

Coalition for Minnesota Digital Collections

February 21, 2003 Meeting of
Executive/Policy & Planning committees

Attending: Mike Kathman, Bill DeJohn, Chuck Thomas, John Butler, Michael Fox, Kristi Tornquist, Wendy Pradt Lougee, Daardi Sizemore, Joan Roca, Keith Ewing

Guests: Jym Wroblewski, Marian Rengel

LSTA has \$125,000 available in the first round of funding for fiscal 2004 for digitization projects. The LSTA advisory board would like a centralized group to have some impact on the applications so that the applications follow the digitization standards and best practices that the state is looking at implementing through the work of the CMDC (J. Wroblewski)

The group discussed the LSTA request. B. DeJohn reminded all that the state or the CMDC does not as yet have a state plan. J. Wroblewski said that LSTA would like CMDC to be involved in the planning process of all digitization grants and look at all aspects. K. Tornquist asked if we could use current grant funding to support this activity. J. Wroblewski said yes. The group expressed concern that the CMDC is not yet ready for this role but was working toward creating that state plan and those standards.

J. Wroblewski suggested that perhaps LSTA needs to say no to new digitization projects for now so that CMDC can finish planning and at least begin implementation work.

Several people recommended and the group supported the suggestion that CMDC hire a consultant to sit down with people involved in planning and develop of framework for where we are. W. Lougee proposed using some LSTA grant money for developing infrastructure and reserving a portion for populating collections.

M. Kathman asked if we wanted to create a system that allowed any small place to digitize a collection and we would manage it collectively? W Lougee suggested we could preemptively say we want to create a place where flowers could bloom later (drawing on analogy of consultant John P. Wilkin). J. Wroblewski said he would have no qualms about saying this is the better way to go, build the place first.

Survey Report: D. Sizemore reported that the survey planned in December is ready to go. SCSU's Office of Statistical Consulting and Research Support will be delivering the survey. It will be sent out in print and on the Web. Several people recommended that we take the results of the survey and make some good decisions about the further development of standards and best practices and digitization projects based on those results.

Suggested adds to the letter

- Cover letter needs to address future LSTA funding opportunities
- Should ask if people intend pursuing LSTA funding and the size of the funding. Ask for a one-paragraph description.

The LSTA advisory board would like someone from CMDC to come and talk with them about this project.

Discussion of an LSTA grant to support infrastructure and implementation possibility:

Participants proposed a variety of possibilities for the development of the CMDC including:

- Deciding where we can have the most impact.
- Developing pilot projects in small places to see what it's like for people who don't have experience or equipment.
- Helping organizations mature in their digital ability/knowledge.
- Need to hire a consultant to help us pull together our work to this point and suggestions for an implementation grant. The current grant could pay for that consultant.
- We should ask John Wilkin "If you were in our shoes, where would you go?"
- We need to get a grant together this spring and we need to write a grant where we actually get something.
- Use our current grant to jump-start the process.
- Use our March meeting to codify our principles.

B. DeJohn recommended LSTA say that 'we are holding off on digitization on this round of LSTA' to prepare for an CMDC implementation grant and projects based on the survey results.

Recommendations

- LSTA holds off on digitization projects for the time being. CMDC will notify J. Wroblewski of how they recommend proceeding.
- We need to do something even temporary in the short term by way of a demonstration.
- Ask John Wilkin in follow-up how he might scale what we have in Minnesota to what we need.

List of immediate tasks:

- 1) Complete the survey. Develop a profile.
- 2) Hire a consultant to put together our recommendations. Need a list of what we want recommendations on.
- 3) Jym Wroblewski will put digitization grant process on hold.
- 4) We will provide LSTA with standards.
- 5) Plan and hold the big May meeting at Minnesota Historical Society (Fox, Roca, Rengel, Ewing).
- 6) Develop and present training session this summer.
- 7) Look at survey results. Pick signature topic and format (photos suggested).
- 8) Review other survey information.
- 9) Hear from John Wilkin more feedback on current system evaluation. (MHS needs to be part of his assessment of current digitization capacity.)
- 10) Write implementation grant proposal.
- 11) W. Lougee will put together a "straw man" on the principles we've been discussing.
- 12) Tell J. Wroblewski what we think we might want and maybe figure out how to get more \$ for digitization from IMLS.

M. Fox, J. Roy and E. Celeste will pull together work done by CMDC committee on technical standards. This work will lead to a recommendation on descriptive and administrative technical standards.

W. Lougee will ask John Wilkin to make a recommendation on a consultant and ask him for his assessment.

The Minnesota Historical Society will host a meeting on May 19, 2003, to present the Minnesota Digital Library project to about 125 interested people across Minnesota. Current LSTA grant will pay for this meeting.

Discussed name. Conclusion: The organization's name will be the Minnesota Digital Library Coalition and this organization will develop the Minnesota Digital Library.

Next meeting of Executive and Planning and Policy committees: March 21, 2003, at MINITEX.

Summary of M. Rengel's notes