10:04 am: Meeting called to order by President Kate Boylan.

Present (via Zoom): Kate Boylan, Kate Bradley, Amanda Fowler, Maureen Mann, Justin Snow, Tegan Kehoe, Danielle Sangalang, Hans Bergmann, Sonia Pacheco, Evan Knight (ex officio), Rachel Jirka

Absent: Eben English

Guests: Glynda Benham, Matt Amory, Jenn Belcher, Graham Goss, Paige Neumann

The August minutes were approved as presented.

Committee Reports:

• Conference Committee:
  See attached Committee Report here

• Membership Committee:
  See attached Committee Report here
  Helen Charbonneau has resigned. New members are needed.
  210 active members, 28 pending.
  The Committee’s “Member Recruitment and Retention Plan” was approved
  Glynda Benham reported on an automatic invoice system for membership renewal

• Outreach and Education Committee:
  See attached Committee Report here
  Questions to the Committee concerned “co-branding” of events and how the Board would distinguish between events that were or were not “related” to Digital Commonwealth.

• Repository Committee:
  See attached Committee Report here
  Still no site visits because of the pandemic

• Boston Public Library Update:
  See attached Update here

Financials Update:
  Tegan Kehoe reported that overall we continue to do well financially. $157,409.
Operations Manager Discussion:
- The additional cost of the salaried position is not a hindrance
- Extensive discussion of Personnel Policy and Code of Conduct
- The Personnel Policy was approved
- Kate Boylan, Tegan Kehoe, and Justin Snow are the Hiring Committee
- Motion to accept Job Description was approved

Meeting was adjourned at 12:17pm
Next Meeting: October 19, 2021. 10:00am-12:00pm. (Zoom)

Hans Bergmann, Secretary
Committee: Membership
Chair(s): Jennifer Belcher
Liaison to board if not chair(s): 
Date of last meeting: August 24, 2021
Date of next meeting: September 28, 2021

Action items completed
• Approval of Minutes from June Meeting
• Report on August Board meeting
• Update of Digital Horizons program schedule. 6 events planned until end of the year.
• Approval of committee to provide honorarium pay to speakers from North Shore Community College for 2 events (October 20 & November 7) of $250 each.
• Approval of committee to charge attendees for NSCC speaker events. Oct. 20: $5.00 for D.C. members & $10 for nonmembers. Nov. 7: $10 for D.C. members & $20 for nonmembers o Language will be added to announcement on why charging for events
• Discussion and approval of Membership Recruitment and Retention Plan

Action items in progress/pending
• Chair to submit Membership Recruitment and Retention Plan to D.C. Board
• Chair and membership committee will continue working spreadsheets of potential members
• Chair to correspond with Outreach & Education Co-Chairs on implementing a standard honorarium

Announcements:
• Resignation of Membership Co-Chair: Helen Charbonneau

Questions for the Board: None

Other notes:
Discussion lead on possible “boom” in interest of digitization projects lead by Amanda Fowler and how can D.C. help. Start a “go to” help training sessions for people in the very beginning stages. Suggestion of Zoom meetings for where to start and talks, aka “support group” and advocating to institutions administration for support.
Digital Commonwealth Board Committee Report

Committee: Outreach & Education Chair(s): Andrew Begley, Matt Amory

Liaison to board if not chair(s):

Date of last meeting: 8/16/2021
Date of next meeting: 9/20/2021

Action items completed
• Planning primary source event for September

Action items in progress/pending
• Jean, Jodi, Maureen meeting to discuss potential PR, advertising opportunities
• Maureen interviewed Kevin Dua for a blog post on teaching with primary sources
• Along with Membership, O&E is actively looking for institutions/individuals interested in taking part in future online events

Announcements:
• Tiffeni Fontno and Caroline Turner have stepped down from the committee

Questions for the Board:
• What is the current status of digitization at the BPL? Are new applications for digitization projects being accepted at the moment?

Top of the Document
Committee: Repository Committee

Chair(s): Eben English

Liaison to board if not chair(s):

Date of last meeting: September 16, 2021

Date of next meeting: November 11, 2021

Action items completed

- Reviewed repository content migration status
- Reviewed DC3 repository system development status

Action items in progress/pending

- Review of draft Privacy Policy for DC site

Announcements: New members:

- Ken Liss (Brookline Historical Society)
- Thomas San Fillipo (Wheaton College)
- Fellisha Desmarais (Fall River Public Library)
- Maureen Mann

Questions for the Board:

n/a
Committee: Conference Committee
Chair(s): Graham Goss & Paige Neumann
Date of last meeting: Sept. 9, 2021
Date of next meeting: TBD, early October

Action items completed:
- Committee approved: Conference date, Tuesday June 14, 2022, Conference title: Users and Uses: Centering Communities in Digital Collections
- Committee discussed potential keynote speakers to reach out to and narrowed our top two choices to Harriett Green and Tonia Sutherland
- Committee began a list of potential speakers to reach out to for panels and/or individual presentations

Action items in progress/ pending
- Finalize selection of keynote speaker to reach out to (Harriett Green or Tonia Sutherland)
- Continue to add to list of potential speakers to reach out to for panels and/or individual presentations
- Finalize Call for Speakers (Graham & Paige)

Announcements:

Questions for the Board:

Top of the Document
Boston Public Library Update

August 18, 2021 - September 21, 2021

Digital Services Report Applications received
1. Phillips Academy
2. Thomas Crane PL
3. Seekonk PL
4. Nahant PL
5. Town of Boxford
6. Wheaton College

Site visits completed
1. Cary Memorial Library

Bound Material Collections added to Internet Archive
1. Bishop Feehan High School
2. Handel and Haydn Society

Repository and Portal Report

Collections added to Portal
- No collections were ingested or harvested during this period; we have suspended all ingests in preparation for migrating content to the new DC3 repository system.

Repository and Portal Development
- Migration of repository data and digital assets in production is underway! As of Monday September 20 we have migrated TK digital objects representing TK million files and TK GB
- Anticipated completion date is mid-October.

Other Mentions

Top of the Document