

Digital Commonwealth Board Meeting Minutes

July 19, 2022

Approved at the August 16, 2022 Meeting

10:09 am: Meeting called to order by Vice President Sonia Pacheco.

Present (via Zoom): Maureen Mann, Kate Bradley, Amanda Fowler, Justin Snow, Evan Knight, and Danielle Sangalang

Absent: Kate Boylan, Tegan Kehoe, Sonia Pacheco, and Gianna Gifford

Guests: Eben English, Anne Callahan, Paige Neumann, Graham Goss, Matt Amory (who departed before he could present), and Kim DeWall

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

Committee Reports

Conference Committee:

The committee gave an extensive report on the conference, which included information on attendance and registration, financials, and assessments of the overall program.

Immense gratitude to the entire committee as well as Anne Callahan, Sonia Pacheco, and the rest of the board. See attached report and presentation.

Membership Committee:

A Welcome Workflow is in the process of being created. The committee has also started on a recruitment and retention plan. Possible creation of new member levels, (like emerging professions), which could help with committee enrollment as well as diversity. See attached Committee Report below.

Outreach and Education Committee:

The chairs of the committee were unable to attend. They are thinking about doing geographical outreach within MA. See attached Committee Report below.

Repository Committee:

Three new collections were added. The committee has gained several new members. The login forms have been refined, per request. Work was done adding text slugs to the membership site. Looking ahead, they will be working on user-focused items. See attached Committee Report below.

Boston Public Library Update:

Collections continue to be added, and a new URL for their OAI feed. Roughly 30,000 items are scheduled to be ingested into DPLA later this week. See attached report.

Financial Update:

The fiscal year has ended, and we are slightly ahead of where we expected to be. We have \$15,000 net revenue. The expected membership dues were exceeded by \$3,000. FY2023 budget's will be drafted soon. See attached report.

DPLA Update:

DPLA received a Mellon Foundation grant for \$850,000 to support its effort to advance racial justice in American archives.

Membership Update:

220 members, including 186 active members. There is a high level of past due members currently. Anne Callahan is following up with lapsed and past due members. There is only 1 new member in the past month. See attached report.

Hiring Committee:

The hiring committee consists of Kate Boylan, Sonia Pacheco, Kate Bradley, and Paige Neumann. The committee has started receiving applications. Anne Callahan will be departing in September but is willing to help with the transition. A huge thank you to Anne for all her amazing work.

New/Old Business:

None

Meeting was adjourned at 11:28 am

Conference Committee Report

Action items in progress/pending:

- Finishing up cleaning closed captioning to be finished by Friday, July 22
- Posting video of sessions
- Reaching out to new potential committee members

Completed Action Items:

- Gone through and collated survey results

Membership Committee Report

Action items in progress/pending

- Committee had a productive working group meeting on the Welcome Workflow.
 - Current iteration: After receiving the two automatically generated emails, new members receive a more personal follow-up email that includes the following:
 - links to info and events
 - Lists of Board Members, committees, etc. (an invite to join committees!)
 - Value of DC
 - Information about collections of interest to their institution- potentially facilitating personal connections.
 - The option to speak with Exec Board Member or other designated member rep.
 - [Working on: Questions to ask of new members]
 - Membership will keep a record of feedback in a google sheet.
- Exit Survey [TO DO NEXT]
- Spreadsheet created as outlined in [DC Member Recruitment and Retention Plan](#)
- Working with Jake Sadow on a metadata event, and considering another Omeka event.

New Business:

- a. Thanks to Anne for helping kick off administrative documentation for meeting procedures (e.g. sending agendas, minutes, etc).
- b. We are now collecting feedback about preferences for in-person vs online events in our post-event surveys
- c. The meeting notes will be shared immediately after the meeting.

Outreach and Education Committee Report

Action items completed

- Work with Board to resolve representational issues regarding the Pakachoag presentation
- New blog posts since last meeting:
 - [Celebrating Women's Sports on the 50th Anniversary of Title IX](#)
 - [Newspaper Digitization at the Boston Public Library](#) (Eben)
 - [DC3 Repository System: An Overview](#) (Eben)

Action items in progress/pending

- Andrew and Matt met with Rebecca Barabas (Harvard intern) on 7/6 about opportunities for promoting Harvard's open access digital collections. Will follow up about possible event related to Harvard's [Curiosity Digital Collections](#).
- Follow up with conference attendees that expressed interested in joining the committee
- Brainstorm for 2023 events

Announcements:

Questions for the Board:

Other notes:

- Big thank you to Anne Callahan for all of her help with the committee's work!

REPOSITORY COMMITTEE REPORT

Action items completed

- Added text slugs for Wild Apricot page URLs
- Updated DC login pages on collections and membership sites for increased clarity and improved UX.

Action items in progress/pending

- Investigate file name behavior for image downloads from other digital collections sites.
- Explore creating wiki for harvesting data (providers, last harvested, etc)
- Review front-end features survey results and GitHub issues list; prepare a list of other features needed, comments about proposed features, etc.

Announcements:

Questions for the Board:

Other notes:

Boston Public Library Update

June 22, 2022 - July 19, 2022

Digital Services Report

Applications received

1.

Site visits completed

1.

Bound Material Collections added to Internet Archive

1.

Repository and Portal Report

Collections added to Portal

Hosted:

- Boston Public Library - Edmund L. Mitchell Collection (5,796 photographs of Boston-area and international locations from 1960s and 1970s)
- Spinner Publications - The Photography of E. Milton Silvia (1,191 items; photographs from the New Bedford Standard Times from 1964)

- State Library of Massachusetts - Massachusetts Real Estate Atlases (88 items; maps of Massachusetts urban centers from late 19th and early 20th century)

Repository and Portal Development

- Recently completed:
 - XML serialization of metadata records to support OAI-PMH feed
 - New OAI-PMH endpoint launched:
<https://oai.digitalcommonwealth.org/catalog/oai>
- Ongoing:
 - Re-factoring harvest code to work with DC3 system
 - Newspaper ingests (for digitized materials conforming to NDNP specifications)

Other Mentions

-

Collaborative Services Report

Users and Uses: Centering Communities in Digital Collections

2022 Annual Conference Report by Paige Neumann
& Graham Goss, Conference Committee Co-Chairs

Budget

Expenses			Cost	Notes
AI captioning service (Rev.com)			\$ 40.00	
Upgrade to Zoom webinar			\$ 41.97	
Additional Zoom storage			\$ 60.69	
Speaker honorarium			\$ 1,000.00	
Total Estimated Expenses			\$ 1,142.66	
Income (includes anticipated payments)	Number Registered	Registration Cost	Total	Notes
Registration – members	162	\$ 10.00	\$ 1,620.00	
Registration – non members	52	\$ 20.00	\$ 1,040.00	
Sponsors	5	\$ 300.00	\$ 1,500.00	
Total Income			\$ 4,160.00	
Estimated Net Income (= Income – Expenses)			\$ 3,017.34	

updated 8/22/22

Attendance Comparison

April 10, 2018: 126

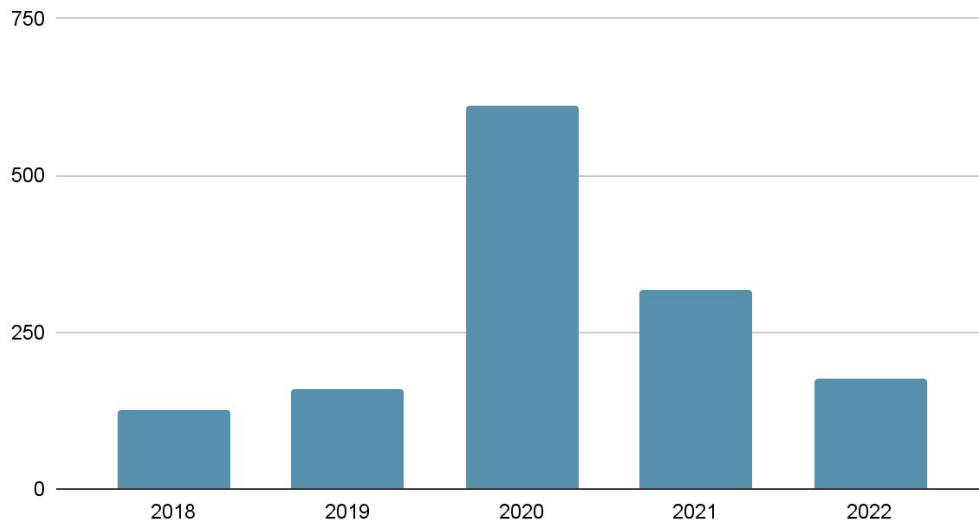
April 9, 2019: 158

April 7, 2020: ~612

April 13, 2021: 318

June 14, 2022: 174

Annual Conference Attendance



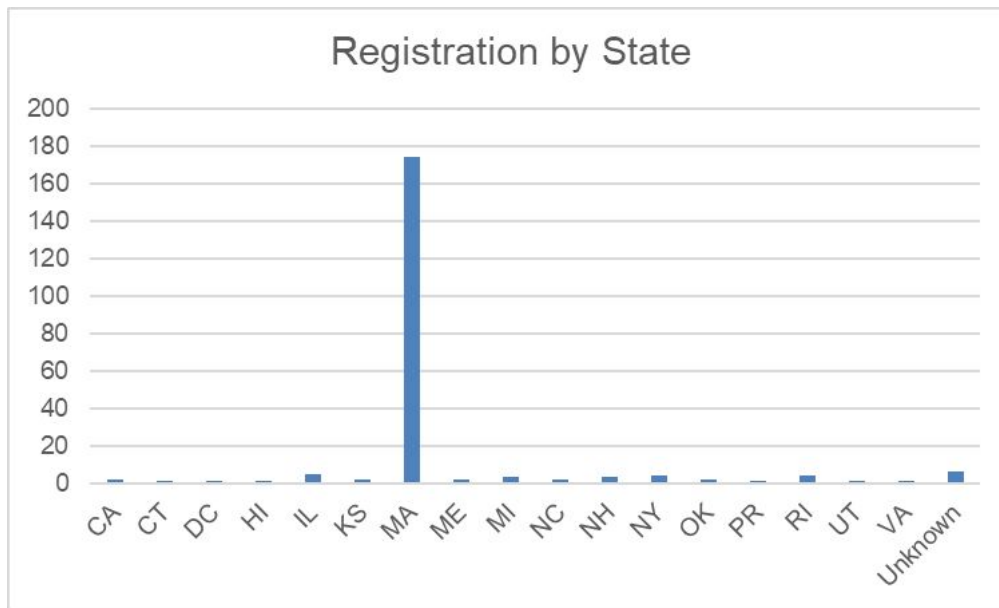
2022 Registration

- Number of Registrants (not including presenters, conference committee members): 215
 - DC Members: 153
 - Non-members: 58
 - Sponsor guests: 4



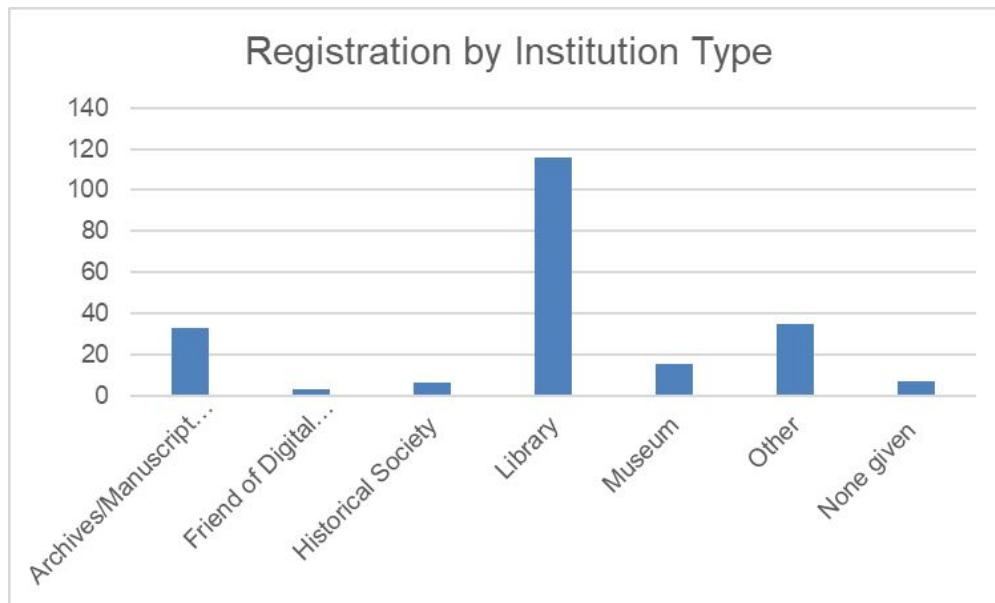
2022 Registration by Location

- California: 2
- *Connecticut: 1*
- Washington, DC: 1
- Hawaii: 1
- Illinois: 5
- Kansas: 2
- *Massachusetts: 174*
- *Maine: 2*
- Michigan: 3
- North Carolina: 2
- *New Hampshire: 3*
- *New York: 4*
- Oklahoma: 2
- Puerto Rico: 1
- *Rhode Island: 4*
- Utah: 1
- Virginia: 1
- Unclear: 6
- *Total Northeast: 188*



2022 Registration by Institution Type

- Archives/Manuscript Repository: 33
- Friend of Digital Commonwealth: 3
- Historical Society: 6
- Library: 116
- Museum: 15
- Other: 35
- None given: 7

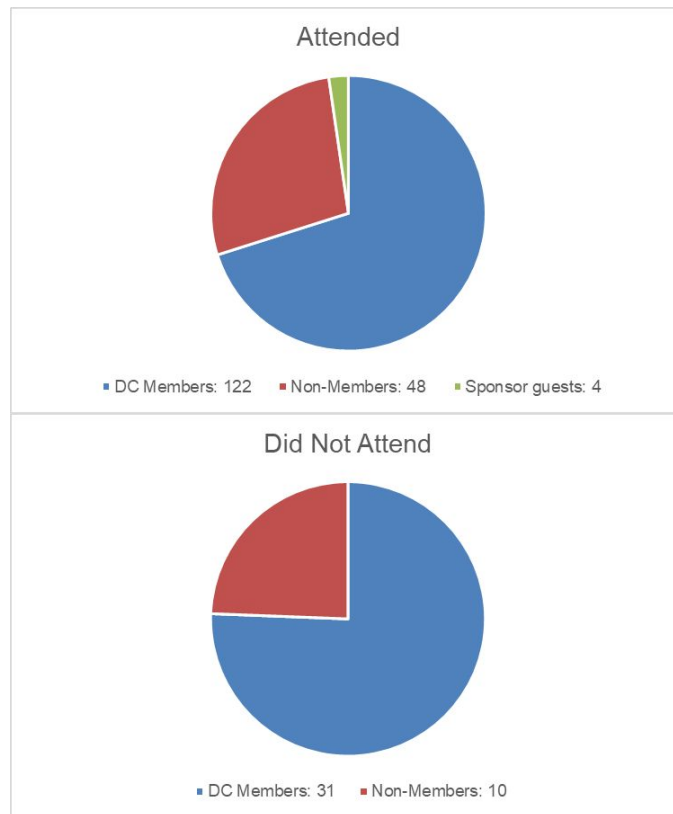


Attendance

- 215 Registered (not including presenters, conference committee members)
 - Attended: 174
 - Did not attend: 41
- Plus:
 - 17 Presenters
 - 6 Sponsor Presenters
 - 5 hosts/Conference Committee members

Attendance by DC Members and Non-Members

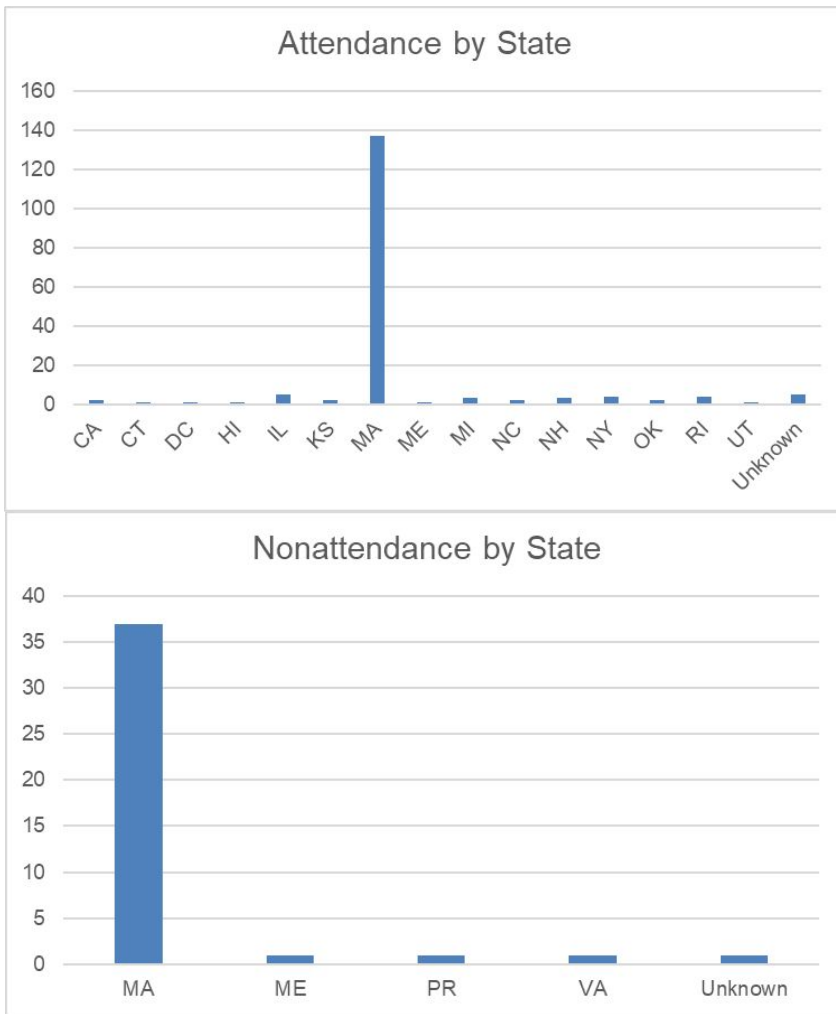
- Attended: 174
 - DC Members: 121
 - Non-Members: 49
 - Sponsor guests: 4



- Did Not Attend: 41
 - DC Members: 31
 - Non-Members: 10

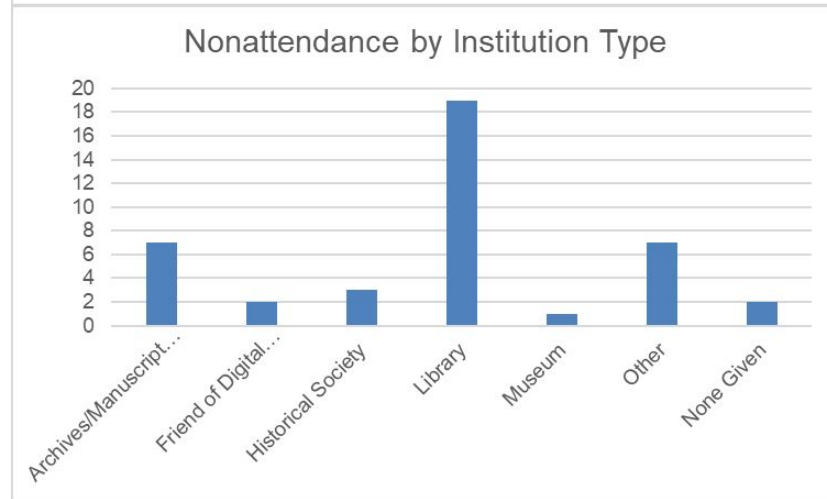
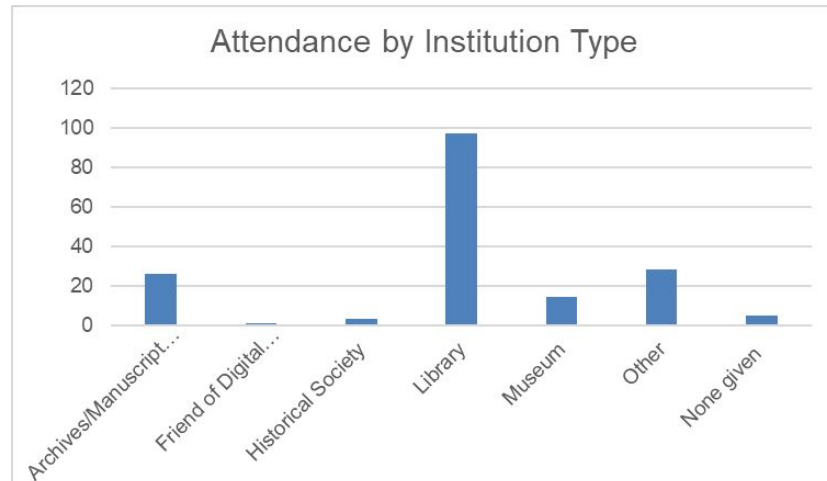
Attendance by State

- Attended: 174
 - CA: 2
 - CT: 2
 - DC: 1
 - HI: 1
 - IL: 5
 - KS: 2
 - MA: 137
 - ME: 1
 - MI: 3
 - NC: 2
 - NH: 3
 - NY: 4
 - OK: 2
 - RI: 4
 - UT: 1
 - Unknown: 5
- Did Not Attend: 41
 - MA: 37
 - ME: 1
 - PR: 1
 - VA: 1
 - Unknown: 1



Attendance by Institution Type

- Attended: 174
 - Archives/Manuscript Repository: 26
 - Friend of Digital Commonwealth: 1
 - Historical Society: 3
 - Library: 97
 - Museum: 14
 - Other: 28
 - None given: 5
- Did Not Attend: 41
 - Archives/Manuscript Repository: 7
 - Friend of Digital Commonwealth: 2
 - Historical Society: 3
 - Library: 19
 - Museum: 1
 - Other: 7
 - None given: 2



Survey Quick Overview

- 51 survey responses received out of 174 attendees
 - ~29% return rate
 - Similar to 2020/2021 return rate
- Keynote address: 98% excellent/good (percentages based on excluding 'did not attend')
- Highest rated session (excluding keynote):
 - "Local History At All Levels: Making Collections Relatable and Accessible" 94% excellent/very good
 - "Responsible Metadata" technically got 100% excellent/very good, but 10 responders did not attend

Survey Overview Cont.

**2022 Conference overall: 76%
Excellent 22% Good**

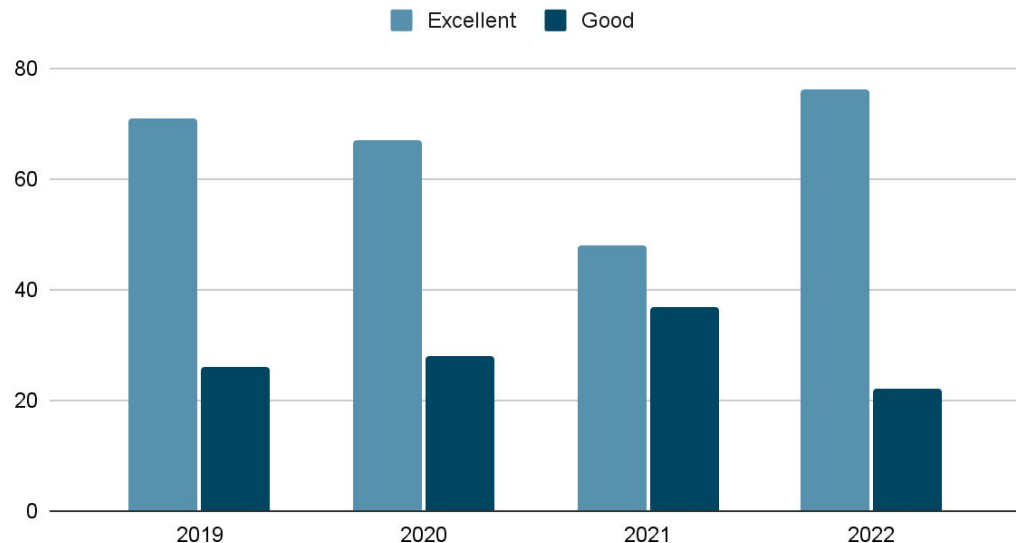
2021: 48% Excellent, 37% Good

2020: 67% Excellent, 28% Good

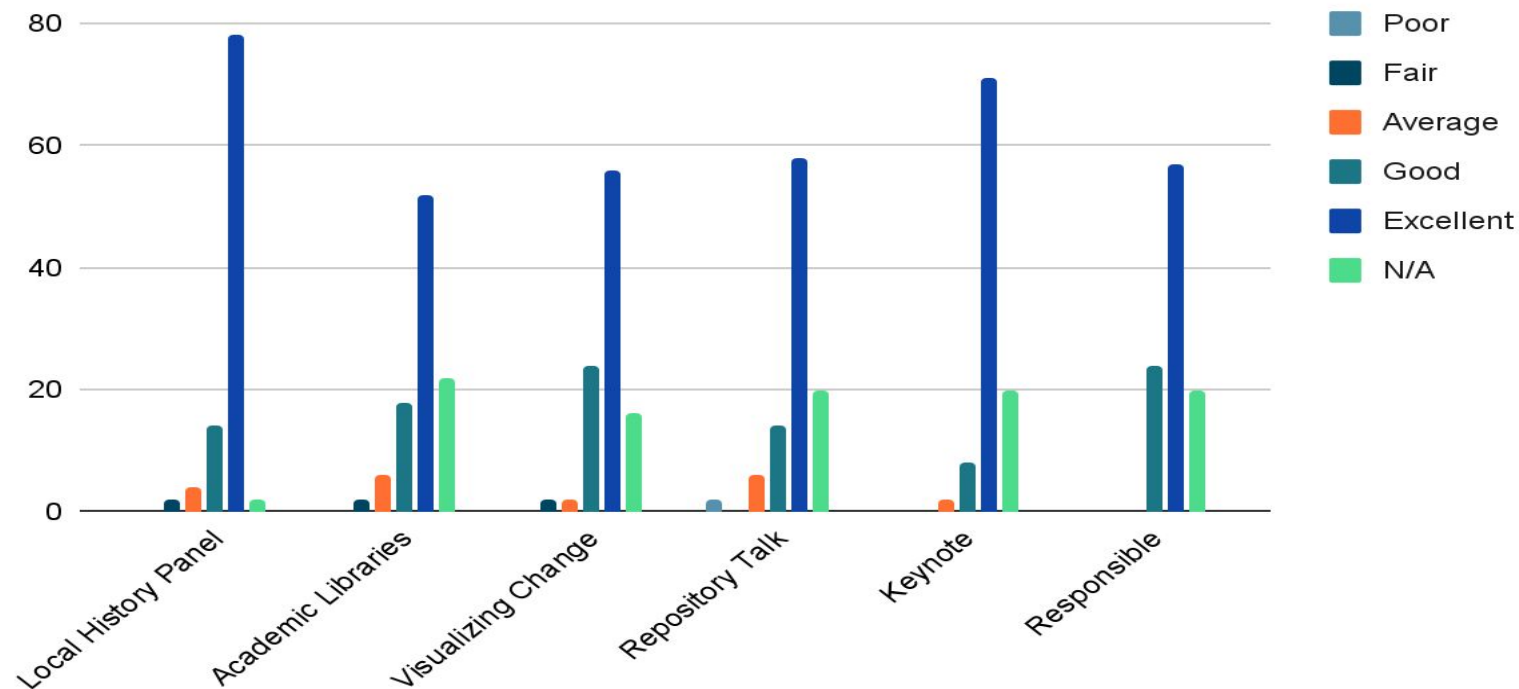
2019: 71% Excellent, 26% Good

- 41% had not attended a previous Digital Commonwealth conference
- 90% said very likely/likely to attend if 2023 conference is virtual

Conference Rating Overall



Overall Session Satisfaction (By percentage)



Overall Session Satisfaction

	POOR	FAIR	AVERAGE	GOOD	EXCELLENT	DID NOT ATTEND	TOTAL	WEIGHTED AVERAGE
Panel: "Local History At All Levels: Making Collections Relatable and Accessible"	0.00% 0	2.00% 1	4.00% 2	14.00% 7	78.00% 39	2.00% 1	50	4.71
Panel: "Harnessing the Power of Academic Institutions for Change"	0.00% 0	2.00% 1	6.00% 3	18.00% 9	52.00% 26	22.00% 11	50	4.54
Presentation: "Visualizing Change: Stories of Community Activism in Digital Commonwealth Collections"	0.00% 0	2.00% 1	2.00% 1	24.00% 12	56.00% 28	16.00% 8	50	4.60
Digital Commonwealth Repository Systems Update: "We Have Lift Off!" (Eben English)	2.00% 1	0.00% 0	6.00% 3	14.00% 7	58.00% 29	20.00% 10	50	4.58
Keynote Address: "Appropriate is a Noun and a Verb: Coming to Terms with Access in Digital Environments" (Tonia Sutherland)	0.00% 0	0.00% 0	1.96% 1	7.84% 4	70.59% 36	19.61% 10	51	4.85
Panel: "Responsible Metadata"	0.00% 0	0.00% 0	0.00% 0	23.53% 12	56.86% 29	19.61% 10	51	4.71

What Session Did You Find Most Valuable?

34 Responses in total

Local History:

"Local history because I am a local history librarian."

"Local History At All Levels: Making Collections Relatable and Accessible" was the most valuable to me as a local history/reference librarian, though all sessions that I attended included valuable insights and resources that will impact my work moving forward"

"Kim DeWall's presentation about the Falmouth Public Library's postcard collection. They were able to take an idea for a simple digital collection and expand upon it with many the possibilities for programming"

"I really enjoyed Local History at All Levels: Making Collections Relatable and Accessible since it was basically 3 different case studies and also "Potentially Harmful Language and Content Warnings" by Sari Mauro and Adrienne Pruitt. My department right now is talking about content warnings so their presentation was very relevant to discussions we've been having"

What Session Did You Find Most Valuable? cont.

Academic Institutions:

"When I looked through my notes post-conference, the panel discussion, "Harnessing the Power of Academic Institutions for Change," had the most highlighted points for me and provided both the practical -- Kate McNally's processing manual and the insightful -- Giordana Mecagni's presentation of what she learned from the ad hoc group of faculty she worked with to share experiences and commitment to social justice and archival stewardship (as well as a whitepaper with excellent "rules of the road")."

"The Harnessing the Power of Academia session was the most valuable for me because it provided multiple valuable resources"

"Practical presentations by Brandeis archivist, helpful to see a concrete plan to address and redress past practices and assumptions"

What Session Did You Find Most Valuable? cont.

Repository:

"I found the first panel on local history (and making digitized content accessible) was excellent for the variety of information and ideas. Eben English's update about the Digital Commonwealth's repository was relevant, interesting, and so essential for this conference. Eben consistently does a wonderful job with these annual updates. Digital Commonwealth and the BPL are very fortunate that he is leading the development work on the repository."

"Repository Systems Update - helps us to plan ahead for sending materials to DC and working with the collections we already have up"

"Update, because it shows the breadth of the DCs reach"

What Session Did You Find Most Valuable? cont.

Keynote: Roughly 1/3 of comments mentioned keynote

"Appropriate is a Noun and a Verb: Coming to Terms with Access in Digital Environments. This was a very eye-opening perspective on how, even with open-access content, which would seem to be an ethical process of making content available, would still have its short-comings when it comes to content related to BIPOC groups."

"The keynote address by Dr. Sutherland was incredibly valuable and showed many critiques of DC and many other institutions that need to be grappled with and acted on to change."

"In 'Appropriate is a noun and a verb: coming to terms with access in digital environments,' Dr. Sutherland brought a lot to my attention about ethical questions we face in digital archiving"

"The keynote address helped me rethink the language of our deed of gift form and made me consider how to go about providing access and to what degree moving forward. The panel of activism in digital collections was also particularly engaging and gave me some great ideas of how to present similar topics."

"The keynote address gave me a lot to think about as a librarian in how we also curate and shape perceptions of the body."

What Session Did You Find Most Valuable? cont.

Responsible Metadata:

"I enjoyed the Tufts presentation because it directly relates to my work with our digital repository"

"I found the metadata panel discussion most valuable as we are starting to look closely at these issues in our library system, and it was great to hear the experience of folks who already went through the process of changing our descriptive language to remove harmful, discriminatory, and stereotypical labels"

"The first session and the last session. While I am not a librarian at a public library, it was useful to understand the types of issues the librarians were encountering with their users. It sparked a discussion about user access and catering to where our patrons are at, not where we expect them to be. For example, one of our collections is used by classrooms in the Philippines even though we intended for it to be used by curators and faculty. So now we are reconsidering what might actually be important to our user base. The speaker who spoke about the LGBTQ+ Bar tours was also very interesting and I felt a novel way to get folks involved in understanding local history. It wasn't necessarily anything to do with my work i just liked seeing what they were doing. I also thought the panel discussion on responsible metadata was useful and gave a good overview of the types of complex issues that come with responsible metadata remediation"

What Session Did You Find Least Valuable?

24 Responses on total:

- Vast majority of least valuable was voted for based on lack of relevance to their particular job and/or institution
- Two comments wondering whether the Repository Talk might change up its format
 - The update with the most popular images. The usage information is always interesting, but why do we need to know the same inappropriate pictures are popular every year? Instead of just showing the content warning, I'd be interested in what DC could do about it"
- Valid criticism that the speakers were majority white
 - "The panels besides the keynote address were very saturated with white panelists, which made it hard to feel I was gaining truly diverse perspectives on the issues at hand. Especially given the focus on communities typically marginalized and separated from repositories, I was hoping there would be more diversity in the speakers, at least."

Anything We Did Not Offer That You Would Want to See?

#	RESPONSES	DATE
1	I mainly work with an institutional digital repository, so I would love to interact with folks who are doing the same, especially those who are on the same platform as I have (Preservica). That may be too niche of a suggestion, but issues around digital repositories and archiving and making accessible student and faculty scholarship is my wheelhouse.	6/21/2022 10:35 AM
2	I would like to hear from staff who found it challenging to, on their own, create quality digital images that were not too large but still maintained quality of the image. Creating images with an eye for access, when not using the BPL's team can be challenging, I'd like to hear from those that have had to determine how to deal with pdfs with this in mind. With single images for other digital repositories where jpgs and tiffs are the final result, it seems that it is far easier to create good images for access purposes.	6/21/2022 9:42 AM
3	A way to connect with other people who have specialties.	6/21/2022 9:26 AM
4	I think it would be greatly beneficial to look into hiring archivists and librarians of color who are leading the changes happening in our field of cultural heritage and information studies. We Here Libraries is a great resource for learning about who those folks are, as there are many. Dr. Sutherland is just one of them.	6/16/2022 3:51 PM
5	I would have liked Eben's presentation to be longer.	6/16/2022 8:45 AM
6	N/A	6/16/2022 8:00 AM
7	I like the postcard presentation and oral history project in Falmouth as a way of engaging the local community and would have liked to see more content related to that topic.	6/15/2022 3:15 PM
8	I feel like we could do something else for the activities that are part of the business-like meeting at 1 than going over the top items in the commonwealth. Maybe choosing items that have been underrepresented somehow and what is interesting and why.	6/15/2022 3:09 PM

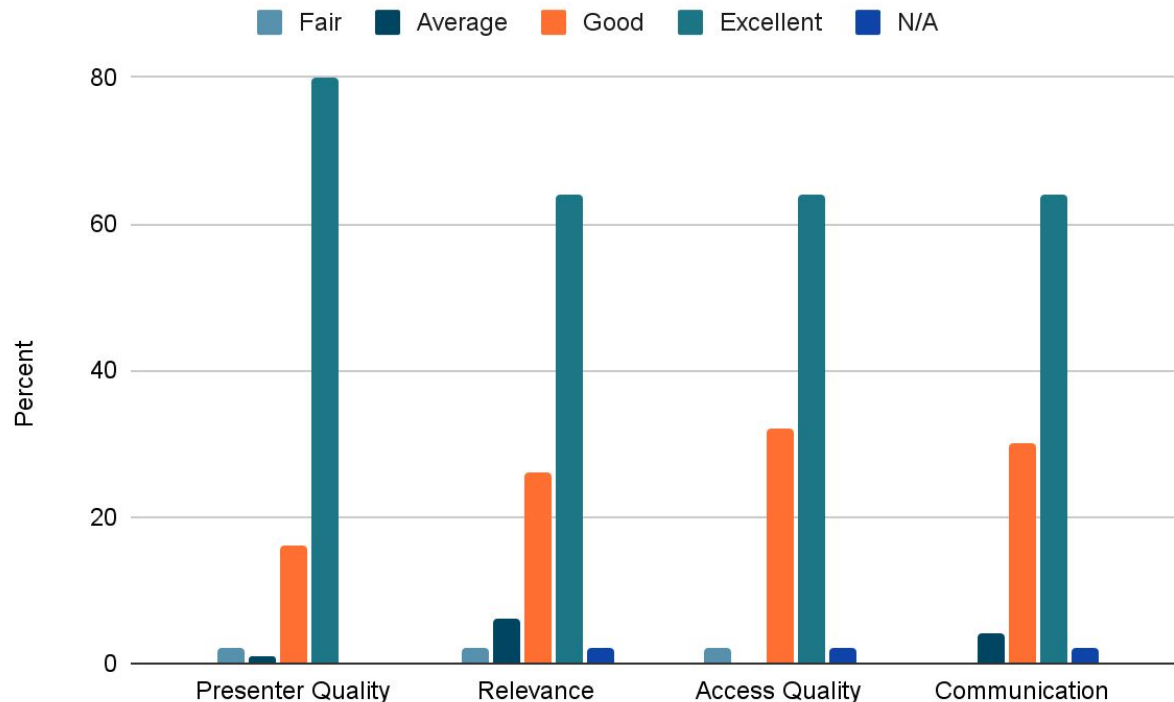
Satisfaction with Conference Services

Overall quality of conference presenters: 96% excellent/good

Relevance of conference to your job and interests: 80% excellent/good

Overall quality of streaming and virtual access: 96% excellent/good

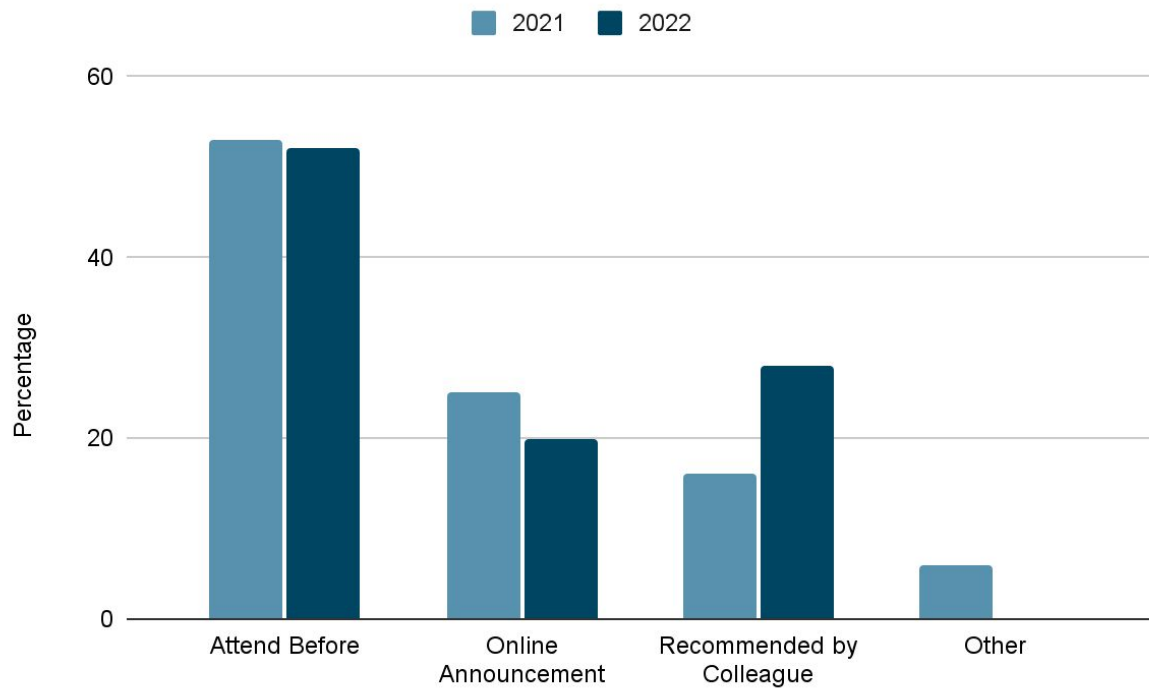
Communication before the conference: 94% excellent/good



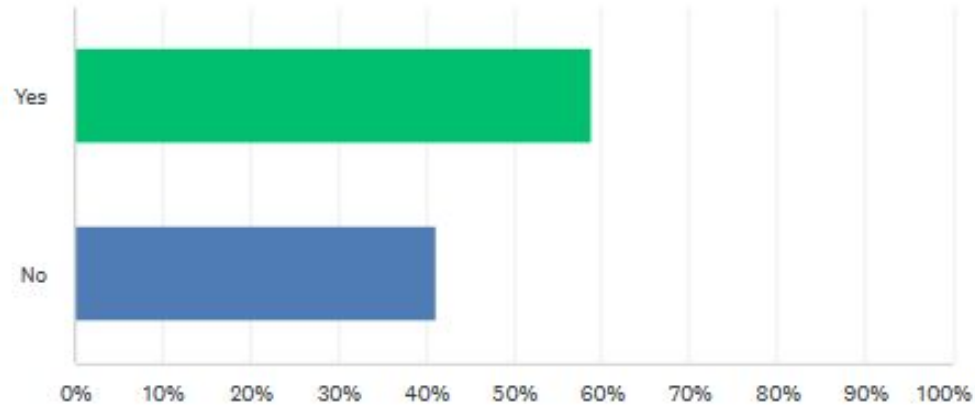
Satisfaction with Conference Services cont.

	POOR	FAIR	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL
Overall quality of conference presenters	0.00% 0	2.00% 1	2.00% 1	16.00% 8	80.00% 40	0.00% 0	50
Relevance of conference to your job and interests	0.00% 0	2.00% 1	6.00% 3	26.00% 13	64.00% 32	2.00% 1	50
Overall quality of streaming and virtual access	0.00% 0	2.00% 1	0.00% 0	32.00% 16	64.00% 32	2.00% 1	50
Communication before the conference	0.00% 0	0.00% 0	4.00% 2	30.00% 15	64.00% 32	2.00% 1	50

How Did You Hear About the Conference?



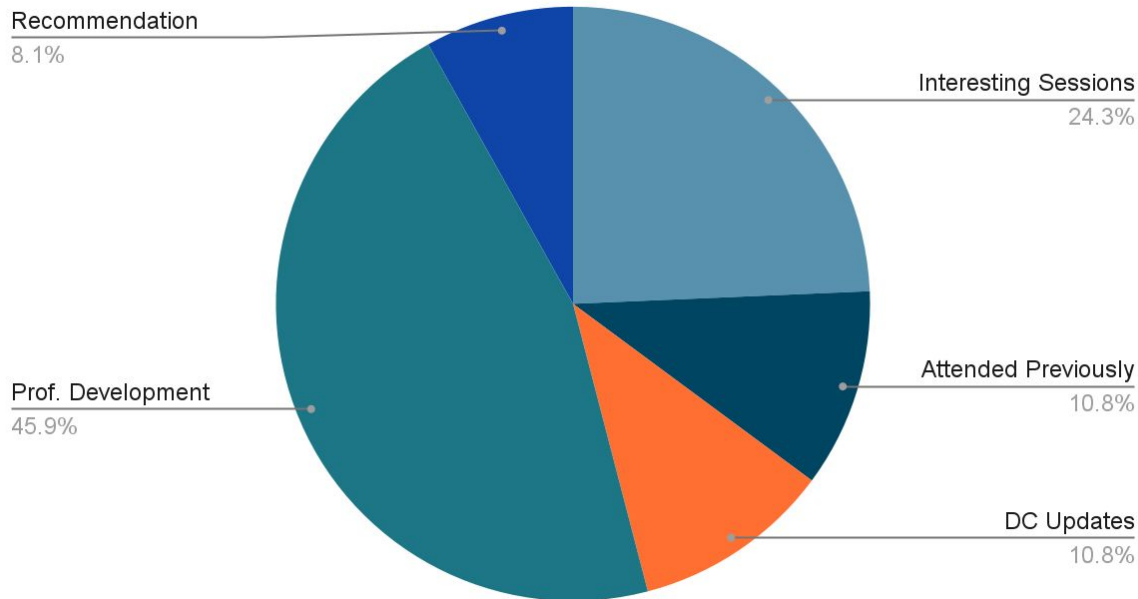
Have You Attended a Previous DC Conference?



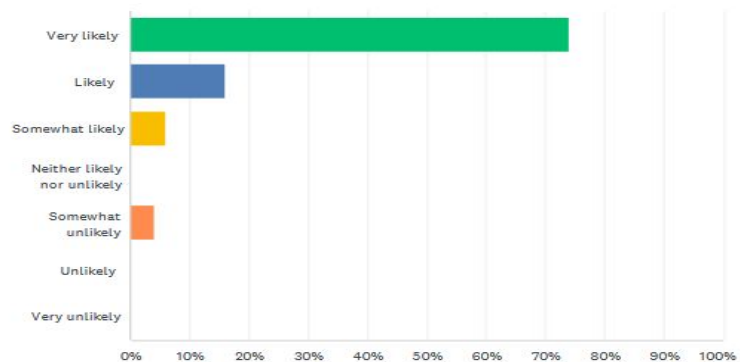
ANSWER CHOICES	RESPONSES	
Yes	58.82%	30
No	41.18%	21
TOTAL		51

What Was Your Primary Reason for Attending?

Reasons for Attending



How Likely Are You to Attend Another DC Virtual Conference?



ANSWER CHOICES	RESPONSES	
Very likely	74.00%	37
Likely	16.00%	8
Somewhat likely	6.00%	3
Neither likely nor unlikely	0.00%	0
Somewhat unlikely	4.00%	2
Unlikely	0.00%	0
Very unlikely	0.00%	0
TOTAL		50

Suggestions For Future Conference Themes

#	RESPONSES	DATE
1	Issues involving Digital Repositories or Academic Digital Repositories	6/21/2022 10:35 AM
2	Technical and evaluation issues dealing with archival digital content vs. accessible digital content for print collections.	6/21/2022 9:42 AM
3	linking present day circumstances with history	6/21/2022 9:23 AM
4	More about working with academic users and digital collections	6/16/2022 12:32 PM
5	A/V Accessibility Labor of digital collections	6/16/2022 8:45 AM
6	Literary archives	6/15/2022 9:09 PM
7	Solutions or ideas for smaller institutions, or those with limited budgets	6/15/2022 3:19 PM
8	I think DEI topics should be present in conferences going forward. I am also interested in discussions of DAMS and digital imaging standards.	6/15/2022 3:18 PM
9	More ways in which institutions are engaging in community collaboration with outside organizations and the public school system in particular. Also a focus on digital literacy and the efforts of librarians to combat the "infodemic" and the proliferation of both misinformation and disinformation.	6/15/2022 3:15 PM
10	Maybe something with underutilized collections and/or underrepresented collections.	6/15/2022 3:09 PM

Attendee Engagement

- ~20 messages from attendees in the chat, primarily asking speaker questions and/or thanking speakers
 - “Give people their history back.” How wonderful!
 - the xquery scripts from Kelly Bolding were used for collection-level/ front-matter description. I developed further Python scripts to bulk remediate some specific subject headings at the file/item level in ASpace.
- 12 tweets using our hashtag #DCCon22 (8 from attendees and 3 from Digital Commonwealth and 1 from participant)
- Opportunity for more collaboration between Outreach and Conference to share links provided by presenters in both chat and on twitter

Post-Conference Tasks

- ⊗ Conference recording split into individual sessions
 - ⊗ Uploaded to Google Drive
- ☐ Transcript work in process (Due Friday, July 22)
 - ☐ Closed captioning will need to be sync'd with session videos
- ⊗ Survey sent out to all attendees
- ⊗ Sponsor and presenter thank you notes emailed
- ☐ Contact info for 5 people interested in serving on committees sent to committee co-chairs
 - ☐ 0 Conference, 2 Outreach & Education, 1 Membership, 3 Repository

The 2022 DC Annual Conference would not have been possible without the support of the board, presenters, Anne Callahan, my committee members, DC committee chairs & sponsors.

Questions?