Digital Commonwealth Board Meeting Minutes
June 21, 2022
Approved at July 19 Board Meeting

10:02 am: Meeting called to order by President Kate Boylan

Present (via Zoom): Kate Boylan, Sonia Pacheco, Danielle Sangalang, Maureen Mann, Amanda Fowler, Justin Snow, Hans Bergmann, Kate Bradley,

Absent: Rachel Jirka, Gianna Gifford, Evan Knight, Tegan Kehoe

Guests: Paige Neumann, Graham Goss, Eben English, Anne Callahan,

The **May Meeting Minutes** were approved as presented.

Committee Reports

Conference Committee
- Paige and Graham spoke about the Conference. The complete report – with graphs and charts – will come in July
- The Board applauded the success of the Conference and thanked Paige and Graham with enthusiasm
- See attached Conference Committee report

Membership Committee
- See attached Membership Committee report below
- Danielle noted that there was work in progress but there has been relatively low attendance at the committee's meetings.

Outreach and Education Committee
- No verbal or written report from the committee this month.

Repository Committee
- See attached Repository Committee report below
- Nothing additional to report

BPL Update
- See attached BPL update below
- Nothing much additional
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Financials Update
- Tegan Kehoe continues on leave. Justin Snow reported.
- All continues well.
- Justin has sent the financial report to all Board members.

DPLA Update
- The DPLA Advisory Board continues in something of an anxiety crisis about what its role is.
- A survey – somewhat surprisingly – revealed that DPLA members are generally not concerned about the (high) cost of membership in DPLA.

Membership Data

- 233 active and pending members
- 62 pending members
- 15 lapsed members

New Business
- Discussion of Board Members and Officers FY23 – nothing to report as yet. Executive Committee is working on this. New Secretary is needed as Hans Bergmann is finishing his term.

The Meeting was adjourned at 10:55am

The next meeting is July 19, 2022, from 10-12am, Zoom.

Submitted by Hans Bergmann, Secretary

Conference Committee Report

**Digital Commonwealth Board
Committee Report**

Committee: Conference Committee
Chair(s): Graham Goss; Paige Neumann
Liaison to board if not chair(s):
Date of last meeting: May 4, 2022
Date of next meeting: June 23, 2022

Action items completed
- Annual Conference 2022 has wrapped
- Thank you notes to presenters and sponsors have been sent out
- Honorarium has been sent out to keynote speaker

Action items in progress/pending
- Collate conference survey and present results and other conference data to the board during the July board meeting
- Debrief the conference committee later this week
- Clean captioning to prepare session materials to make available to conference attendees

Membership Committee Report

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Digital Commonwealth Board
Committee Report

Committee: Membership Committee
Chair(s): Danielle Sangalang; Kim DeWall
Liaison to board if not chair(s):
Date of last meeting: May 24, 2022
Date of next meeting: June 28, 2022

Action items in progress/pending

- Creating exit survey

- Creating spreadsheet tracking members of Membership Committee

- Updating Member's welcome workflow where new members are receiving a phone call in addition to the automatic email.

- Still working with Jake Sadow on a metadata event, and considering another Omeka event.

Chair(s): Danielle Sangalang; Kim DeWall
Liaison to board if not chair(s):
Date of last meeting: April 26, 2022
Date of next meeting: May 24, 2022

Outreach and Education Committee Report

Committee: Outreach and Education
Chairs: Andrew Begley, Matt Amory

No report this month.

Repository Committee Report

Digital Commonwealth Board
Committee Report

Committee: Repository Committee
Chair(s): Eben English (BPL)
      Liaison to board if not chair(s):
Date of last meeting: Thursday, May 12, 2022
Date of next meeting: Thursday, July 14, 2022

Action items completed
- n/a

Action items in progress/pending
- Investigate using text slugs for WA pages.
- Update DC login pages on collections and membership sites for increased clarity and improved UX.
- Investigate file name behavior for image downloads from other digital collections sites.

Announcements:

Questions for the Board:

Other notes:

Boston Public Library Update

May 18, 2021 - June 21, 2021

Digital Services Report

Applications received

1. Reading PL
2. Fisher College

Site visits completed

1. Springfield City Library (Virtual)

Bound Material Collections added to Internet Archive

1. Middleborough PL
2. Simmons University
3. Oak Bluffs PL
4. Cape Cod Community College

We've been spending a lot of time interviewing microfilm scanning vendors and getting price quotes. We're also working on building a more robust logistics workflow for moving microfilm around. And I'm going to begin talks soon to establish a prioritization system for determining how we select titles for imaging.

Repository and Portal Report

Collections added to Portal

No collections added in the last month.