

# Digital Commonwealth Board Meeting Minutes

## February 15, 2022

### Approved at March 15, 2022 Board 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, Rachel Jirka

Absent: Hans Bergmann, Tegan Kehoe, Kate Bradley

Guests: Graham Goss, Paige Neumann, Andrew Begley, Eben English, Anne Callahan

**January Meeting Minutes** were approved as presented.

#### **Committee Reports**

##### **Conference Committee**

- See attached Conference Committee report below.
- All but one of the Conference speakers have been confirmed.
- Contract has been sent to keynote speaker.
- Registration has soft opened and an email announcement will be sent after the keynote speaker signs their contract.

##### **Membership Committee**

- See attached Membership Committee report below
- Kim DeWall is the new Membership Committee Co-Chair with Jenn Belcher.
- Events are planned for March, April, May, and July
- Committee discussed organizing events about how existing collections are used
  - Evan suggests the use of Digital Commonwealth collections in Wikimedia as an event topic
  - Kate observed a recent increase in questions about the digitization process and uses of Digital Commonwealth objects in digital humanities projects, classrooms, etc.

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

- See attached O&E Committee report below
- Co-Chairs of the O&E and Membership Committees plan to create guidelines for standardizing speaker payments, based partly on the type of event
- Can the O&E Committee get information about their budget?
- Discussion of speaker honoraria and compensation offered at other institutions
  - Honoraria amounts are set at the department level at UMass Dartmouth

- Book/scholarship publicity is part of the speaker compensation at Wheaton
- Maureen asks about feasibility of paying higher rates to speakers than we currently pay in order to get high-quality speakers; wants to consider event fees for non-member as a way to fund speaker payments and provide a member benefit
- Agreement that Committees should determine speaker payments and bring decision back to the Board for feedback

### **Repository Committee**

- See attached Repository Committee report below
- Planning to change the domain name for the DC membership website from digitalcommonwealth.wildapricot.com to membership.digitalcommonwealth.org
- URL forwarding will happen automatically for all page URLs within the membership site
- Evan suggests grant opportunities for website UX re-design project. For ex: <https://www.neh.gov/grants/odh/digital-humanities-advancement-grants>

### **BPL Update**

- See attached BPL update below
- Updates about the waitlist for digitization:
  - If you have non-bound materials the waitlist is ticking along.
  - Bound materials handled by the Internet Archive are catastrophically held up because they went from 10 down to 2 scanners during Covid (now at 3½). BPL is looking for places where things get bottlenecked, for ex. asking for institutions to drop things off at the BPL for example.
  - Unbound materials can probably be done in a few months, but lead time can't be predicted; depends on the condition of the materials and the state of the metadata
  - In response to questions about preparing metadata: Detailed info about this is provided during the site visit.
- Jake Sadow can speak to the Board about the newspaper digitization project in a couple months.
  - Newspaper digitization will eventually be offered to other institutions in MA but the BPL is starting with its own newspaper collections. Currently working with MyHeritage to get newspapers online.
- Maureen notes that state legislation is currently under consideration to specifically allow Community Preservation Act funds to be used for digitization projects
  - Currently that is decided on a local basis, some town do not permit using CPA funds for digitization
  - Legislation is in Committee now
  - See <https://malegislature.gov/Bills/192/H3087>

- DC as an org and individual people can make statements in support of this legislation
- Evan notes that local funding is the best way to fund local projects bc it is so difficult to compete for national funds for a local project

### **Financials Update**

- Doing well in membership revenues.
- 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
- Annual renewal of our organizational insurance came due
- January was a slow month financially, with not much in or out except for recurring and ongoing expenses.
- Net for the month was \$-5,696
- Net assets as of the end of January were \$159,618

### **DPLA Update**

- New people have been elected the DPLA advisory council, including Kate Bradley, which increases DC representation. Because Danielle will be cycling off.
- Question about our subscription payments: Are we paying as much as the other DPLA member orgs? Are we getting a fair rate? What services are we getting?
  - Previously, option existed to pay higher rate for more services
  - <https://pro.dp.la/hubs/membership-program>
  - Discoverability is one important DPLA benefit
  - Why do ArtStor or HathiTrust have free memberships to DPLA when they charge people to upload materials? Also why aren't there tiered membership levels for DPLA?
  - Could we ask someone from the DPLA to come a Board meeting. Things have changed a lot since last time they came to a meeting.

### **Membership Stats**

- 217 active members
- 24 pending members
- 15 pending past due members
- 6 lapsed members
- One new member: Armenians of Whitinsville, at the Volunteer Member level
- Close to last month's numbers (219 active members, and 25 pending members)
- Note that the list of 6 lapsed members is the same as the list of lapsed member from last month.
- Expect to contact lapsed and past due members this month and report back next month

## New Business

- By-laws amendments were passed. 28 representatives of member institutions voted, but two votes came in after the meeting so were not counted. Everyone voted yes.
  - **February 9, 2022 Members' Meeting Minutes** were approved as presented.
- Getting Started with Digital Commonwealth presentations
  - Kate, Jake, and Anne presented Getting Started with Digital Commonwealth presentation at an event for SAILS consortium members. About 5 people attended.
  - In the future, Board members and Membership Committee Co-Chairs are invited to take part in Getting Started events. Ways to participate:
    - Co-present the slide presentation
    - Take part in the Q&A
    - Brief account of your experience with digitization
    - Speak briefly about involvement on Committees or on the Board
  - Evan can take part in Getting Started events for consortium members.
  - Danielle can take part in future in-person presentations at the BPL
  - Amanda volunteers to take part
  - Kate volunteers to attend upcoming March 17 presentation
  - Should we record a generic version of this presentation and post it online? Tegan may remember why we chose not to do that in the past
    - Post the slide presentation as a pdf
  - We could use a sign-up system for Board members to ensure someone attends every Getting Started event. One presentation per academic year. Each person signs up for one month.
    - This can be part of onboarding new Board members, which we'll start working on soon in preparation for nomination season
- Jake is speaking with Mass History Alliance on Friday, Evan will moderate, Danielle will attend
  - Mass History Alliance is more curators, fewer archivists and librarians, includes a lot of small historical societies with concerns about cost and metadata
- Mass Library System has posted a number of trainings and outreach events about Digital Commonwealth, for ex <https://vimeo.com/468962730>

# Conference Committee

## 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:** January 31, 2022

**Date of next meeting:** TBD

### **Action items completed:**

- Confirmed panel speakers
- Organized speakers into panels
- Created tentative day of schedule for the conference
- Sent keynote agreement to Tonia Sutherland

### **Action items in progress/pending**

- Waiting to hear from Tonia Sutherland on keynote speaker agreement
- Opening and communicating conference registration
- Sending speaker agreements to panel speakers
- Getting bios and abstracts from speakers

### **Announcements:**

### **Questions for the Board:**

### **Other notes:**

# Outreach and Education Committee

## Digital Commonwealth Board Committee Report

**Committee: Outreach and Education**

**Chairs: Andrew Begley, Matt Amory**

**Date of last meeting: 1/24/2022**

**Date of next meeting: 2/28/2022**

### **Action items completed**

- Committee member Anne Berard participated in the User Perspectives event on 2/9

### **Action items in progress/pending**

- Work with Membership Co-Chairs on standardizing honoraria for speakers
- Continue contributing regular posts to the Digital Commonwealth blog
- Continue working with Anne and Membership, Conference Committees on coordinating events
- 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:**

- Barbara Schneider informed the committee that the MA Trial Court Law Libraries are reconstituting a Rare Book Committee later this spring. One item on their agenda will be discussing joining Digital Commonwealth. Law Library staff attended the User Perspectives event this month.

# Membership Committee

## Digital Commonwealth Committee Report

**Committee:** Membership

**Chair(s):** Jennifer Belcher, Kim DeWall

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

**Date of last meeting:** January 25, 2022

**Date of next meeting:** February 22, 2022

### **Action items completed**

- Approval of Minutes from November Meeting
- Report on January Board Meeting
- Completed events
  - Feb 8: Kate Boylan and Jake Sadow from BPL gave a Getting Started with DC presentation to SAILS consortium members
  - Feb 9: User Perspectives on Digitizing Collections with Digital Commonwealth and By-Laws vote
- Scheduled Events
  - March 16: Event with Berklee Archives about merging institutional archives hosted by Paul Engle
  - March 17: Getting Started with Digital Commonwealth with Anne Callahan and Jake Sadow
  - July 13: Event with Franco American Digital Archive, hosted by Kate Bradley
- Approved payments for speakers from Berklee Archives

### **Action items in progress/pending**

- Continuing plans for Digital Horizons events
- Standardizing speaker payments, together with Outreach & Education Committee Co-Chairs

### **Announcements:**

- Kim DeWall volunteered to Co-Chair the Membership Committee with Jenn Belcher. Kim is the Head of Technical Services at the Falmouth PL on Cape Cod

### **Questions for the Board:**

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**Other notes:**

- Because new items are not being added to the DC online repository right now, the Membership Committee discussed organizing events about ways to use resources in the DC online repository, such as:
  - Using primary sources for teaching
  - Public programs using resources in the DC repository
  - Unique collections



# Repository Committee

## Digital Commonwealth Board 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, March 10, 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:

1. Is Anne Callahan taking over managing the Wild Apricot site?
2. Can we proceed with making “membership.digitalcommonwealth.org” the official URL for WildApricot?

### Other notes:

# Boston Public Library Update

January 19, 2021 - February 15, 2021

## Digital Services Report

### Applications received

1. Boston Medical Library
2. Lee Library
3. Cary Memorial
4. Roxbury Community College
5. Montague Cemetery Commission
6. Peak House Heritage Center

### Site visits completed

1. We've been working from home so no site visits have been possible

### Bound Material Collections added to Internet

**Archive** <sup>1.</sup> Clark Art Museum

## Repository and Portal Report

### Collections added to Portal

#### Hosted:

- Boston Public Library - Paintings and Fine Arts Collection at the Boston Public Library (10

items)\* \* items added to existing collection

### Repository and Portal Development

- Ingests have resumed and we are currently working through the backlog of queued

collections. We anticipate that all previously pending ingests of statewide materials should be complete by the end of February.

- Testing and making adjustments to ingest processing applications and infrastructure as needed for increasing efficiency and capacity.
- 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:
  - We are moving forward with a project to process approximately 170,000 pages from Boston neighborhood newspapers published from the mid-1800s to mid-1900s. These images were previously digitized through our partnership with MyHeritage but will require significant work to create OCR and other metadata in order to prepare them for ingest into Digital Commonwealth.
  - We are currently working on 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 presented an “Intro to Digitization” talk on February 8th with Anne Callahan and Kate Boylan for the SAILS Library Network.
- Jake will be presenting “Getting Started with Digital Commonwealth” on March 17th ([link](#)).

## Collaborative Services Report

### Excel Adult High School

The Boston Public Library is offering a new opportunity for adults ages 19+ in the state of Massachusetts to earn the high school diploma fully online – called Excel Adult High School. Anyone with a valid Boston Public Library card or e-card who did not finish high school is eligible to apply for this program. Some unique features of this program include:

- Built-in English Language Learner tools so that non-native English speakers can view the content in English and see the chosen language translation alongside.
- The program includes a built-in, on-demand tutoring program available 24/7 for students, called Train the Brain. Students will also have access to work closely online with their academic advisors and interact with their course instructors.
- Excel High School is regionally accredited. Participants will receive a high school diploma not a GED.
- We are able to offer this program to library cardholders throughout the state of MA. ● A webinar to explain the program will be held via the Massachusetts Library System on 2/28

at 2pm. To register please use the following link:

<https://calendar.masslibsystem.org/event/8874528>

- FAQ and registration can be accessed here: <https://www.excelhighschool.org/library/bpl>