family photographs from the early 1900s)
- Holyoke Public Library - Holyoke History Newsprint Collection (1 item; Holyoke semi-centennial number of the Springfield Republican 1873-1923)*
- Leventhal Map & Education Center at Boston Public Library (593 items; maps for various collections, including plans and maps from the Boston Redevelopment Authority and Boston Parks and Recreation Department)*
- Lincoln Public Library - Lincoln Town Archives (56 items; town records)*

* items added to existing collection

Repository and Portal Development

- Working on updates to ingest processing applications for video content.
- Metadata harvesting scripts have not been migrated to the new system yet, we hope to resume harvesting by May.
- Newspaper digitization:
 - Our project to process approximately 170,000 pages from Boston neighborhood newspapers published from the mid-1800s to mid-1900s is underway, so far the vendor has processed approximately 30,000 pages.
 - We are narrowing the title selection for our National Digital Newspaper Program grant, this process should be complete by the end of April. Digitization work will begin in FY23.

Other Mentions

- Jake Sadow will be presenting "Getting Started with Digital Commonwealth" on March 17th