



Digital Commonwealth Board Meeting

Minutes

June 15, 2021

Approved at July 20, 2021 Meeting

10:03 am: Meeting called to order by Past President Danielle Sangalang.

Present (via Zoom): Danielle Sangalang, Hans Bergmann, Justin Snow, Eben English, Sonia Pacheco, Jodi Goodman, Kate Boylan, Evan Knight, and new members of the Board: **Kate Bradley, Amanda Fowler, and Maureen Mann.**

Absent: Anton Smith, Tiffeni Fontno, Rachel Jirka.

Guest Committee Chairs: Helen Charbonneau, Jenn Belcher.

The May minutes were **approved** as presented.

Introductions:

- President Justin Snow explained that Danielle Sangalang would lead the meeting since he had been on furlough for three weeks and thus away from his desk. Danielle led the introductions of continuing and new members of the Board.

Conference Committee:

- The Committee had nothing to report (yet) about planning for the 2022 Conference.

Outreach and Education Committee:

- Several committee members have expressed interest in forming a working group to explore paid advertising options to promote Digital Commonwealth. MBTA advertising potentially an option in the second half of the FY?
- Education subcommittee members are meeting this week to plan an August primary source set event

Membership Committee:

- Jenn Belcher reported on the Digital Horizons Program schedule: "Behind the Scenes at the Kennedy Center" will be on June 30 at 1:00. No events or meetings in July. "Behind the scenes tour of the American Antiquarian Society" is on August 24 at 1:00pm. September is yet to be scheduled. October will have a program with Francesca Giannetti, date TBD, November is yet to be scheduled, and December will be a presentation/discussion by Digital Commonwealth members, date TBD.

- Membership update: Active and pending membership totals are up almost 7% compared to a year ago, 220 active + 22 pending = 242 compared to 201 active + 26 pending = 227 this time one year ago. Glynda Benham has been able to recoup almost \$3,200 in past due/lapsed membership fees and will continue to pursue backlog now that people are back in their offices. The Membership Committee has lost 2-3 members and Glynda will be leaving, so the committee is in need of new members.

Repository Committee:

- Did not meet.

[At this point the Committee members left the meeting]

BPL Update:

- Main news is that BPL employees are all back to work on site as of July 6th. The site visits will now resume. The content freeze because of the migration to the new platform continues, but it won't last past September. The Library buildings are also reopening.
- See **Appendix** for copy of BPL report delivered to the Board.

Financial Update:

- Tegan Kehoe reported that we continue to do well financially. The pandemic has decreased our expenses and our income has not suffered.
- The Board voted to **approve the 2021-2022 Budget** as presented.
- Tegan also asked that the Board approve the Plan of Service to be sent to the membership for the Annual ballot. Biographies of the Board members will also be sent out to the membership as part of the ballot.

DPLA Update:

- Justin Snow and Danielle Sangalang attended the DPLA meeting and joined break-out discussion groups about language in metadata and elsewhere that might be offensive.
- Evan Knight explained (particularly for the benefit of the new members) that the Digital Commonwealth contribution to the Digital Public Library of America is one of our largest expenditures but that it was worth it because DPLA amplifies the reach of our collections.

Values Statement:

- Tegan Kehoe and Danielle Sangalang led the Board in a lengthy discussion of a proposed Digital Commonwealth Values Statement. The Board will continue this discussion since it is of great importance and because several thought it needed to be in place before a new Membership Manager could be hired. All Board members expressed a desire to create a document that is acted on year after year.

Meeting was adjourned at 12:00 pm

Next Meeting: July 20, 2021. 10:00am-12:00pm. (Zoom)

Hans Bergmann, Secretary

APPENDIX

Boston Public Library Update May 19, 2021 - June 15, 2021

Digital Services Report

Applications received

1. Morrill Memorial Library
2. Longmeadow Historical Society
3. Wellesley College

Site visits completed (Virtual)

1. Cambridge PL

Bound Material Collections added to Internet Archive

1. None for Statewide

Reopening update

- We have been cleared to resume site visits and material drop-offs, effective immediately.
- Jake Sadow is working on scheduling drop-offs and site visits, this may take a few weeks to coordinate.
- All BPL staff will report back to offices full-time beginning Tuesday July 6.

Repository and Portal Report

Collections added to Portal

Hosted:

- Boston Public Library - Press Photography from the Brearley Collection (83 items)* * *items added to existing collection*

Harvested:

- No harvests in May

Repository and Portal Development

- Preparation for migration of repository data to new DC3 repository system, including:
 - Cleanup and remediation of metadata in current system.
 - Testing and refining export functionality from the current system.
 - Setting up DC3 system components on a development server for cloud storage testing.

Other Mentions

- Our new Digital Repository DevOps Engineer, Daniel Miao, started on May 24.

Collaborative Services Report

Reopening of library buildings

The Boston Public Library is reopening under a plan encompassing 3 phases. A limited reopening of the Central Library went into effect on June 1, 2021 (Phase 1). Patrons may browse a selection of titles from the first floor and request to have items retrieved on their behalf with the assistance of staff. 22 public computers are available for use without appointment. Specialized in-person reference assistance is available by appointment. All remote options will continue to be offered as they have during the pandemic.

On Monday, June 14 all locations (with exception of those currently closed for construction or remodel) will reopen to the public for nearly full service (Phase 2). At the Central Library, all public computer stations will be back online and all remaining public floors, and many of the services, including specifically the Children's Library and Teen Central, will also be open. However, public meeting rooms, Art and Architecture tours, and in-person programming for example will not reopen or restart until a later date (Phase 3). Masks will continue to be required inside library locations until further notice.

All City of Boston employees are expected to physically report for work in person, no later than July 6th.