Digital Commonwealth Board of Directors Meeting
Tuesday February 19, 2018 - 10:00 AM
Virtual meeting through Zoom

Present: Sadie Roosa (presiding), Rebecca Morin (secretary), Evan Knight (MBLC ex-officio), Alan Karass (president-elect), Julia Howington, Danielle Sangalang, Jodi Goodman, Tegan Kehoe (treasurer), Gianna Gifford (BPL ex-officio), Kate Boylan

Absent: Kristin Slater (past-president), Sarah (MLS ex-officio), Jennifer Hanson, Linda Redding (MSLA ex-officio)

I.   **Call to order:** Sadie @ 10:05am

II. **Approval of December meeting minutes**
   A. Moved: Kate
   B. Second: Alan
   C. Approve: ALL

III. **Approval of January meeting minutes**
   A. Moved: Julia
   B. Second: Alan
   C. Approve: ALL

IV. **Financials update:** Tegan
   A. The DC Statement of Activity for January 2019 shows total revenue of $2,133.16 and expenditures of $3,495.96, for a net revenue of $-1,362.80. The DC Statement of Financial Position a/o January 31, 2019 shows total assets of $78,506.81. The DC Budget vs. Actuals July 2018-January 2019, shows an actual total revenue of $41,805.72 vs. a budget of $48,932.38, indicating that the actual total revenue is 85.44% of the budget. The report also shows actual total expenditures of $28,583.73 vs. a budget of $30,013.97, indicating that the total expenditures are 95.23% of the budget. The actual net revenue reported is $13,221.99 vs. a budget of $18,918.41, indicating that the net revenue is 69.89% of the budget, putting DC $-5,696.42 over the budgeted revenue.
   B. Like last month, we're experiencing a slow time of year financially, with our expenses slightly outpacing our revenue. It's well within a normal range, and is similar to the dip we saw last year around this time. Our net operating revenue, year to date, is $13,211. Our net revenue for January was $-1,362, and our total assets are $78,506.
   C. Evan asked about the discrepancy between our actual expenses year to date and our budgeted expenses year to date. The budgeted amounts on

the financial documents are calculated by dividing our annual budget evenly over the year, but our actual expenses are clustered at a few times of year, the changeover of the fiscal year and the conference. Currently, it looks like we are significantly over budget when we're not, because the DPLA membership fee is paid near the beginning of the fiscal year. A similar phenomenon is true for our revenues, because membership fees cluster at the beginning of the year.

V. **Membership update:** Tegan
   A. Glynda emailed documents to the board on February 16, 2018
   B. Per the report, there are 188 current members, 6 past due members, 20 pending members, and 12 lapsed members. In February 2018, DC had 187 members; February 2017, DC had 169 members; February 2016, DC had 171 members; February 2015, DC had 153 members.
   C. Aging receivables chart: A/o 12-16-2018
      1. 0-30 days: $5,085.00
      2. 31-60 days: $2,260.00
      3. 60-90 days: $100.00
      4. Over 90 days: $1,025.00
      5. Total: $8,470.00
   D. Network membership issues - Alan
      1. Libraries should have to join directly, not through their network (ex: SAILS). This could potentially be dangerous for our membership revenue and numbers.
   E. WildApricot: The system we use to manage members is changing their fee structure, and there will be an additional charge to use a payment platform other than their own (we currently use PayPal). Glynda is getting more information for us; we don't yet know how big a deal this is.
   F. GuideStar:
      1. To summarize what's been said at previous meetings, GuideStar is the main hub for information on nonprofits (including 990s, etc.) and having a complete profile there looks good to members, potential donors, etc. as a measure of transparency. They have levels of profile completion, and we are currently going for their "silver" level.
      2. The silver level asks us to fill out five short-essay questions relating to our mission, objectives, and strategies. They are similar to questions a grant application might ask us. The questions are here: https://learn.guidestar.org/update-nonprofit-report/charting-impact
      3. I started, and Evan is continuing, working on this. He will send something around for the board to review before the conference.
   G. Staffing and services planning:
      1. I'm looking into the process to switch Glynda to probably a contractor, maybe a part-time employee, and I'll outline the big takeaways, but the main thing is that as I'm looking at several

different things we talked about doing in the future relating to the budget, they are all interconnected, so researching what our options are is taking more time than I anticipated. We don't need all of our staff/service providers to be on the same model, but it's worth thinking about how they relate for the sake of managing our bandwidth. I will give everyone a rough outline of what the options are today, so that we can all get started thinking about it, and next month, I'll return to it with numbers.

2. Membership manager (Glynda):
    a) She is currently working for us through BiblioTemps, which means she is paid through them and they take care of relevant taxes, etc., but they charge a lot for overhead.
    b) The current placement with BiblioTemps goes through the beginning of April, but it's trivial to renew it if we need more time
    c) It's very likely we could hire her as an independent contractor, rather than as a part-time employee. This would mean we don't need to deal with relevant taxes or the other responsibilities of being an employer.
    d) If we do hire her or other individuals as contractors, we'd want a lawyer (or similar) to look over the contract, so there's a startup cost involved
    e) After the initial transition, maintaining independent contractors is trivial; our accounting service already does the paperwork we need for that.
3. We talked about the possibility of getting an intern (not right away, but planning for the next year or so)
    a) Goal is service to the field, have an intern work on curating or programs
    b) Alan clarified needs a bit
    c) BiblioTemps doesn't exactly support what we want – they will take applications for anyone interested in the job description and pay range, regardless of whether they are a current student or later in their career.
    d) Legally, an intern has to be an employee, not a contractor
4. We have talked in the past about having a part-time employee to do development, etc.
    a) Almost certainly an employee and not a contractor
    b) My understanding of the intention behind the development question, and what I think the approach should be in the future, is talking about the scope of our vision for the future: are we discussing only plans that would be feasible if we stay a volunteer-only leadership, or are we also discussing versions of a vision in which we grow to the point where a

development person or part-time executive director makes sense?

     5. Next steps:
          a) I will bring cost comparisons for the various options for Glynda's position to the next meeting
          b) Informal consensus at this meeting seemed to be that the intern and development person are far enough away that we don't need to figure out a plan before figuring out the membership manager position. Can we confirm that at the next meeting?

VI.   **DPLA Network Council Update:** Alan Karass
     A. Alan will be attending DPLAfest.
     B. DPLA is very excited about receiving a large grant

VII.   **Boston Public Library update:** Gianna

January 16, 2018 - February 19, 2019

Digital Services Report

Applications received

1. Attleboro High
2. Boston Latin School
3. Parlin Memorial Library
4. Roxbury Community College
5. UMass Lowell

Site visits completed

1. Simmons University

Bound Material Collections added to Internet Archive

1. Martha's Vineyard Regional High
2. Trinity Church Marshfield
3. Somerset PL
4. Coast Guard Heritage Museum
5. North Andover Historical Society
6. Truro Historical Society

Repository and Portal Report

Collections added to Portal

Hosted
- Boston Public Library - Norman B. Leventhal Map Center Collection (869 items)*
- Cape Cod Community College - Barnstable Patriot Photograph Collection, 1931-1978 (624 items)
- Coast Guard Heritage Museum - Coast Guard Heritage Museum General Collection (20 items)
- Coast Guard Heritage Museum - Dalton Collection (3 items)
- Holyoke Public Library - Milan P. Warner Photograph Collection (339 items)*
- New Bedford Free Public Library - Photograph Collection (84 items)*
- New Bedford Free Public Library - Rotogravure Collection (433 items)*
- New Bedford Free Public Library - Earle D. Wilson Collection (337 items)
- New Bedford Free Public Library - Joseph G. Tirrell Photograph Collection (99 items)
- New Bedford Free Public Library - Gilbert D. Kingman Photograph Collection (54 items)
- New Bedford Free Public Library - Oliveira Photograph Collection (37 items)
- Truro Historical Society - Truro Massachusetts U.S. Coast Guard and Life Saving Service Collection (4 items)*

* items added to existing collection

Harvested

- No harvests in January 2019

* re-harvest

Repository and Portal Development

- We are in the process of conducting some long-overdue updates and upgrades to our server infrastructure and application dependencies. These updates should result in improved performance and address a number of existing security vulnerabilities.

- Ongoing discussions with BPL management and IT staff about acquiring more storage space; looking at both cloud-based and locally-managed solutions.

VIII.   Committee reports
- A. _Conference Committee Report:_ Alan
    1. Registration is open
    2. Committees are working on preparing 2 slides to be presented at the conference. This will better explain the committees and possibly help recruit more members!

- B. _Membership Committee Report:_ Rebecca & Alan
    1. Committee met on Jan. 14
    2. Looked at events calendar
        a) Agreed to host 1 event per month
        b) Committee members will be at events
        c) Brainstormed ideas for future events, including field trips!
    3. Created a small task force to review our committees mission/goals
        a) Will focus on member retention
    4. Created a small task force to draft a member survey.
        a) Membership survey has been completed and will be sent out to committee for approval.
    5. Discussion of Library Legislative Day

- C. _Outreach and Education Committee Report:_ Jodi
    1. Committee member news: call for co-chair succession (Jul 1 2019 - Jun 30 2020);
    2. Committee member news: seeking to recruit additional committee members; DC committees plan to make brief presentation at Annual Conference;
    3. Social media:
        a) Facebook 'pages to watch':
            (1) #1 DPLA, #2 _Worcester Public Library;_ #3 Providence Public Library; #4 _Digital District_; #5 _Digital Library of Georgia_; #6 Digital Commonwealth;
        b) Committee has reached out to identified institutions to learn more about their social media programs.
    4. Event schedule:
        a) _The Local History Hierarchy of Needs_, T. Vaver (Westborough Public Library), Mar 7 (to be taped by videographer and hosted on DC site; Jun 6.
        b) _Grants Available from the State Historical Records Advisory Board_, S. Poindexter (MA-SHRAB), date to be reassigned for May? Program.

        c) *Collections in the Classroom,* M. LeBlanc (Leventhal Map & Education Center), May 1.
5. Event development (proposed):
        a) Digital Storytelling (iteration or other), Jim McGrath (Brown University), investigating topical training opportunity/ies, to explore possibility of taping/hosting content on DC site.
6. Marketing:
        a) Committee has investigated marketing opportunities for MBTA ad campaign (transit bus interior cards, interior commuter rail cards) -- package/s, cost/s, preparation.

D. *Repository Committee Report:* Julia
1. No report.

IX.   Other business - Sadie

A. What is allowed to go out to the membership email list?
1. Vendor emails - giving our membership email list to vendors - yes or no? This will be a vendor benefit for sponsoring the conference etc.
B. Recording events:
1. First event will be recorded soon: Tony Vaver's lecture
2. Who gets access?
        a) Members only-yes
3. How will it be hosted?
C. We have swag! If you want to distribute at any event, please ask.
1. Gianna will bring some to MLA in May
D. Brian Boyles from Mass Humanities will be visiting us at our next meeting. We can talk about some possible collaboration ideas: making digital humanities available to local communities, applying for large grants collaboratively. Brainstorm some other possible talking points.
E. The role of nominating committee:
1. Look at who is leaving and who is staying on the board and identify gaps in expertise and in diversity across a variety of axes, like geographic and institution type
2. Advertise for candidates, and often hand-recruit some candidates to make sure we have enough
3. Collect statements of interest from candidates and circulate information on the candidates to the board
4. Vote on candidates in time to invite the new board members to the June meeting, new terms start in July
5. Nominating Committee also makes sure we stay on track for choosing officers in time for submitting the slate to Digital Commonwealth membership to approve by June
6. Nominating committee: Establishing a timeline, where are we lacking with regards to representation on the board,
7. Tegan would like to head this committee

             a) Alan would like to assist
             b) It would be best to have at least 3 people
             c) Andrew might be able to assist
             d) Can we open this committee up to non-board members?
      8. Julia will be leaving
      9. Kristin will be leaving
      10. Please email Sadie if you are thinking of stepping down from the board.
      11. Executive board also needs to be elected
             a) Tegan would like to stay on as Treasurer
  F. Wild Apricot board only section
      1. Please let Glynda know if you have access or not.
      2. If you think there should be documents in there that are not, please work with Glynda to add it.

X.   Adjourn
  A. Moved: Alan
  B. Meeting adjourned @ 11:46am

Upcoming meeting: Tuesday March, 19 2019 @ 10:00am @ Boston Public Library. Mezzanine Conference Room #3