Board of Directors Meeting
February 18, 2020
Boston Public Library, 700 Boylston Street, Boston

Present in Boston: Hans Bergmann Tegan Kehoe, Evan Knight, Danielle Sangalang, Justin Snow

On the phone: Kate Boylan, Eben English, Tiffeni Fontno, Jodi Goodman, Anton Smith

I. Danielle called the meeting to order at 10:02.
II. Tegan moved to approve the January Board Meeting Minutes. Hans seconded the motion. The motion passed unanimously.
III. Financial Report (Tegan)
   a. We're in the slow season. There aren't a lot of renewals and the conference expenses & registrations aren't in full swing yet. The net revenue for January was $1,382, which is a comfortable place to be month to month. The net assets at the end of January was $106,148.
   b. While switching Glynda over to be a contractor, even though the payments are going smoothly, one invoice was mis-categorized. There was confusion with the accounting firm. It's not enough to be concerned about unless it becomes a pattern.
IV. Membership Report (Tegan in Glynda's absence)
   a. The following information might be slightly off because Glynda is out of town but regardless, everything will be up to date for the next meeting.
   b. A new format of the email newsletter has been sent out which allows for better gathering of statistics.
   c. There have been 67 registrations for the conference. Registrations have been slow and erratic but the number is higher now than it was at the same time last year.
   d. We will continue posting conference announcements to various listservs.
   e. There have been two student registrations that were complementary, approved unanimously by the committee.
   f. Elaine Westbrook's travel plans have been finalized.
   g. 13 people have registered for the digitization forum on March 11.
   h. There is a large amount of money owed by members but they are not severely past due.
   i. There are 207 active members plus some pending. This is lower than in part months but still within a new normal.
   j. Since October 2019, we have consistently been over 200 members, which is the new normal.
V. A question was asked about potential members (who, how many, what type).
   a. The last Board retreat was about one and a half years ago. The goal for that Board year was to increase membership by a certain amount (specific number couldn't

be recalled). During that time, the Membership Committee was forming and the goal switched from a Board goal to a Committee goal. They looked at how many towns were represented in our membership. The percentages were written in the report from the retreat. We wanted to increase by about 15 more towns. No one is able to recall if we met that goal and the other goals from the retreat were never assessed.

VI. DPLA Network Council Update (Danielle)
   a. Eben and Danielle were on a DPLA call with Calisphere. Nothing new to report. They asked Eben about metadata, stats, views, etc. They learned more from us than we learned from them.
   b. The conversation was initiated by Calisphere regarding work on Google indexing. They experience a drop-off in item views in 2018 and wanted to see if we had a similar usage pattern (we did not).
   c. Danielle was not at the last DPLA meeting.
   d. It was decided that both Danielle and Justin should attend the DPLA Hub Member Network Meeting in Ohio on April 30. They would get reimbursed for their expenses.

VII. BPL Update (Eben)
   a. Not a lot of new applications.
   b. Returned to adding collections to the repository after a brief hold while updating the repository's storage capacity. The BPL provided an additional 12 TB. Getting that wired up required shutting down the ingest process for a bit, doing checksums for every file copied, etc. We are back to our old ingest capacity.
   c. One video was added to the collection from WHBH. There is a video player in the web browser. It was a "quick" proof of concept to see if we could support video without too much difficulty. This proved it is something we could do.
   d. Repository Development
      i. We are focusing on the new system and refining the modeling of data and the database structure, testing imports from Fedora, etc.
   e. Evan: What collections are the Phillips Library at PEM interested in digitizing or having harvested? Eben: I don't know.

VIII. Conference Committee Update (Justin)
   a. Nothing to report. Glynda's Membership update mentioned everything.

IX. Membership Committee Update (Danielle)
   a. We have some new committee members. Alan is cycling off the committee at the end of the fiscal year. Currently looking for a new co-chair.
   b. Two "Friends" memberships: a retired library director in addition to Alan.
   c. Survey Results
      i. Sent to 244 people, 96 completed
      ii. Most said they learned about DC from professional organizations or colleagues, so there is room for growth in that area.
      iii. 94% say they get what they signed up for
      iv. 94% are not on a committee
      v. 80% have used BPL services, which seems a little low. Of this group, the majority have used the services between 1-3 times.

      vi. 41% of those who haven't used the services gave the reason as "thinking about what to digitize."

     vii. 29% of those who haven't used the services gave the reason as "haven't had time to apply."

    d. Legislative Day proposal hasn't been approved yet but that is normal as part of the timeline. We have three volunteers for the day (Lisa Ryan, Paul Engle, and Julia Huntington). Evan volunteered.

X.   Promotional Outreach Brainstorm

    a. It could link to the recent newsletter, the March 11 event, the conference, survey results, "Friends" membership, etc.

    b. Glynda knows the same library networks as Evan knows, but Evan can do more. He can craft and email and send it to the Board to approve. Danielle can send the message to FLO.

    c. We should try to get it to folks who aren't already getting the newsletter. Getting the same info from the same people in more than one format can be ok if it only happens once. Too much duplication/repetition gets tune out.

    d. What mailing lists do we have access to?

      i. New England Museum Association, NEA, ACRL New England, ARLIS/NA New England

     ii. Historic homes/societies lists?

     iii. Active list from Boston area working committee/consortium that focuses on 3D material

    e. Danielle will talk to Membership Committee and see if Evan needs help creating draft.

XI.   Outreach & Education Committee Update (Jodi)

    a. Education Committee

      i. Developing lesson plans, education site mockup in progress. Intend to use upcoming conference to identify potential people who have/need lesson plans.

    b. Events/Workshops

      i. Haven't done anything in a while. Brainstorming. Will look to get feedback from the Board when there are ideas to share.

    c. Question about permission to host recordings of workshops/conferences/etc. Was that formally approved? Tegan: the version from the lawyer was tweaked and brought back to the Board. Currently waiting to for feedback from committees. Created deadline of next Board meeting for committees to approve the permissions language. Conference Committee approved of the language.

    d. Andrew created a YouTube account. Can we move ahead with using that for hosting the recordings? Can we link that from the DC website? No resolutions were confirmed.

    e. The committee will have a presence at the conference. Bookmarks are in the process of being created.

    f. Social media and blogs have been regularly updated.

XII.   Repository Committee Update (Eben)

    a. Met last week. Did user design testing on the new video player with different platforms and browsers.

b. Discussed geographic data in depth.
c. The new repository system won't store as much data in the backend as the current system. The current MODS records tagged as Boston, for example, contain the entire geographic hierarchy of Boston (town, county, state, country). We will be moving to a new system where we only store labels for terms and identifiers for things like the Getty thesaurus.
d. When indexing in Solr, we can use vocabulary to query at the time of ingest to determine what's useful for that particular term.
e. We identified areas to improve. The main takeaway is we're not changing much except for things like making sure "Cambridge, MA" is the correct one (two towns named Cambridge in MA).
f. We discovered people use the county field a lot more than expected, especially when clicking through hyperlinks.
g. Discussed the possibility of automating video captioning. Not a lot of ideas now. More discussions needed.
XIII. Transitioning to New Officers
a. We're down two officers. We should be documenting our roles' responsibilities so when electing people for next year, we can make sure the transition is smooth.
b. Danielle will stay on for at least another year to help Justin but Tegan, for example, could leave any time, so we need to document roles.
c. We've had this discussion before but too many people left the Board during the conversation. Tegan wrote treasurer's duties, passwords (in Board DropBox), etc. How do we make sure the documentation is good instead of just trusting the person currently in the role?
d. It should be more than job description. It should include things like when to do things during the month, vendor information, etc. That type of information describing is being learned from our vendors, not from any internal documentation or from other Board members. If we changed vendors, that info would be lost. For example, the previous officers didn't have Glynda's BiblioTemps contract. The need to pass along existing contracts with vendors seems like a no brainer but we need to keep them all in one place. Tegan is still finding things two years into her role that wasn't passed along to her to begin with.
e. Tegan keeps a local copy of documentation and backs up to the Board DropBox monthly.
f. It was decided at the last Board that we should have a role (perhaps the Secretary) to keep track of institutional memory.
g. Is Secretary more than just note taking? Could we add to their responsibilities?
h. The next step would be to write job descriptions for all the officers.
i. Danielle and Justin can write about President and Vice President roles.
j. We cleaned up the DropBox last year. That project was stalled because we ended up with a large pile of miscellaneous material. Now we should be able to figure out where new documents go.
k. Within last five years, DC went from being run by original creators to an organization with none of those people. Our predecessors first acted like startup nonprofit, then moved into the mindset of "this is how we do it" because all of the

metadata was in their heads. We need to function not like we're expecting the information to be in our heads.

l. April deadline for job descriptions: President, Vice President, Past President, Secretary, Treasurer.

XIV. Conflict Resolution Training
   a. Monday, March 23 in the afternoon. Location TBA.
   b. Attendees: at least Danielle, Tegan, Evan, Kate, Justin, Jodi, Tiffeni
   c. Justin will confirm with Pollack Peacebuilding, get the curriculum to the Board, and confirm the curriculum before next Board meeting.

XV. Board Retreat
   a. Do we want to wait until we have new board members? Should we do it before new elections or wait until fall? Do we want a full day with lunch, etc?
   b. DPLA people came to talk last time. More guests this time?
   c. Agreed to wait until fall.

XVI. Upcoming Meetings
   a. Marlborough is a difficult location for some people. Should we have meetings virtually or at the BPL?
   b. Agreed that both virtual or BPL is fine.
   c. April and June will be virtual.
   d. March and May will be at the BPL.
   e. MBLC is an option if needed. Right at North Station.

XVII. Nominating Committee
   a. Timeline: February is when we choose NC. The rest of the Board needs to tell everyone by March who is running.
   b. Last time, we said the goal is to choose the NC during this current meeting.
   c. About the NC: it has always been comprised of Board members. Last year, we opened it to a larger audience as long as they were previously Board members. No takers. Still a good policy to have, though. Boards can be self-perpetuating in their biases. It's good to get new people in. NC is more of a Task Force. The responsibilities are managing the acquisition of new Board members, identifying current gaps in the Board in terms of diversity (institutions, ethnicity, gender, area of expertise, etc), targeted recruitment to fill those gaps, general recruitment to get word out among membership, and have one on one conversations with people we think are strong prospects. Board membership is open to self-nominations and nominating others. The NC persuades others to self-nominate, gets the current Board members to volunteer for Board positions, keeps the schedule, and generally holds people accountable. We discuss and vote on new members in the May meeting. Before the June meeting, we reach out to the new members. The DC membership votes on the slate of officers. New members are welcome to attend the June meeting, although their term officially starts in July. The DC members don't need to approve new Board members, only officers.
   d. Evan, Kate, and Justin self-nominated to be on NC. Kate will be committee chair.
   e. Tegan would prefer not to do it this year but will if necessary.

XVIII. Promotional Outreach Addendum
   a. Outreach & Education Committee should be included. The idea is kind of vague right now but Danielle is the right person to direct it. It doesn't have to be a perfect promotion but being quick is important.
XIX. Meeting adjourned.