

**Digital Commonwealth Board of Directors meeting  
Tuesday, April 23, 2019 - 10:00am  
Massachusetts Library System, Marlborough, MA**

**Present:** Sadie Roosa (presiding), Evan Knight (MBLC ex-officio), Alan Karass (president-elect), Danielle Sangalang, Jodi Goodman, Tegan Kehoe (treasurer), Kate Boylan, Jennifer Hanson, Rebecca Morin (secretary)

**Absent:** Kristin Slater (past-president), Sarah (MLS ex-officio), Gianna Gifford (BPL ex-officio), Linda Redding (MSLA ex-officio), Julia Howington

- I. **Call to order:** Sadie @ 10:05am
  
- II. **Approval of March meeting minutes**
  - A. **Moved:** Alan
  - B. **Second:** Tegan
  - C. **Approve:** All
  
- III. **Financials update:** Tegan
  - A. The DC Statement of Activity for March 2019 shows total revenue of \$12,286.74 and expenditures of \$3,203.81, for a net revenue of \$9,082.93. The DC Statement of Financial Position a/o March 31, 2019 shows total assets of \$98,068.99. The DC Budget vs. Actuals July 2018-March 2019, shows an actual total revenue of \$67,804.74 vs. a budget of \$62,913.06, indicating that the actual total revenue is 107.78% of the budget. The report also shows actual total expenditures of \$35,611.16 vs. a budget of \$38,589.39, indicating that the total expenditures are 92.28% of the budget. The actual net revenue reported is \$32,193.58 vs. a budget of \$24,323.67, indicating that the net revenue is 132.35% of the budget, putting DC \$7,869.91 over the budgeted revenue.
  - B. FY 2020 Budget (proposed/draft)
    1. Changes include projecting we'll receive \$960 in interest from savings/short-term investment, from interest in the money market account opened in 2018. Additional changes are increased projected conference expenses to give the conference committee a budget for more scholarships, increased projected trainings expenses to give the Outreach & Education a budget to expand workshops, and increased projected member meetings expenses to give the Membership committee a budget. These committee budgets can be adjusted as needed. The assumption is that Education & Outreach may need more for speaker honoraria, which is why their budget is highest. Actual expenses have been over

budget the past few years, this reflects 2019 actual expenses. This budget projects expenses if we keep Glynda with BiblioTemps the whole year (the most expensive of our options), so FY20 actual expenses are likely to be lower. Actual expenses for the line item "professional fees" have been over budget the past few years, so there's an increase in the FY 2020 budget to reflect 2019 actual expenses. This budget projects expenses based on current staffing, but we're likely to move the membership coordinator from a temp to an independent contractor, so FY20 actual expenses are likely to be lower. This year, we're adding a line item for the DPLA representative to travel to their conference (actual costs will vary by location of conference, etc.) Note that while net operating revenue for FY 20 is only 46% of the net operating revenue for FY 19, the dramatic decrease should actually be a good thing. We raised our membership rates a few years ago in order to grow what we can offer our members and end users, and we haven't caught up to that in terms of actually using the money. The net operating revenue is still enough to cover 2.5 months' of our expenses, and this doesn't include the \$76k we have in short-term investments (money market account), which is over a year's expenses. This budget incorporates ambitious goals for spending, and the following year, we can evaluate whether that's working based on a year's experiences of having committee budgets. This budget doesn't include an intern, but we can afford one if we decide we want to pursue that.

2. Based mainly on this year's actuals
3. Added earned interest in the revenue column (a conservative number) to account for interest earned in the new money market account opened in 2018.
4. Raised amount of conference expenses to give the committee more money for scholarships
5. "Training expense" for the outreach in education committee
6. "Member meets" for the membership committee
7. Accounting fees have gone up
8. Professional fees have gone up (Glynda's work)
9. Dues and subscriptions have been increased (MHA and DPLA)
  - a) Dreamhost and techsoup are also under here
10. Added a line item for DPLA rep to travel to the conference
11. Ambitious goals for spending.
12. Committee budgets - we need to have a more formal way for committees to propose their budgets and explain what they need funds for etc.

13. By-law change to increase the number of board members that we have. This way we have more people to help spend money on innovative ideas and projects.
14. Do we have a budget line for people to represent Digital Commonwealth by presenting at conferences and meetings?
  - a) We have a sponsor/exhibitor table at MLA this year
    - (1) It's in Framingham this year
    - (2) May 20-22
    - (3) Sadie will send an email to see what board members would like to go to represent DC at our table

**IV. Membership update: Tegan**

- A. Per the report, there are 195 current members, 11 past due members, 16 pending members, and 7 lapsed members. In April 2018, DC had 161 members; April 2017, DC had no data; April 2016, DC had 188 members; April 2015, DC had 162 members.
- B. Aging receivables chart: A/o 04-21-2019
  1. 0-30 days: \$1,790.00
  2. 31-60 days: \$610.00
  3. 60-90 days: \$1,030.00
  4. Over 90 days: \$1,875.00
  5. Total: \$5,305.00
- C. We currently have 195 members, one higher than our previous record. Among those 11 are past due 11, 16 are pending renewal, and 7 are lapsed, which are fairly average numbers for us. Those past due are currently clumped in "under 30 days" which is the category we don't worry about, and in "over 90 days" which is when we do start to wonder whether they're planning to renew. Glynda has said she's planning to do more follow-up with these members now that the conference is over.

**V. Boston Public Library update: Sadie**

March 20, 2019-April 21, 2019

Digital Services Report

Applications received

1. Topsfield Historical
2. Weymouth PL
3. Brimfield PL
4. UMass Lowell
5. South Hadley PL
6. Brookline PL
7. Whately Historical

8. Fort Devens Museum
9. Norfolk Historical

#### Site visits completed

1. Thayer PL in Braintree
2. Woods Hole PL
3. Mass Archives

#### Bound Material Collections added to Internet Archive

1. Fort Devens Museum
2. Chelsea PL
3. Robbins Library
4. Wayland Free PL

### **Repository and Portal Report**

#### Collections added to Portal

##### **Hosted**

- Boston Public Library - Henri de Toulouse-Lautrec (1864-1901). Prints and Drawings (9 items)\*
- Boston Public Library - Press Photography from the Brearley Collection (753 items)\*
- Boston Public Library - Sacco-Vanzetti Defense Committee (1873 items)\*
- Lawrence Public Library - A. W. Stearns (1 item)
- Lawrence Public Library - Americanization Poster (1 item)
- Lawrence Public Library - Antebellum Citations (5 items)
- Lawrence Public Library - Civil War Women, Summer Institute 2008 (3 items)
- Lawrence Public Library - Donovan Park (1 item)
- Lawrence Public Library - Franklin Associates (22 items)
- Lawrence Public Library - Lawrence High School Athletic Department (132 items)
- Lawrence Public Library - Lawrence High School Classes (2 items)
- Lawrence Public Library - Lawrence State Armory (1 item)
- Lawrence Public Library - Lawrence, Mass. Board of Health, Records (10 items)
- Lawrence Public Library - Lawrence, Mass. Engineering Department (7 items)
- Lawrence Public Library - Lawrence, Mass. Flood of 1936 (76 items)

- Lawrence Public Library - Lawrence, Mass. Glass Plate Negatives (14 items)
- Lawrence Public Library - Lawrence, Mass. Textile Strike of 1912 (13 items)
- Lawrence Public Library - Leonard Bernstein Poster (2 items)
- Lawrence Public Library - Massachusetts Mayors' Club (1 item)
- Lawrence Public Library - New Deal Seminar, April 2008 (3 items)
- Lawrence Public Library - Religion In Massachusetts Seminar, May 2008 (12 items)
- Lawrence Public Library - Revolutionary War, Summer Institute 2008 (1 item)
- Lawrence Public Library - Schenk Family (1 item)
- Lawrence Public Library - Southern Slavery Seminar, November 2008 (7 items)

\* items added to existing collection

### Harvested

- Boston College (1 new collection; 84 new items)\*

\* re-harvest

### **Repository and Portal Development**

- Upgrades to image derivative processing pipeline

### **VI. DPLA Network Council Update:** Alan Karass

- A. Alan just attended 3 day DPLAfest
- B. Hubs day
  1. Interest from hubs to stay on track with cultural heritage work
  2. Pretty boring otherwise
  3. Networking was good
- C. 2 day conference was excellent
  1. Plenary speakers were: Elaine Westbrooks (talking about issues of race in archives and digital collections); Eric Klienburg (NYU) (talking about value of libraries); Dana Boyd (public scholar from microsoft) talking about technology changing our lives; Rom Emanuel (public library of Chicago) talking about his vision for libraries

### **VII. Committee reports**

- A. Conference Committee Report: Alan
  1. See below for the review of the annual conference
- B. Membership Committee Report: Alan
  1. Call coming up on May 22

2. Upcoming events this week and then in May as well
3. We will finalize our membership survey at the next meeting so that the board can approve it and we can send it out sometime in June.

C. Outreach and Education Committee Report: Jodi

1. **no committee meeting in lieu of conflict with Conference date**
2. Tiffeni Fontno, head librarian, Educational Resource Center, Boston College, Lynch School of Education, joined the committee in April.
3. Call for co-chair succession (Jul 1 2019 - Jun 30 2020).
4. Matt developed/submitted program proposal to 3rd Annual Northeast OER Summit, May 22-23 (Amherst); he received reply that his application is under consideration for a Roundtable discussion.
5. Are there monies available to Digital Commonwealth committee members to cover presenter/attendee registration fees? (committee budget item?)
6. Matt confirmed his interest in sharing a presentation for the Canton History project at a Digital Commonwealth event.
7. Event registration: Committee has concern that registration for limited spaces fills quickly to both non-members/members and that membership may be closed out of programming quickly; proposal for members-only registration (early) prior to general registration.
8. Committee seeks clarification regarding shape of events planning by committee – Membership or Outreach & Education's responsibility?
9. Investigation advances re: MBTA ad campaign (transit bus interior cards, interior commuter rail cards) – package/s, cost/s, preparation. (committee budget item?) Goal to pursue ad campaign in Fall 2019; identification/selection of possible Digital Commonwealth images under review.

D. Repository Committee Report:

1. None.

E. Nominating Committee update: Tegan & Alan

1. We will vote next meeting (May)
  - a) Will send around statements of interest and CVs beforehand.
2. We have 4 candidates and only 3 spots on the board. All are very exciting candidates.
3. Full slate of officers to vote on (almost):
  - a) Alan running for President
  - b) Danielle will be running for Vice President/President elect
  - c) Tegan will be treasurer again
  - d) Still need a secretary

## VIII. Other business

### A. Review of the annual conference:

1. 97% of survey respondents rated the conference as “good or excellent”; higher than last year - Alan
2. Most people complained about things that we can’t change; we can’t please everyone; people will always complain - Alan
3. Impressed with the food and Keynote speaker - Danielle
4. Very professional and practical - Evan
5. MSLA president said the conference was great - Linda
  - a) She wants to move ahead with collaborations between MSLA and DC - Jodi
6. This year was by far the best conference; information sharing was good; energy was great - Jodi
7. Theme and breakout sessions were all interesting - Sadie
8. Mass Humanities president also wants to collaborate and come to speak with the board - Sadie
9. Glynda is almost done with the formal report - Alan

### B. Review of Membership & Outreach and Education Committee Charges:

1. Jodi thinks we can get rid of the first paragraph of the Outreach & Education committee charge; get rid of “looking for current and prospective members”; get rid of “attracting new members”
2. What does outreach mean?
3. Add that outreach & education is responsible for social media- Alan
4. What are the differences in programming? - Jodi
5. The committees should share more information between each other to see if there are ways to collaborate on certain programs or to hand off program ideas.

### C. Legal questions application:

1. Liability insurance for the conference
2. Hiring Glynda as an employee

## IX. Adjourn

- A. Moved: Alan
- B. Meeting adjourned @ 11:34am

**Upcoming meeting:** Tuesday, May 21, 2019 @ 10:00am @ Massachusetts Library System, Marlborough, MA.