

**Digital Commonwealth Board Meeting, Shrewsbury Public Library  
July, 16, 2019**

In attendance:

Danielle, Tegan, Hans, Jennifer, Evan, Sadie, Jodi, Anton, Justin

Danielle called the meeting to order at 10:05.

June Minutes Approved

- Teagan motion to approve
- Jennifer second
- Aye vote

Financial Report — Tegan Kehoe

- Tegan gave an overview of the organization's financials
- Jodi asked about current budget. It will be on the website. Went to membership the second week of June and was approved.
- Review of end of FY19 budget.
  - Was over budget by \$1,759.55.
  - Spent 11% more than planned.
  - More membership revenue than budgeted.

As the end of this past month was the end of the fiscal year, my comments are about our budget overall for Fiscal Year 2019. As you'll see, our total revenue was 97.9 % of our projected revenue – we fell short by not quite \$2,000, but for a budget of our scale, that's not a worrisome amount. The main area we overestimated in was membership dues, but we still had significantly more membership income this past year than the prior year. I believe that some of the "trainings revenue," as in, workshops, was miscategorized as "other revenue" by our accountant early in the year, so being over budget in other revenue and under budget in trainings revenue makes sense. On the expenses side, we spent 11% more than we planned to, but when we look at the reasons for the expenditures, it's also well within a comfortable range. We've spent more in professional fees, partly we've asked Glynda to spend more time following up with institutions who let their membership lapse. We had travel and meeting expenses from the DPLA conference, which we hadn't incorporated into the year's budget as we were still figuring out our relationship with DPLA. Our net revenue for the year was \$24,752, below what we projected, but that's good. Our goal isn't to make money off our membership, but to use their money to provide services, and we're working out what that looks like after raising membership fees. If you turn to the statement of financial position, you'll see our total liabilities and equity as of the close of fiscal year 2019 were \$91,416.

Membership update – Tegan Kehoe

- More institutions in pending category right now than usual.
- Have asked Glynda to spend more time following up with institutions who haven't renewed their memberships.
- Currently 175 active members.
  - 46 pending
  - 7 lapsed
  - 9 past due

We have more institutions in the “pending” category than usual right now. This is the time of year that we typically see institutions pending renewal, though, because so many of our members renew in June and July. We currently have 175 active members, 9 past due, 46 pending, and 7 lapsed. Looking at aging receivables, the majority of money in membership fees that have not yet been paid is from members who are overdue by less than a month, and the next largest amount is from members overdue by under two months, so that’s where we want to be. If we continue to have this many pending members, however, that would be something to keep an eye on.

#### DPLA Network Council Update -- Sadie Roosa

- Quarterly board meeting happening today at 11:00
- New VP will serve on the network council, but Sadie will serve on the council if they cannot and until new VP is selected.

#### Boston Public Library update -- Eben English

#### Review of current committees and their charges

- Some overlap of committees and charges
- Could create new committee — Outreach committee and separate Education committee
  - Tough for Outreach and Education committee to get through their agenda each time
  - Charge to be visible via social media
  - One outreach function they have not been able to advance is collaborative projects, present at conferences — requires time and lots of planning
- Tegan suggested committee dedicated to Outreach and Education to institutions and committee dedicated to Outreach and Education to end users (those using the website)
- Evan suggested focus Outreach on engaging with those not involved with organization — State House advocacy, etc.
- Ask chairs of committees to attend the next board meeting
- Should we have a committee that aids the others — logistics team, would not have to meet regularly
- Repository committee starting back up
- Jennifer suggested a social media/communications committee
  - Do we want to pull out tasks or pull out constituencies?
- Danielle will send email to committee chairs inviting them to next meeting.

#### “Friends of DC” membership-level proposal

- Proposal for New Membership Category — Friends of Digital Commonwealth
- Benefits
  - Member pricing for all DC events
  - Advance notice of events
  - Notification of DPLA events and programs
  - Access to member-only events
- For individuals and non-institutions
- Would have to change by-laws if we give them voting rights
- Way to bring in students — could see increase in conference attendance
- Institutional members are board eligible. Would individual members be eligible to serve on the board?

- Consensus that individual members should not have voting rights and would not be eligible to serve on the board.
- Danielle will take this back to the membership committee for discussion and to see if they can come up with different wording from “membership.”

#### Committee reports

- Conference -- Justin Snow
  - Theme for next year’s conference will be about contextualization and responsibility as stewards of sometimes controversial content
  - Keynote speaker is Elaine Westbrook, Dean of Libraries at UNC Chapel Hill
  - Conference will be in April
  - Less workshop presentations and more discussion-based sessions — more panels with Q&A
  - More intentional about who is presenting at conference this year
- Membership – Danielle Sangalang
  - Membership survey — a few questions will be reworked before board approval and sent out to members
- Outreach and Education -- Jodi Goodman
  - Dating photographs workshop passed from membership committee to Outreach and Education committee
    - Committee chairs need to discuss this and if it will run and which committee will be responsible
  - New co-chairs — former co-chairs met with them and passed along information
  - 13 members, 5 new including new board member Tiffani
  - More engagement with Instagram this past month
  - Facebook engagement lower — did a boost to increase engagement
  - MBTA ad campaign — proposal for \$8,000 — run interior cars on buses and commuter rails
    - What outcomes are we measuring with this campaign?
    - How will we gauge success of campaign?
    - How will members respond to their collections being marketed this way?
    - What is the goal?
    - This came about because a T rider tweeted about the history of Boston — captive audience, unknown users, as a resource for general audience, tourists?
  - Jodi will provide proposal of what \$5,000 and \$8,000 campaigns will be, how it will be measured, what goals are
  - Program with Michelle LeBlanc from Leventhal Map Center
- Repository Committee — Justin Snow
  - Eben gave an overview of how the repository is currently structured front-end and back-end
  - Committee has been on hiatus
  - Give DC members voice in repository

- Discuss meeting locations for the upcoming year
  - Rethink MLS office as a meeting location.
    - New board members
    - Need parking
    - Access to public transportation
    - Central is good
    - Don't have a set meeting space for the next meeting
    - August meeting at BPL
- Other business
  - Evan brought up that committee chairs should be communicating amongst themselves more.
  - Feedback from conference — how can we build on that? Justin responded that part of the goal of the next conference is to have the discussion-based sessions in order to gather more input from members.
  - Forms that need to be filed with state, we need home addresses for people on the board.

Sadie moved to adjourn. Hans seconded.  
Meeting adjourned at 11:50.

Next meeting: 10am - 12pm, August 20, 2019, BPL