Digital Commonwealth Board Meeting Minutes
May 17, 2022
Approved at June 21, 2022 meeting

10:02 am: Meeting called to order by President Kate Boylan

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

Absent: Rachel Jirka, Gianna Gifford, Evan Knight, Tegan Kehoe

Guests: Paige Neumann, Eben English, Anne Callahan, Matthew Amory, Andrew Begley

The **April Meeting Minutes** were approved as presented.

Committee Reports

Conference Committee
- See attached Conference Committee report below
- 119 registrations so far
- Board members should register!
- Committee is working on practice sessions and closed captioning

Membership Committee
- See attached Membership Committee report below
- Danielle Sangalang has joined
- Working on Exit Survey for members who leave
- Planning Events on metadata

Outreach and Education Committee
- [No attached O & E report this month]
- Discussed the "Moving Past Land Acknowledgement' presentation and its Recording and how to make it available.
- **MOTION: It was moved that DC should request permission to post a link to the full documentary video and that the unedited recording of the "Moving Past Land Acknowledgement" should be made available by request. President Boylan should inform the participants of the decision.**
- The motion was **PASSED, 7 in favor, 1 abstention.**

Repository Committee
- See attached Repository Committee report below
- Nothing additional to report

BPL Update
- See attached BPL update below
- Continuing to "burn down" the COVID caused backlog

Financials Update
- See attached report.
- Tegan Kehoe is on leave. Justin Snow is filling in for her.
- He is investigating $2,500 charge from Wild Apricot
- All is well

DPLA Update
- The Board discussed having a DPLA board member visit with the DC Board
- Efforts being made to show value in exchange for high cost of membership

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Membership Statistics:
- 193 active members
- 46 pending members
- 10 pending past due members
- 13 lapsed members

New Business
- Discussion of Nominations for Board Members and Officers FY23 – nothing to report as yet

Submitted by Hans Bergmann, Secretary

The Meeting was adjourned at 11:32
The next meeting is June 21, 2022, from 10-12am, Zoom.

Conference Committee Report

Committee: Conference Committee
Chair(s): Graham Goss, Paige Neumann

Date of last meeting: 5/4/22
Date of next meeting: TBD

Action items in progress/pending
- Promoting the conference on listservs and any other appropriate platforms (Big thank you to Matthew and Andrew on putting posts on the DC social)
- Dry runs with all presenters
- Finalize closed captioning
- Purchase zoom

Announcements:
- Reminder to board and committee members if you haven't signed up yet for the conference please do so

Questions for the Board:

Membership Committee Report

Committee: Membership Committee
Chair(s): Danielle Sangalang; [Kim DeWall](#)
Liaison to board if not chair(s):
Date of last meeting: April 26, 2022
Date of next meeting: May 24, 2022

Action items completed
Publicized DC Board nominations to the Membership Committee
Action items in progress/pending
Working with O&E Committee and Anne to update DC's speaker agreement for events based on feedback after the April event – reviewing draft now to finalize this month

Establish Membership Committee working groups for small projects
- Create exit survey
  - Send email asking committee members to come up with some questions for exit survey
- Create spreadsheet tracking members of Membership Committee

Proposed metadata creation program with Jake Sadow or other BPL staff; Membership Committee will discuss format of presentation and size based on Jake's feedback

Other events on the table for the fall:
  - Primary source sets with Leventhal Map Center at the BPL
  - GBH Archives – "behind the scenes" or presentation about NEH grant (tentative for December)

Announcements:
Jenn is taking time off because her new job is becoming more demanding, hopes to be back soon. Danielle will step in as Co-Chair with Kim until September.

Questions for the Board:

Does Membership Committee need language we can share with members about the DPLA partnership?
  - Have this conversation at the Board level, with co-chairs present
  - Important topic because right now there is a queue for DC members to digitize, we need to show other things that are going on.

Outreach and Education Committee Report

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

Date of last meeting: 5/16/2022
Date of next meeting: 7/18/2022

Action items completed

- Created a Linktree account to link to important DC webpages from our social media accounts: [@DigitalCommonwealth | Linktree](#) (let us know if there are any other links we should add)

Action items in progress/pending

- Continue posting to the Digital Commonwealth blog. We're planning on having some more guest posts from Leah's museum studies students over the next few months.
- Promote Annual Meeting on social media channels. Look into live tweeting on the day of the conference.
- Follow up on Pakachoag event

Announcements:

- Brittany Contratto is stepping down from the committee.

Questions for the Board:

Other notes:

Repository Committee Report

Committee: Repository Committee
Chair(s): Eben English (BPL)
     Liaison to board if not chair(s):
Date of last meeting: Thursday, May 12, 2022
Date of next meeting: Thursday, July 14, 2022

Action items completed
- n/a

Action items in progress/pending
- Investigate using text slugs for WA pages.
- Update DC login pages on collections and membership sites for increased clarity and improved UX.
- Investigate file name behavior for image downloads from other digital collections sites.

Announcements:

Boston Public Library Update

April 20, 2021 - May 17, 2021

Applications received

1. Fitchburg PL
2. Thomas Crane PL
3. Boston Athenaeum
4. Millbury PL
5. Wilbraham PL
6. Revere History museum
7. Brewster Ladies Library
8. Old South Church

Site visits completed

Digital Services Report

1. Sturgis PL
2. Mass Fire Academy (Virtual)
3. Revere History Museum

Bound Material Collections added to Internet Archive

1. O'Bryant School
2. Sharon PL

Repository and Portal Report

Collections added to Portal

Hosted:

- Boston Public Library - Newspapers from the Boston Public Library (139 items; selected mid-1800s issues of the abolitionist newspapers Tocsin of Liberty, Albany Patriot, and Albany Weekly Patriot)
- Boston Public Library - Nicholas Catsimpoolas Collection (2,884 items; postcards depicting archaeological sites and antiquities from Greece, Turkey, and other Middle Eastern and Asian countries)*
- Boston Public Library - Michael T. "Nuf Ced" McGreevy Collection (3 items; photographs of professional baseball players from early 1900s)*
- Hopkinton Historical Society - Hopkinton Historical Society Photographic Archives (132 items; photographs of Hopkinton-area locations, buildings, and people, dating from the late 1800s to the early 1900s.)

- Hubbard Memorial Library - Hubbard Memorial Library Local History Collections (59 items; historic photographs of Ludlow landmarks, buildings, landscapes, and people)
- Massachusetts Archives - Massachusetts Metropolitan District Water Supply Commission, Quabbin Reservoir, Photographs of Real Estate, Sanitary Conditions, and Flooding in the Ware River Watershed, and of General Engineering, 1928-1948 (2,033 items; photographs of waterworks and residential buildings)
- Springfield College - Springfield College Negative Collection, 1940-1962 (1,412 items; photographs of Springfield College campus, student life, and important events or activities from 1940-1962)
- Wayland Free Public Library - Wayland Historical Maps and Plans (61 items; maps and plans of Sudbury and Wayland from 1638 to 2003)

* items added to existing collection

Repository and Portal Development

- ● Active development work:
  - o Integrating full-text transcription data from Zooniverse-hosted Anti-Slavery Manuscripts crowdsourced-transcription project into the digital repository. This will result in the full text of all transcribed items being searchable in DigitalCommonwealth.org, and each item will feature a downloadable transcription, as well as "search inside" functionality with keyword highlighting on the page image.
  - o Rebuilding OAI endpoint to work with new repository system
  - o Updates to OAI harvesting scripts to work with new repository system; we hope to resume harvests in early June.

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 150,000 pages.

Other Mentions

○ The Title Selection list for the NDNP grant has been submitted to the Library of Congress, we are awaiting approval.