

Minnesota Digital Library Coalition

Steering Committee Meeting

October 3, 2003

MINUTES

Attending: Kristi Tornquist, Wendy Pradt Lougee, Kathleen Flynn, Bill DeJohn, Jason Roy, Christine Clements, Keith Ewing, Mike Kathman, Marian Rengel, Eric Celeste, Michael Fox, John Butler

Kristi Tornquist called the meeting to order at 10:30 a.m. Location: MINITEX conference room, Elmer L. Andersen Library at the U of M.

Handouts:

- Draft of detailed budget sketching the FY 2003 LSTA project (Marian R.)
- List of possible signature project names developed by LR&TS staff at SCSU (Kristi T.)
- Sept. 19, 2003, Letter of Intent from MAGNOLIA to apply for FY 2003 LSTA digitization funding (Bill D.)

Discussion focused extensively on the MDLC's FY 2003 LSTA grant application, through MAGNOLIA, to fund the implementation of the Minnesota Digital Library and its signature project.

Marian R. pointed out that the application should list the College of St. Benedict/St. John's University, the St. Paul Public Library, and the Minnesota Historical Society as official partners on this grant application. Members of those organizations are currently serving on the MDLC Steering Committee.

Other people suggested that other organizations such as the Iron Range Research Center in Chisholm also be listed as partners.

While we do not yet have the LSTA application form, Marian anticipates it will be very similar to previous years and that the committee needs to discuss: 1) goals 2) activities associated with those goals 3) timeline for activities.

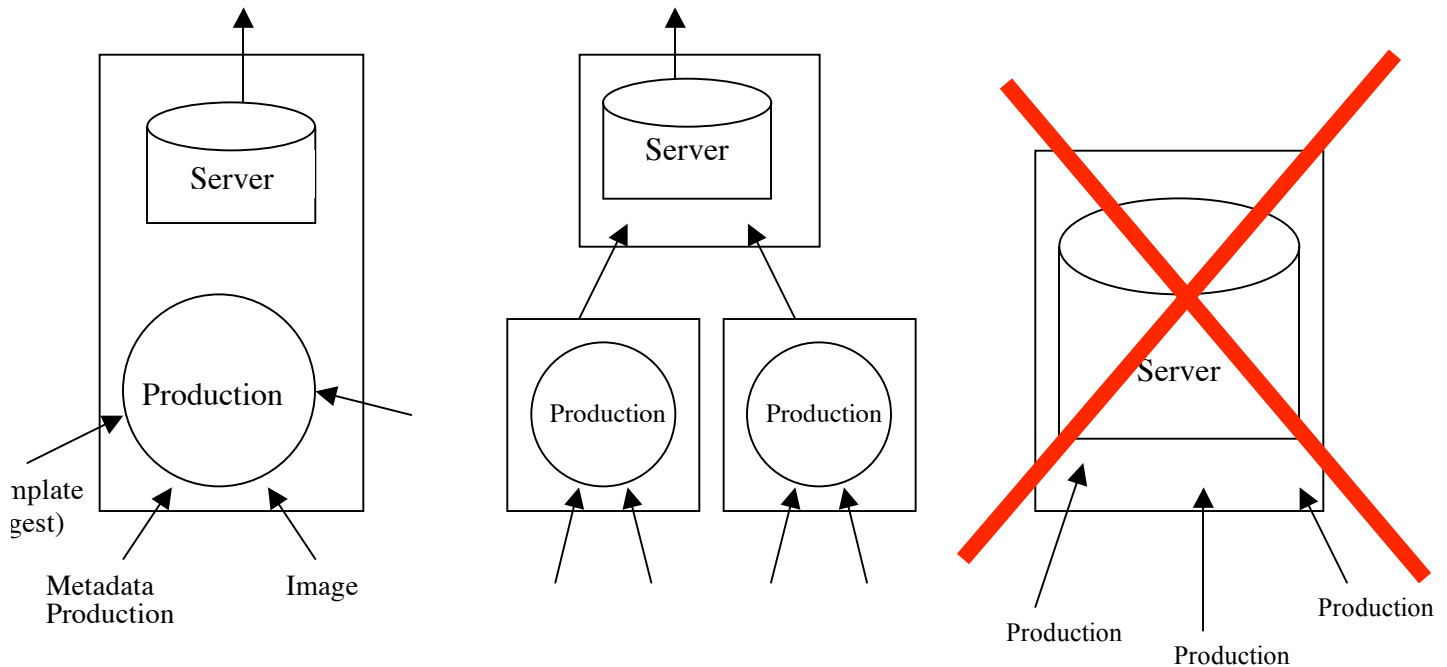
Marian reported on her Sept. 24 conversation with Jym Wroblewski to clarify that the MDLC is NOT proposing sub-granting any LSTA funds to other organizations involved in the signature project. Jym agreed that the plan as currently laid out, where only MAGNOLIA members or partners in the grant will spend the LSTA funds, will be acceptable as long as the application clearly delineates the two options of 1) training people in MDL standards for scanning and metadata and 2) MDL personnel doing the scanning and metadata development.

Christine C. requested that the committee spend some time painting the picture of what the MDL is going to look like when it is "done." Discussion followed on who it is designed for and how those people and anyone else might use the MDL.

The committee proposed three options for bringing collections into the signature project:

- **Option 1** – Provide a central location for image and metadata capture and for the MDLC server(s)
- **Option 2** – Create regional sites for image and metadata capture (Have to be careful of “1,000 flowers blooming,” to quote Michael Fox.)
- **Option 3** – Paying someone to digitize the collections (or people provide the digitized images and the metadata and MDL adapts both to its needs).

Kathleen F. asked who owns the images? Jason R. suggested that the MDL does not want to create master images. Keith E. drew options on the white board (see recreation below)



The server will be centralized, at least to start.

Christine asked how we maintain the library and how we get people to use it? K-12? Public libraries? Part of the goal is to get those people involved. Is that in the grant? Keith pointed out that funds for some of that work is in the draft budget under discussion.

Jason: we have to get this grant to create something (they will want to use). We need to get K-12 in the room and ask them what they want.

Issues surrounding the models arose – Mike K. raised the possibility of a mobile digitizing operation which has been discussed at past meetings. He described collections that have images that might be too fragile to travel, such as photographs taken on glass plates. Kathleen suggested the possibility of loaning equipment (with training) to interested organizations (such as the Benedictine monasteries associated with CSB and SJU).

Discussion turned to goals (Kristi recorded goals on poster-sized Post-Its. See transcripts at end of minutes.)

- 1) Create a database of images related to Minnesota history – up to 1908 (first 50 years of statehood and before), targeting Minnesota’s sesquicentennial (150th anniversary) of statehood (2008).
- 2) Create foundation/infrastructure for libraries, museums and other cultural organizations to participate in creating the resources of the MDL – to participate in collecting and for use in accessing once collected.
- 3) Stimulate interest in/create visibility of this new library resource.
- 4) Establish governance & funding for future
- 5) Training and Education

Kristi T. recommended reviewing the document Wendy L. and Christine created for the June 2, 2003, MDL conference for goals: 1) Content capture and description 2) Education and training 3) Information 4) Governance

Mike asked if the grant needs to pay for it all? Can we charge for the training?

Bill recommended that we use the language from the letter of Intent to state an overall goal:
To create a new library and education resource for the state, a digital collection of valuable archives of Minnesota’s cultural heritage resources accessible to all Minnesotans.

Wendy recommended the committee attempt to list the duties/skills of the Project director. (collated from discussion that followed)

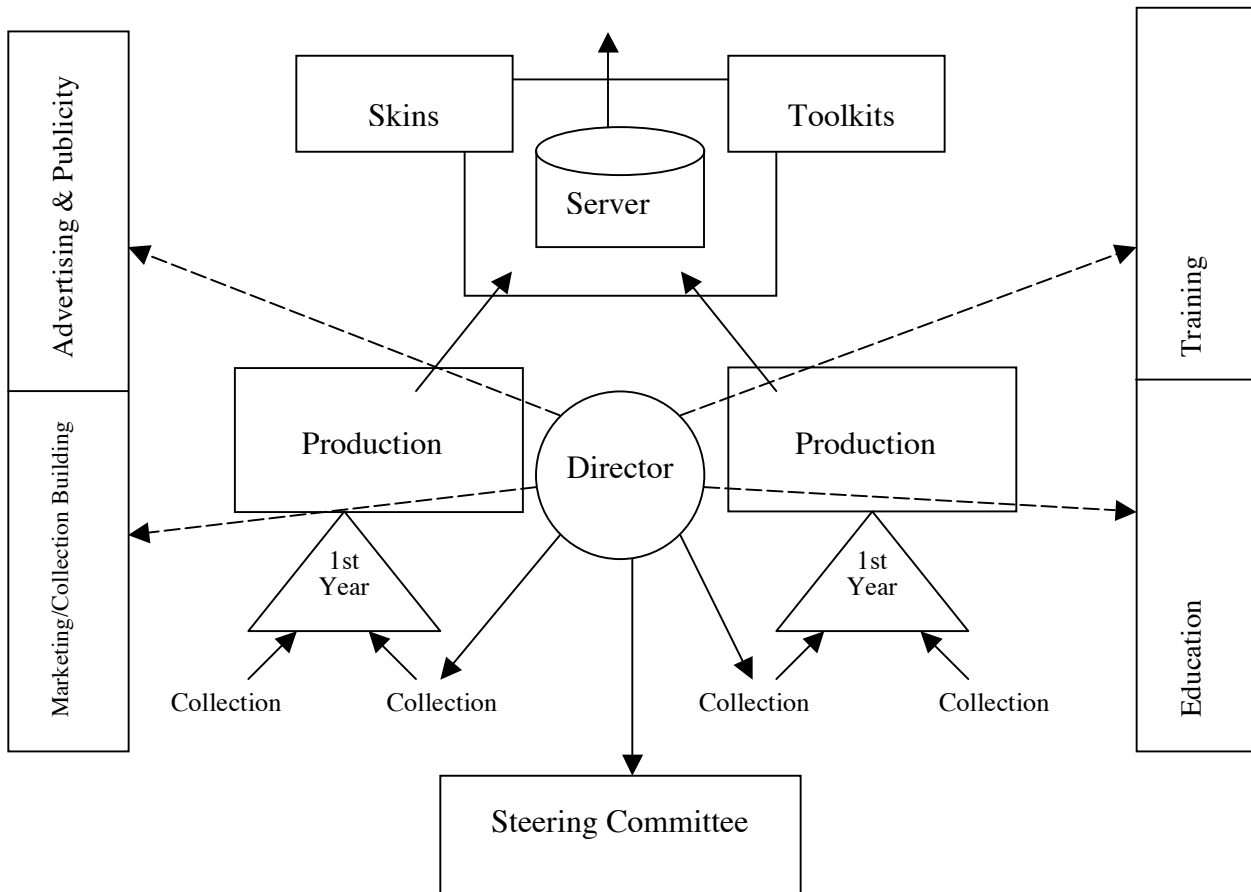
- 1) Beating the bushes
- 2) Pull together the technical pieces
- 3) Coordinate production – clients, sites, etc.
- 4) Communicate
- 5) Project management “make sure the damned thing works.”
- 6) Cultivate awareness
- 7) Finding out how to work with K-12
- 8) Oversight
- 9) Evangelical/proselytizing
- 10) Grant seeking.

Mike asked if we could pay a fee to hire someone else to provide these services – or contract for service. He used MINITEX as an example of an organization where several people might provide some of these services.

Michael: thinking about this as one person is problematic

Bill: Production is not part of the director’s job. We could contract for pieces or parts.

Keith: I’m trying to think what could be easily contracted for and what is more difficult to contract for. Keith drew a conceptual diagram on the white board (see recreation next page).



The pilot project is to create a critical mass (of images) in the first 18 months. We need focus.

Michael: We need to build a market for the vision. This person needs to provide the leadership and discover the vision. Enlighten

Wendy: The director becomes the synthesizer

Michael: The point persons. Perhaps one person focusing on the MDL and one person focusing on the signature project.

In the grant, perhaps we need to name the functions and not say how many people this needs to be. Wendy L suggested that SCSU as fiscal agent will contract to do these things.

Marian R suggested a project management/leadership team, perhaps made up of the principle investigator (Keith E), grant project administrator (Marian R), project director or however number of people may be fulfilling those duties.

Discussion moved to the Task list:

- Digitize 5500+ images
- Develop the toolkit (project director identifies how)

Goal 5) Training/Education

- Determine what to train/educate on/about
- Develop units
- Publicity/location/registration
- Conduct training/education
- Value
- MDL outreach to content holders & stakeholders

Goal 4) Establish governance/funding

- Steering committee meets
- Establish a formal organization
- Solicit ongoing funding
- Develop legislative agenda
- Develop ongoing goals
- Establish principles for agreements with participating entities

Goal 1) Create a database

- Collection Development – Identify images
- Identify participating institutions/appropriate collections
- Establish production timelines
- Refine IMAGES
- Rebase IMAGES
- Digitize images (scan)
- Describe images (metadata)
- Manage/monitor copyright restrictions

Discussion on copyright management/standards:

Michael F: People need to follow one standard that we supply (for scanning and metadata) Everyone uses the same standards.

Discussion of copyright led to consensus that MDL wants non-exclusive rights to distribute the digitized images. Project director will need to document agreements on copyright.

Goal 2) Create foundation/infrastructure

- Build server – set it up
- Refine IMAGES software for use with MDLC
- Establish authorization mechanism for accessing server
- Develop “maps” from known formats (for use with existing digital collections that MDL will bring into collection)
- Develop ingest mechanism to upload scanned images and to associate them with existing metadata
- Refine/adapt a metadata editor
- Develop documentation on scanning and metadata capture
- Develop workflow for creation of image, metadata, database
- Make sure standards are clear
- Define/explain/enforce standards
- Establish disaster recovery/backup procedure

- Create Web interface (skins)
- Determine branding possibilities

Goal 3) Stimulate interest in/create visibility for MDL

- Identify end-user needs for toolkits
- Begin mocking up functions/features of tool kit using rapid application development practices
- Investigate existing products (such as ArtsConnectEd from the Minneapolis Institute of Arts)
- Conduct market research

Kristi T. reminded committee that Gary Langer, Interim Academic Vice Chancellor for Academic Programs may be willing to contribute some funds to this project.

Michael F. announced that the Minnesota State Historical Records Advisory Board (SHRAB) has included supporting the Minnesota Digital Library project as one of the ways it proposes to build infrastructure designed to ensure preservation and use of historical records. Minnesota's SHRAB reviews grants applications to the National Historical Publications and Records Commission (NHPRC) from Minnesota and promotes in a variety of other ways the preservation of and access to historical records in Minnesota.

Naming the signature project:

Two names for the signature project rose to the top of the discussion of names, begun when Kristi handed out ideas from her staff in St. Cloud:

Minnesota Reflections

Minnesota Portraits

After some discussion, Minnesota Reflections received 6 votes and Minnesota Portraits received 4 votes. The name of the signature project will be Minnesota Reflections.

Next MDLC Steering Committee set for:

10:30 a.m. to 2 p.m. Thursday, November 13, 2003. MINITEX offices

Notes by Marian Rengel (10/6/03)

Attached: Transcriptions of Post-Its from meeting

Post-It #1

18 months
12/1/03-5/31/05

Goals:

(see Bill's – Post-It #2)

1. Create a database of images related to Minnesota History 1858-1908 & pre statehood/pre-1908 Sesquicentennial angle
2. Create infrastructure to enable orgs to participate
Create resources for the database
Create access to the database
3. Create visibility/use of the database
Make availability known
Provide toolkits for educators
4. Establish governance & funding for the future
5. Provide training/education
6. Future: test other formats
Other items/collections
Re-build database

Post-It #2 (Bill's)

To create a new library & educational resource for the state, a digital collection of valuable archives of Minnesota's cultural heritage, resources accessible to all Minnesotans.

Post-It #3

Project director duties

- Technology oversight
- Relationship development
- Collection recruitment
- Project management
- Coordinate training
- Coordinate inter-institutional communication
- Coordinate funding
- Coordinate production
- Solicit funding/grants
- Synthesize

Buy services/contract with MINITEX?

Post-It #4

Tasks: contract for services and point person –

Digitize 5000+ images

Fiscal agent.

Project management team

Post-It #5

Tasks for Training/education

- Determine what we want to teach
- Develop units
- Publicity/location/registration
- Conduct training/education
- Evaluate
- MDL outreach
- Establish/identify stakeholders

Tasks for establishing governance & Funding

- Steering committee meets
- Establish formal organization
- Solicit ongoing funding
- Prepare legislative agenda
- Develop ongoing goals
- Establishing principles for agreements with participating orgs.

Post-It #6

Tasks for creating a database

- Identify participating institutions
- Identify images/collections
- Develop selection criteria – to include technical & Thematic criteria (.tiff foundation? Retention of digital masters)
- Digitize images
- Describe images
- Identify copyright restrictions & use restrictions allowable
- Identify Standards – Define minimum standards
- Get signatures on ownership/use rights with participating organizations
- Document agreements
- Develop standard agreements that allow for repurposing (MDLC not wanting to sell)
- Disaster recovery plan

Post-It #7

Tasks to create infrastructure

Create resources for the database

Create access to the database

- Build server
- Refine IMAGES software
- Establish authorization mechanisms for accessing the server
- Develop maps from known formats to IMAGES
- Develop a mechanism to upload images to associate them with existing metadata
- Refine/adapt an online metadata editor
- Develop documentation & workflows for creation and transfer
- Enforce minimum standards
- Establish recovery & backup procedures
- Create a flexible Web interface
- Determine branding possibilities

toolkit issues

Post-It #8

Tasks to create visibility/use

- Garner input from end users for tool kits
 - Identify end user needs
 - Begin mocking up
 - Investigate ArtsConnectED
 - Market research
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- Announce project roll out