

Digital Commonwealth Board of Directors Meeting
Tuesday December 18, 2018 - 10:00 AM
Virtual meeting through Zoom

Present: Sadie Roosa (presiding), Rebecca Morin (secretary), Evan Knight (MBLC ex-officio), Alan Karass (president-elect), Julia Howington, Glynda Benham (conference and membership manager), Danielle Sangalang, Jodi Goodman, Tegan Kehoe (treasurer), Kate Boylan, Linda Redding (MSLA ex-officio)

Absent: Kristin Slater (past-president), Sarah (MLS ex-officio), Jennifer Hanson, Gianna Gifford (BPL ex-officio)

- I. **Call to order:** Sadie - 10:08am

- II. **Approval of October and November meeting minutes**
 - A. Moved: Tegan
 - B. Second: Julia
 - C. Approve: ALL

- III. **Financials update:** Tegan Kehoe
 - A. The DC Statement of Activity for November 2018 shows total revenue of \$4,561.99 and expenditures of \$4,053.37, for a net revenue of \$508.62. The DC Statement of Financial Position a/o November 30, 2018 shows total assets of \$82,086.09. The DC Budget vs. Actuals July-November, 2018 shows an actual total revenue of \$37,529.08 vs. a budget of \$34,951.70, indicating that the actual total revenue is 107.37% of the budget. The report also shows actual total expenditures of \$22,120.64 vs. a budget of \$21,438.55, indicating that the total expenditures are 103.18% of the budget. The actual net revenue reported is \$15,408.44 vs. a budget of \$13,513.15, indicating that the net revenue is 114.03% of the budget, putting DC \$1,895.29 over the budgeted revenue.
 - B. This is a bit of a boring time of year financially, which is not a bad place to be. Both expenses and revenues are a bit higher than budgeted, because of DPLA and membership revenue, respectively, but there's more money in than out. Our net revenue for November was \$508. Our net revenue, year-to-date, is \$15,408, and our total assets as of November 30 are \$82,086.
 - C. Extend bibliotemps for a couple of months in order to cover Glynda?
 1. Bibliotemps has a service fee, we know we would like to keep Glynda, and so we want to save a bit of money and hire her ourselves as a contractor rather than going through Bibliotemps.
 2. Extend for 3 more months in order to get things more organized.

- a) Moved: Rebecca
 - b) Second: Julia
 - c) Approve: ALL, minus Alan
 - d) Abstain: Alan
- D. We need to plan/create our profile within the non-profit database, Guidestar. Tegan will go ahead and fill out the member profile for DC.

IV. Membership update: Tegan Kehoe

- A. Glynda emailed documents to the board on December 16, 2018
- B. Per the report, there are 194 current members, 8 past due members, 10 pending members, and 9 lapsed members. In December 2017, DC had 180 members; December 2016, DC had 161 members; December 2015, DC had 163 members.
- C. Aging receivables chart: A/o 12-16-2018
 - 1. 0-30 days: \$575.00
 - 2. 31-60 days: \$900.00
 - 3. 60-90 days: \$0.00
 - 4. Over 90 days: \$725.00
 - 5. Total: \$2,200.00
- D. The big renewal push has tapered off, so there's not much to report. Right now, there are a handful of outstanding membership dues, and there are a few higher-paying members that are between a month and two months past due so the aging receivables chart looks a little off-balance, but it's within a normal range.

V. DPLA Network Council Update: Alan Karass

- A. Brief summary: no updates since the December 7th minutes that Alan sent around. It was mostly a question and answer session. Hubs are angry about what DPLA did in regards to cutting staff positions.

VI. Board Member Retreat Debrief: Sadie Roosa

- A. We should plan on doing a retreat every year; but we need to keep up with our goals and task list.
- B. See our goals list at the end of the November board meeting minutes.
- C. MassHumanities will come to our board meeting at the BPL (Tuesday March 19th)
- D. How do we want to divide up the goals? How can we track

VII. Boston Public Library update: Given by Sadie, Gianna is absent

November 20, 2018-December 18, 2018

Digital Services Report

Applications received

1. Beverly Public Library
2. Agawam Public Library
3. Norwood High School
4. Simmons University
5. Eastham Historical Society
6. Mass Eye and Ear

Site Visits Completed

1. Washington Historical Commission
2. Windsor School

Internet Archive Collections Completed

1. Weymouth public libraries

VIII. Committee reports

A. Conference Committee Report: Alan

1. Keynote is all set
2. Alan is looking for someone to replace the speaker for the ethics breakout session.
3. 5 paid exhibitors
4. Registration will open early 2019

B. Membership Committee Report: Alan

1. We'll be able to offer VIP Digital Commonwealth tours of the Boston Public Library Digitization Lab. Tour dates have been set for the morning of these days:
 - a) Tuesday March 12, 2019; Thursday June 6, 2019;
Wednesday September 25, 2019; Friday December 6, 2019
2. We are also working on arranging a "Getting Started with DC" session at the Boston Public Library.
 - a) Will Jake still be included? He should still be. He knows the most about this process. There has been some discussion about revising and revamping the presentation.- Jodi
(1) Alan will reach out to Jake
 - b) I am waiting for confirmation for one of these days: Tuesday 2/12, Thursday 2/14, Monday 2/25
3. We are also working on a "Getting Started with DC" at the Worcester Public Library on Thursday, April 25th.
 - a) I am waiting for a confirmation.

4. We have been invited to offer a session and tour of the Berkshire Historical Society at Herman Melville's house, Arrowhead, in Pittsfield.
 - a) We are just waiting for confirmation and a date.
 - b) This will be a "getting started with DC" session
5. We'll be able to offer DPLA webinars to our members. Although these webinars are free to anyone, we are announcing them to our members as a courtesy. The next one, *Professional Development Program in Digital Local History*, was just announced.
6. Our next call will be January 14, 2019 at 10 am.
 - a) Jodi, if you can join the call as a liason from Outreach & Education it would be great.

C. Outreach and Education Committee Report: Jodi

1. Committee news:
 - a) Committee member attrition: (2) committee members unable to participate; committee size has decreased to (7) members – down from (9) members.
2. Social media:
 - a) Re-tweet: "This exhibition was created as part of the *DPLA's Public Library Partnerships Project* by collaborators from Digital Commonwealth. Exhibition organizer: Anna Fahey-Flynn [BPL].
 - b) Facebook Pages to Watch (includes (9) DPLA member hub pages):
 - (1) #1- DPLA; #2 - Worcester Public Library; #3 – Providence Public Library; #4 – Digital District [Wash. DC]; #5 – Digital Library of Georgia; #6 – Digital Commonwealth
 - c) MBTA responded re: pricing info for purchasing a MBTA advertisement on subway/bus (MBTA to forward media kit for review) – \$3000/\$4000 cost (budget item?)
 - d) The committee had contacted Worcester Public Library (Nov minutes) for information about their engagement with social media, and learned the following:
 - (1) Use of promoted ads on Facebook -- for special events, annual survey, library promotions (budget item);

(2) Use of Canva.com for a quick design and insertion of logo (when shared - “like free advertising”);

3. Events:

a) *Your Place in the Local History Hierarchy of Needs*

(1) Tony Vaver – Local History Librarian , Westborough Public Library – Thu, Mar 7, 2019 [am]

b) *Grants Available from the State Historical Records Advisory Board (SHRAB)*

(1) Sarah-Jane Poindexter – Roving Archivist, MA
SHRAB—Apr 4, 2019

c) Jim McGrath – post-doc in Digital Humanities @ Brown – Omeka workshop or other?

D. *Repository Committee Report: Julia*

1. No report
2. Repository developer position is still open (it’s been over a year)
3. Might be a good idea to put this committee on permanent hiatus until a developer is hired.

IX. Other business

A. None.

X. Adjourn

A. Moved: Rebecca

B. Meeting adjourned @ 11:13am

Upcoming meeting: Tuesday January 15, 2018 @ 10:00am - Massachusetts Library System, 225 Cedar Hill St #229, Marlborough, MA