Digital Commonwealth Board Meeting

Minutes

January 18, 2022

DRAFT for Approval at February 15, 2022 Meeting

<u>10:06 am</u>: Meeting called to order by Vice President Sonia Pacheco.

<u>Present</u> (via Zoom) Kate Boylan, Sonia Pacheco, Hans Bergmann, Maureen Mann, Kate Bradley, Amanda Fowler, Justin Snow, Rachel Jirka, Gianna Gifford, Evan Knight

<u>Absent</u>: Danielle Sangalang, Tegan Kehoe

<u>Guests</u>: Jenn Belcher, Eben English, Anne Callahan, Paige Neumann

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

Committee Reports

Conference Committee:

Oral report only.

The committee has received many proposals for talks.   It is working on placing these and on issuing contracts for the major speakers.

Membership Committee:

See attached Committee Report below.

The committee needs a co-chair to join Jenn Belcher and the Board should help find one. Recruitment continues to be difficult for all committees.

Outreach and Education Committee:

See attached Committee Report below.

The chairs of the Committee were unable to attend.

Repository Committee:

See attached Committee Report below.

The committee continues work on improving links within the website. The aim is to make things easier to find and also to increase traffic

Boston Public Library Update:

See the attached Report.

Gianna Gifford reported that In the last month there were 6 applications and 3 site visits.   No ingesting, however, because of the on-going work on the repository system.   BPL hopes to resume ingesting by the end of January. Omicron makes all programming virtual.

Eben English noted that the work on the BPL grant for the Library of Congress/NEH "National Digitizing Newspaper Project" will begin in earnest next Fall. It's a long term project. Eben is the project manager for BPL.

Financial Update:

Sonia Pacheco read Tegan Kehoe's report. Digital Commonwealth continues to do well financially. $165, 035

DPLA Update:

Maureen Mann reported that the DPLA Advisory Council has discussed the need to re-envigorate the organization..

Membership Statistics:

We have 1 new member.   We have a total of 224 members.

By-Laws Changes:

The Board discussed getting out the vote for the changes at the February 9 2022 meeting. There are not yet enough registrants.   Anne Callahan will send out reminders.

Meeting was adjourned at 11:10 am

CONFERENCE COMMITTEE REPORT

Oral report only. See above.

MEMBERSHIP COMMITTEE REPORT

Digital Commonwealth Membership
Committee Report December 2021

Committee: Membership
Chair(s):   Jennifer Belcher
        Liaison to board if not chair(s):
Date of last meeting: December 28, 2021
Date of next meeting: January, 25, 2022

Action items completed
- Welcome to Anne Callahan, new Operations Manager, and introductions of Committee Members
- Approval of Minutes from November Meeting
- Report on December Board Meeting
- Update of Expanding Your Digital Horizons program schedule and meeting with O&E to discuss future events
    - o February 9: Users' Perspective and By-Laws vote
    - o Late March: Paul Engle will host Berkley Archives
    - o October event: Fellisha Desmarais host Simmons Professor James Gehrt
- Updates from Anne

Action items in progress/pending
- Continuing plans for Digital Horizons events
- Getting Started With Digital Commonwealth Event(s) with Eben English and BPL

Announcements:

Questions for the Board:

Other notes:

OUTREACH AND EDUCATION COMMITTEE REPORT

Digital Commonwealth Board
Committee Report: Outreach and Education

Committee: Outreach and Education

Chairs: Andrew Begley, Matt Amory

Date of last meeting: 12/20/2021
Date of next meeting: 1/24/2022

Action items completed

- Restart regular blog posts. New post by Anne Berard on 1/15, three posts by new committee member Barbara Schneider scheduled for the next month.

Action items in progress/pending

- Create Facebook event pages for each scheduled Digital Commonwealth event. Page created for 2/9 User Perspectives event: https://www.facebook.com/events/1558734334512289
- Work with Leventhal Map Center on "Activism in Boston" primary source set. Assess how new primary source sets can be integrated into current webpage design.
- Involve new/returning committee members in the event planning process.
- Work with Membership and Conference Committees on potential stand alone events submitted as conference proposals.

Announcements:

REPOSITORY COMMITTEE REPORT

Committee: Repository Committee
Chair(s): Eben English (BPL)
      Liaison to board if not chair(s):
Date of last meeting: Thursday, January 13, 2022
Date of next meeting: Thursday, March 10, 2022

Action items completed
Initial draft of navigation menu links for digitalcommonwealth.org to provide links to Membership & Programming site (Wild Apricot).

Action items in progress/pending
- Investigate using "membership.digitalcommonwealth.org" as URL for Membership & Programming site (Wild Apricot)
- Investigate using text slugs for WA pages
- Add WA-linking menu items to digitalcommonwealth.org

Announcements:

Questions for the Board:
Is Anne Callahan taking over managing the Wild Apricot site?

Other notes:

Boston Public Library Update

December 22, 2021 - January 18, 2021

Digital Services Report

Applications received

1. Plainfield Historical Society
2. Hadley PL
3. Mass Archives
4. Raivaaja Foundation
5. Sturgis PL
6. Emerson College

Site visits completed

1. Raivaaja Foundation (Virtual)
2. Plainfield Historical (Virtual)
3. Hyde Park Historical (Virtual)

Bound Material Collections added to Internet Archive

1. None

Repository and Portal Report

Collections added to Portal

No collections were ingested or harvested during this period; we have suspended all ingests and harvests due to the ongoing implementation of new DC3 repository system.

Repository and Portal Development

- Work on updating ingest scripts and derivative-processing pipelines for the new system is ongoing; we are currently testing the ingest process in our staging environment. ● Anticipate resuming ingests by the end of January 2022

Other Mentions
- n/a