September 17, 2019 Digital Commonwealth Board Meeting
In attendance: Sadie, Danielle, Tegan, Jennifer, Eben, Jodi, Evan, Kate, Justin, Anton, Hans

Approval of August meeting minutes
Kegan moved to accept August minutes
Danielle seconded
Motion accepted unanimously

Financials -- Tegan Kehoe

- Ahead this time of year for dues

Membership update -- Tegan Kehoe
- Discussed lapsed membership
- Proposal to keep them on mailing list, but discontinue membership
- Question regarding whether the lapsed members have used any of our services, attended events in the time that their membership has been lapsed -- not sure
- Tegan will ask Glynda to draft email and send to board for approval before it goes out

DPLA Network Council Update -- Sadie Roosa
- At next meeting the new council members will be announced

Boston Public Library update -- Eben English
- See https://docs.google.com/document/d/1k4jMH1cEjaIxObGb1ZKk11ubJMOycZtOIKqZmJjFT3M/edit?usp=sharing
- Reharvest of UMass Boston added a lot of new items
- Actively underway on third iteration of repository

Placement with a lawyer for pro bono legal advice on contracts -- review of engagement letter
- Glynda membership position technically a temp position through Bibliotemps
- Have discussed moving it to a contract position
- Conference manager position is already contract position
- Looking for legal advice on how to do this properly
- Also reviewing conference coordinator contract, contracts for recording speakers at conferences/events, and liability insurance for conference
- The lawyer will work with us for the duration of answering the questions we need answered
- For nominating season, do we want to seek out a lawyer for our board? Flag question for future discussion
  - Idea for an HR person from a member institution
- Tegan will sign engagement letter on board's behalf
- Tegan is point person with lawyer. She has been sharing conversations with board and relevant committees. Question is timeframe -- how often should she share these conversations?
  - Share as it happens to speed up conversations and not drag this out
- Vote -- in favor of going forward with engagement letter -- 11 ayes, 0 nos

Glynda's conference manager contract increase
- Can keep it at a fixed rate
- She proposed a $750 increase to her contract. A 20% increase.
- All work for conference goes into this rate. Not hourly billing.
- Question -- Has work for conference increased significantly?
  - Upcoming conference has a lot of changes to structure and sessions
  - Attendance has been increasing which increases work
  - She has all the institutional knowledge and we would not be able to run the conference without her
  - She did do more work last year with vendors
  - Increase warranted, but is 20% the right number?
  - Keep in mind that contractors tend to charge more due to taxes and fees that aren't covered under salaried payroll taxes, etc.
  - Do we want to make a counteroffer? Increase 10% or 15%
  - We haven't raised her fee since she started 2 years ago
- Sadie move to vote to accept fee increase
- 11 ayes, 0 nos

Institutional memberships
- Letter from Mass Library System over question that MLS could be a member instead of individual institutions
- We would lose a good amount of revenue if only the consortium was a member
- Should we write something so that levels and benefits of membership are clearer?
- Would it make sense to incentivize member rates more?
- Sarah is filling ex-officio seat on Digital Commonwealth board, but not attending meetings right now.
- Do we need to distinguish between regional vs statewide consortium membership?
- Discussion tabled until the issue comes up again.

Committee reports:
- Conference -- Justin Snow
  - Finalized call for proposals and have sent CFP out to several listservs
  - Reaching out to specific presenters instead of relying on an open call
  - Trying to figure out how to incorporate new session type into schedule
  - Yearly schedule for planning conference is all set up
  - Discussing swag for this year's conference
Conference does not have a code of conduct. Committee thinks it is important to have one.
  - If we have one, we have to have an understanding of how it will be followed up on and enforced.

- Membership – Danielle Sangalang
  - Met beginning of September
  - Helen has accepted co-chair position
  - Survey results will be ready for October meeting
  - Calendar of proposed events for the year sent out. Needs board approval.
  - Vote for Helen as co-chair. Approved unanimously.
  - Vote for membership committee calendar for 2020. Approved unanimously.
  - Event at Berkshire Historical Society. No one can attend so Glynda would attend. Danielle proposed that we pay Glynda for her time. All agree.
  - Danielle will be at the BPL tour next week.

- Outreach and Education -- Jodi Goodman
  - Social media postings 6 days per week
  - Typically post 2 blog posts per month
  - Call for guest blog posts was fruitful and will pursue again.
  - Jean Maguire is on the calendar to come to the October board meeting.
  - Committee discussed initial ad campaign design. Will share with Jean in October.

- Repository -- Eben English
  - Committee last met in July. Next meeting scheduled for October.
  - Nothing to report.

Other business
  - Committee chairs have not had a chance to meet yet.
  - Will talk about MBTA campaign when Jean Maguire joins us at the October board meeting.

Sadie moved to adjourn.
Hans seconded.
Meeting ended at 11:11 a.m.

Next meeting October 15, 2019. Shrewsbury Public Library.