Digital Commonwealth Board Meeting
December 17, 2019
Zoom

In attendance: Danielle, Tiffeni, Jennifer, Kate, Sadie, Hans, Justin, Eben, Tegan, Jodi, Evan

Meeting called to order at 10:01.

- Approval of November meeting minutes
  - Hans moved to approve November minutes. Justin seconded.

- Financials update -- Tegan Kehoe
  - Some member dues were miscategorized which makes a meeting look like $500.
  - Paid annual insurance bill which is why net revenue looks low.

- Membership update – Tegan Kehoe
  - Membership above 200 members.
  - Aging receivables in good shape.
  - Overdue has been due for a month or less.
  - Glynda has accepted offer of 6-month membership manager contract. She has the final version of the contract to sign.
  - Bibliotemps has some paperwork, a few signatures to close out that contract for the membership manager.

- DPLA Network Council Update -- Sadie Roosa
  - DPLA Network Council has not met since our last meeting. Next meeting is January 22nd. Sadie will attend.
  - Adrian Turner was chair of network council just finished his term. Worked with Calisphere. Eben is working with Adrian to compare data trends between network hubs.

- Boston Public Library update -- Eben English
  - Don’t have site visit and application information yet.
  - Added a decent number of items in the past month -- Boston Children’s Museum, Harvard Law School Library Sacco and Vanzetti Collection, Medford Civil War Collection.
  - Harvest of SE Asian Digital Archive and Sterling and Francine Clark Art Institute Library
  - Repository and portal development focused on 3rd iteration of Digital Commonwealth system.
  - Nothing to report on collaborative services.
Committee Reports

● Conference -- Justin Snow
  ○ Met week of December 9th.
  ○ One committee member stepped down.
  ○ Most panels are set.
  ○ Code of Conduct
    ■ Justin presented draft to the board.
    ■ Still finalizing email address that will forward to board email address.
    ■ Will use Google Forms to create form.
    ■ Training -- Justin has contacted several people regarding training, but has not received cost quotes yet. Will likely cost around $3,000 for one group session (12 people) face-to-face training.
    ■ There was a question about online training. It could be an option if cost and scheduling of face-to-face option is too prohibitive.
    ■ Tegan motioned to approve Code of Conduct. Sadie seconded. All approved.

● Membership -- Danielle Sangalang
  ○ Met week of December 9th.
  ○ Lot of new members
  ○ VIP tour of BPL on December 6th. 12 registered, 8 attended.
  ○ Next BPL tour scheduled for March had to be cancelled. Will work on rescheduling.
  ○ January 15th Digital Archives at UMass Lowell event.
  ○ February -- Getting started with Digital Commonwealth in Wilbraham
  ○ April 2nd Legislative Day
  ○ Annual Conference on April 7th

● Outreach and Education -- Jodi Goodman
  ○ Education Subcommittee
    ■ Caroline and Tiffeni are moving forward in defining a shape for resource sharing (lesson plans) which focuses on (4) domains in Social Studies -- civics, history, geography, and economics, and aligns with the National Curriculum Standards for Social Studies and the Massachusetts History and Social Studies Framework; additional committee members are sought to join this effort.
  ○ Marketing
    ■ MBTA ad campaign proposal: Jean forwarded additional edits to OutFront Media and waiting for the return of another mock-up.
    ■ Bookmarks: Committee members seeks to produce another supply of bookmarks for distribution, and will reach out to institutional members to determine their needs.
  ○ Social Media and Blog posts
    ■ Committee members will look more deeply at back-end social media metrics (FB, others?), and Hootsuite tracking.
    ■ Plans for blog posts to be published, including:
Southeast Asian Digital Archive (4 collections, 337 items).
Recap of Digital History projects at UMass Lowell event.

- Outreach
  - Jean (NEHGS) made a Nov presentation to Essex Society of Genealogists (Lynnfield) using genealogical materials in Digital Commonwealth, she will add the presentation to the committee’s resources in the Google Drive.

- Repository -- Eben English
  - Creating models for database objects. Replicating metadata fields from Fedora.
  - [https://github.com/boston-library/curator](https://github.com/boston-library/curator)
  - Make code better-documented and tested than in the past.
  - Cloud storage platforms that will be used and progress related to that. Replacing local storage for intake files at BPL -- moving to Wasabi cloud storage.
  - Getting quotes for front-end redesign

Other Business

- Formalizing how committees save and share agendas, minutes, and documents.
  - Having a separate folder in Digital Commonwealth Google Drive would help with conference committee documentation.
  - Do we need email addresses for committees?
    - What is sustainable? Will it be used?
  - Use [digitalcommonwealth@gmail.com](mailto:digitalcommonwealth@gmail.com) account and create folders in Google Drive
    - Individual access to folders committee members need access to instead of having access to entire account’s Drive
    - Documentation for how to use so that there are not multiple content creators
  - Can we get an institutional/business account so we can have Shared Drives in Google Drive?
    - Could control access and sustain documents better

- Friends of Digital Commonwealth membership level
  - Draft updated based on feedback from November meeting.
  - Hans moved to approve. Justin seconded. All approved.

- Election of vice president
  - Justin nominated for Vice President. Evan seconded. All approved.
  - Tegan raised the issue that we need to get approval of membership for election of Vice President. Danielle will have Glynda send the email to membership.

- Adjourn
  - Justin moved to adjourn. Adjourned at 11:03.

Next meeting: 10am - 12pm, January 21, 2020, Massachusetts Library System, 33 Boston Post Road West Marlborough, MA 01752.