

**Digital Commonwealth Board of Directors Meeting**  
**Tuesday August 21, 2018 - 10:00 AM**  
**Massachusetts Library System**  
**225 Cedar Hill St #229**  
**Marlborough, MA**

**Present:** Sadie Roosa (presiding), Alan Karass (president-elect), Tegan Kehoe (treasurer), Jodi Goodman, Danielle Sangalang, Rebecca Morin (secretary), Jennifer Hanson

**Virtual:** Julia Howington, Kate Boylan, Rob Favini (MBLC) , Linda Redding (MSLA ex-officio)

**Absent:** Sarah (MLS ex-officio), Gianna Gifford (BPL ex-officio), Glynda Benham (conference and membership manager), Kristen Slater (past-president)

- I. **Call to order:** Sadie @ 10:08am
- II. **Approval of July meeting minutes**
  - a. Moved: Alan
  - b. Second: Jodi
  - c. Approve: Unanimous
- III. **President's Report:** Sadie
  - a. Website Taskforce has had their first meeting - Jodi
    - i. 1st meeting - divided up tasks for creating content
    - ii. Content is due September 12
    - iii. Workflow for getting meeting minutes up online? - Sadie
      1. Yes, Glynda is aware
      2. **Next steps:** Rebecca and Sadie will connect with Glynda to get the archive set up etc.
  - b. Board retreat - Sadie
    - i. How do people feel?
      1. Everyone agreed it was necessary and timely, especially because of our sound financial standing.

- ii. Full day or half day?
  - 1. Full day, but important things can be discussed in the morning so that people can leave for the afternoon if they need to.
  - 2. One half of the day should include committee chairs/co-chairs and potentially members
- iii. Volunteering time on a weekend?
  - 1. Everyone seemed agreeable
  - 2. Sadie stated that we might be able to cover people's travel expenses.
- iv. Too soon to try for a day in September. Will most likely be in October or November
  - 1. Everyone seemed agreeable
- v. Agenda for items to discuss at our retreat?
  - 1. Rebecca will start to keep a separate agenda
- vi. **Next steps:** Sadie will create a doodle poll in order to find a date that works will with everyone. Then we can focus on finding a place, most likely in central/western Massachusetts.

#### IV. **Financials Update:** Tegan

- a. The DC Statement of Activity for July 2018 shows total revenue of \$10,300.00 and expenditures of \$12,005.14, for a net revenue of \$-1,705.14. The DC Statement of Financial Position a/o July 31, 2018 shows total assets of \$74,676.22. The DC Budget vs. Actuals July 2018 shows an actual total revenue of \$10,300.00 vs. a budget of \$6,990.34 indicating that the actual total revenue is 147.35% of the budget. The report also shows actual total expenditures of \$12,005.14 vs. a budget of \$4,287.71, indicating that the total expenditures are 279.99% of the budget. The actual net revenue reported is \$-1,705.14 vs. a budget of \$2,702.63, indicating that the net revenue is -63.09% of the budget, putting DC \$-4,407.77 over the budgeted revenue.

- b. This is only Tegan's second time doing this, so what do you want/need from her? What makes the most sense for you to have? Do you need help reading this?
  - i. Send suggestions or questions to Tegan.
- c. We just paid our DPLA membership fee
  - i. We will be making this payment yearly in July/August.
- d. In a very good financial position
- e. Order of operations loop
  - i. Committee budgets need to be created
  - ii. Can committees give us some ballpark numbers to help with this?
    1. Should we start the conversation now or at the board retreat?
    2. Some committees might not know what they need - Jodi
    3. We need to give committees a ballpark number of what we can afford - Sadie
      - a. **Next steps:** Tegan will put together a sheet(s) with information about how much DC can afford to give each committee as a budget. She will present at the next meeting.
    4. Each committee can have different values or ranges.
      - a. Do we need to increase conference committee budget in order to offer scholarships for students etc?
- f. Investing money - Alan
  - i. Rotating CDs at the bank
    1. Low Risk
      - a. We need to have an actual plan created by the bank so that the board can vote on this
      - b. **Next steps:** Tegan will get this information from the bank and report back to the board.
    2. Large and risky investments need third party support
      - a. We can hire someone who deals with non-profit investing from one of the larger financial management firms.

- b. Non-profit small investments - should we talk to an expert at one of the large firms to see options? Should this be outsourced? - Alan

V. **Membership Update:** Tegan

- a. To clarify, Glynda is paid membership manager. Tegan is Glynda's voice, as membership affects the budget.
- b. Glynda emailed documents to the board on August 17th.
- c. Per the report, there are 192 current members, 8 past due members, 10 pending members, and 16 lapsed members. In August 2016, DC had 184 members, and in August 2015, DC had 132 members.
- d. Aging receivables chart: A/o 08-17-2018
  - i. 0-30 days: \$4,700.00
  - ii. 31-60 days: \$750.00
  - iii. 60-90 days: \$200.00
  - iv. Over 90 days: \$125.00

VI. **BPL Update:** Gianna

- a. Gianna emailed report on : August 20th
- b. Sadie summarized and read Gianna's report

Digital Services Report

Applications received

1. Agitarte
2. Barre Historical Society
3. Martha's Vineyard regional high School
4. Clark Art Institute
5. Wayland Free
6. Manchester Public Library
7. Lawrence PL
8. Falmouth PL
9. Sunderland PL
10. Chelsea PL
11. Shrewsbury PL
12. North Andover PL
13. Thayer Memorial

### Site Visits Completed

1. Wayland PL

### Internet Archive Collections Completed

1. Reading PL
2. South Hadley PL
3. English High School
4. Bishop Fenwick High
5. Falmouth PL

### Repository and Portal Report

Collections added to Portal

#### Hosted:

- Boston Public Library - Anders Zorn (1860-1920). Etchings and Other Works (204 items)
- Boston Public Library - Leslie Jones Collection (6 items)\*
- Boston Public Library - Stow Wengenroth (1906-1978). Prints and Drawings (372 items)
- Boston Public Library - Thomas Wentworth Higginson Correspondence (156 items)
- Cambridge Historical Commission - Cambridge Photo Morgue Collection (212 items)
- Lawrence Public Library - Art Work of Lawrence and Vicinity Photograph Collection (64 items)\*
- Lawrence Public Library - James Regan (9 items)
- Medford Historical Society & Museum - Medford Historical Society Civil War Photograph Collection (826 items)\*

\* items ingested into existing collection

#### Harvested:

- Massachusetts Historical Society - 4,161 new items; 1 new collection \*
- Springfield College Archives and Special Collections - 5,181 new items; 3 new collections \*
- Sterling and Francine Clark Art Institute Library - 64 new items \*

\* re-harvest

## Repository and Portal Development

- Initial alpha release of [Blacklight IIF Search](#), a plugin that provides [IIF Content Search API](#) functionality for Blacklight-based applications. This plugin will be used to standardize the full-text search functionality in the repository.

## Other Mentions

- We have received approval from City Hall to make an official offer to our preferred candidate for the Digital Repository Developer position. Response from candidate pending.
- DPLA will harvest us in mid-August 2018.

## **VII. Committee Reports**

- a. Membership Committee Report: Sadie
  - i. Alan hasn't heard from Alison
  - ii. Jean McGuire interested? Offer her co-chair
  - iii. What are the priorities of this committee? - Jodi
    1. Ask Jean, she is the mind of the creation
  - iv. If everyone says no to chairing, and all falls through, Alan is happy to co-chair with someone
- b. Conference Committee Report: Alan & Rebecca
  - i. Next meeting: August 28th
    1. We will continue to discuss the honorarium amount for the keynote speaker.
  - ii. We found out that NEA's spring conference is the weekend before ours
- c. Outreach and Education Committee Report: Jodi
  - i. Jim McGrath, PhD, a post-doc fellow in Digital Humanities at Brown, is available to provide a three-hour Omeka training workshop for \$500, can discuss alternatives if interested
  - ii. Kate Boylan at Wheaton offered to investigate possibility of hosting Omeka program
  - iii. *Collections in the Classroom*, Michelle LeBlanc, Leventhal Map and Education Center, Boston Public Library, Sep 27, 2018 - 10:30-12:00 pm, workshop is full at (20) registrants from a variety of institutions

1. Andover Library offered to host a second session of this workshop, if interested
- iv. possible brainstorming presentations/lectures to include:
  1. Jim Moran, Longmeadow Historical Society (interactive map, social media)
  2. Ken Liss, Brookline Historical Society (Omeka project, various projects)
  3. Robert Allison, Suffolk University, History Dept.
  4. Tony Vaver, Westborough Public Library ('Your Place in the Local History Hierarchy of Needs')
- v. social media update: Glynda cast *Blow Your Own Horn!!* a call for guest blog posts distributed to Digital Commonwealth members via newsletter, email
  1. social media subgroup seeks additional contributor/s for ongoing weekly schedule of Sun, Tue, [Thu?], Sat
  2. social media statistics (notable changes): 33% increase in Facebook engagement since Jan 2017; 41% increase in Instagram followers since Aug 2017; 36% increase in Twitter followers since Jan 2017
- vi. committee description on website will need a revision when emergent Membership committee assumes some of the related activity.
- vii. Committee wants to build on the conference
- viii. Separate talk about different digital tools. What's new and upcoming? - Julia
- ix. Partnering with others to give/host workshops - Julia
  1. Offer this to our members to attend for free
  2. Webinars?
  3. Does Iyris do these things?
  4. Can we lease recordings?
    - a. Free for our members
  5. Conference session recordings
  6. Members only 3-5 minute long session videos - Sadie

7. SHRAB roving archivist is new - Rebecca will send Sarah Jane's email address

d. Repository Committee Report:

- i. None

**VIII. New Business**

a. DPLA Network Council update- Alan

- i. Zoom meeting occurred July 24th
- ii. A bit overwhelming trying to learn organizational structure

Inserted: Meeting minutes: Updates from DPLA

1. Strategic planning [25 mins]

- a. Presentation by Sarah Mayeda and Jason Cascarino from InStride Advisors. [Link to slides forthcoming]
- b. Comments/feedback from attendees:
  - i. Effie: were end-users included in stakeholder conversations? (Not directly; represented by Hubs input, peer organizations, funders, and other stakeholder interviewees)
  - ii. Tara: example of peer organization? (Europeana, HathiTrust). DPLA Community Reps? (Not in initial group of stakeholders)
  - iii. RE: perception of eBooks: some lack of clarity around this initiative, voiced by some of the Hubs
  - iv. Dana: Orbis Cascade Alliance has been undergoing strategic planning now; DPLA has helped catalyze Alliance priorities. But some uncertainty about long-term strategic priorities for DPLA
- c. Any additional comments/feedback, please feel free to send them along to Leigh and Adrian

2. Update on 2018

- a. Staffing update from John Bracken: Gretchen will be serving as Interim Network Manager. Arielle will also be providing additional support for programming and Network Council arrangements; Samantha will be



- helping with communications and upcoming webinar scheduling
- b. Tech and product update *[10 mins]*
  - i. [Presentation](#) by Michael Della Bitta
  - ii. Stay tuned for upcoming webinars for Hubs, for a deeper dive into some of the items discussed by Michael
- c. John has met with and made presentations to several Hubs; feel free to reach out to make arrangements
- iii. DPLA Member Network Operating Principles *[5 mins]*
  - 1. [Draft version for your review and comments](#)
  - 2. Next steps:
    - a. Add your comments to the draft by August 19
    - b. Advisory Council to review and incorporate your feedback between August-September
    - c. Final draft will be shared with Network Council in September, for ratification (process TBD)
- iv. Update on launch of Working Groups *[5 mins]*
  - 1. Reminder of the different [groups and charges](#)
  - 2. Assessment Group: met, selected co-chairs
  - 3. Metadata Group: met, working on finalizing co-chairs
  - 4. Outreach: met, selected co-chairs
  - 5. Rights: met, selected co-chairs
  - 6. Technical Capacity: working on scheduling first meeting
  - 7. Looking ahead: September updates on goals and initiatives
  - 8. For consideration: build in meeting time for Working Groups at DPLAfest 2019
- v. IIIF implementation presentation and discussion *[25 mins]*
  - 1. [Presentation](#) by Gretchen Gueguen
  - 2. If you're currently implementing IIIF and would like to share images with DPLA using the image API, for embedding in the DPLA public UI, please contact Gretchen
  - 3. Looking ahead: DPLA welcomes input and discussion on implementing IIIF more broadly -- please feel free to reach out to Gretchen if you have suggestions for moving the conversation forward
- vi. Reminders *[5 mins]*
  - 1. [Hub profiles](#) project -- please add your profiles!

2. Our next Network Council meeting is on September 25, 1:30-3:00 Eastern
  3. Network Council Elections coming up in September
  4. Save the dates!: [DPLA Network Day and DPLAfest 2019](#) to take place in Chicago on April 16-18
    - a. Stay tuned for a call for participation in the program committee
    - b. April 16 will be a Hubs-only meeting day
- vii. Any news or updates you'd like to share?
1. Dana Bostrom: Cassie Schmitt will be serving as Orbis Cascade Alliance's new alternate representative
  2. Rick Adler: starting to use COMBINE aggregation system, built on DPLA's ingest3 code, in production

#### **IX. Other Business**

- a. Jodi - Rhode Island is trying to start a "digital commonwealth" for their state. Who can her contact reach out to for bouncing ideas etc? Brown will be spearheading.
  - i. Karen at WGBH - Sadie
  - ii. Elizabeth Tompson - Sadie
- b. Group conversations with states close to us? Should this be through DPLA? - Tegan
  - i. Connecticut, Massachusetts, Vermont, Maine

#### **X. Adjourn**

- a. Motion: Sadie
- b. Moved: Tegan
- c. Meeting adjourned at 11:38am

Upcoming Meeting: September 18, 2018 - Virtual meeting on Zoom