

Minnesota Digital Library Coalition

Steering Committee Meeting

January 23, 2004

MINITEX Offices

MINUTES

Attending: Kristi Tornquist, Wendy Pradt Lougee, Kathleen Flynn, Bill DeJohn, Jason Roy, Keith Ewing, Mike Kathman, Marian Rengel, Michael Fox, John Butler, Daardi Sizemore. Christine Clements by phone.

Grant Update/Business Items

Project Director, Leadership (management) team, recordkeeping

Discussion of contract for director – needs and expectations. After some preliminary discussion of expectations, Wendy L. suggested committee talk about potential people. Kristi T. reported that she had spoken with Eileen Quam, who works for the Minnesota Office of Information Technology. Mike K. informed group about Katherine Gill, who was until recently the director of the Hill Monastic Manuscript Library (HMML) at St. John's University. Michael F. reported that we do not yet have a good job description. Wendy raised the issue of two people doing the work of the director. Michael said yes there might be people who could do parts of the work. Keith E. pointed out that the leadership team will be working directly with the director and recommended that we designate that team. Group suggested that the team's role will be management and that steering committee will continue to provide leadership. Recommended changing title to Management Team (approved by consensus.) Members designated in grant contract are Keith Ewing and Marian Rengel. Michael Fox from Minnesota Historical Society and John Butler from the University of Minnesota were also appointed to the Management Team.

Discussion continued on role of director. Management Team will have frequent interaction with the director. Main tasks of director will be: coordinate activities (scanning, database, training); soliciting content; promoting and planning for MDL; assessing success; communication, including publicity.

Discussion of needs/specifics of issuing a Request For Proposals (RFP) through MnSCU. Needs of SCSU Human Resources form. Kristi will complete form and work with Marian. Christine Clements offered her experience in developing and issuing an RFP this fall for Winona State University. Process will include an informational meeting and MDLC needs to be prepared with answers. Christine will send copy of Winona RFP to Marian. RFP will ask candidates to put together a work form

Michael and Keith will write detailed description. Deadline is Feb. 7, 2004.

IMAGES Update:

John B. reported that the U has the server MDL bought with last grant up and ready for software to be loaded. Some questions about naming the server. We have the domain name – mndigital.org – need to work on sub-domain names. U has been working on ensuring “hot backups” to Oracle server. U of M has completed a five-year agreement with Oracle.

John then reported that some of the members of the Steering Committee had seen recently CONTENTdm, Digital Collection Management Software by DiMeMA, Inc. On the surface, it does everything IMAGES does and more. Economically, it also has some attractions. John recommended that, if the committee has an interest in CONTENTdm, we should switch now. If we are interested we should get a 60-day free trial version and conduct an in-depth study.

Discussion of CONTENTdm followed. CONTENTdm accommodates a lot of data systems. It deals with metadata. It has many tool kits. Wendy recommended that committee appoint a group to make decisions. Michael F. said that CONTENTdm is not the same as it was 18 months ago, when MDLC first looked at it.

The committee selected a group of technical people to study CONTENTdm. John Butler and Bill Tanzen from the UofM, Jason Roy, a programmer and the IT director from MHS, two people from MINITEX (as OCLC rep. in Minnesota).

Group will draft requirements, list questions and acquire a 60-day trial version. John suggested that if CONTENTdm is as good as it looks we could go farther with database work and for less money than working with IMAGES as planned in the grant. John clarified that CONTENTdm does perform on the Solaris platform so it is compatible with the server we bought. Michael suggested the group also look at similar products such as DigiTools from Ex Libris.

Deadline for study of CONTENTdm: end of March.

Rights Issues

Group discussed Mike K's draft. Question: Will we ever charge for items in the digital library? Did we decide that we will never put a high res image out? Are we licensing access or reproduction? The group decided that everyone will read Mike's draft and send him their comments. Jason clarified that the rights statement is different from any contract we might draw up with content providers.

Collection solicitation update

What will be the collection criteria? Do we need something in the Call for Proposals (drafted by Daardi, edited and revised by Marian, Michael, Keith and others)? Michael recommended that we stress the significance of state scenes as opposed to portraits. Originals versus copies. John asked if we wanted collections to be presented thematically on their own.

Marian will revise Call for Proposals.

Suggestions: Include Western States information in second paragraph; revise to say we want photographic prints, negatives, and postcards. Jason will provide language on necessary descriptive information. Bill will provide language and Web site in Minnesota for accessing best practices documents.

Proposal Review team was appointed. Will consist of Management team plus Daardi Sizemore and the MHS photo curator. We will begin to consider proposals the week of April 12.

Committee decided unanimously that we will accept thumbnail and access images.

Group was also concerned with sending the Call for Proposals out really soon to take advantage of recent news articles on the MDL and the grant SCSU received.

Marian will get revisions to group early next week and copy Jym Wroblewski on the final version. Steering Committee members will send it everywhere they feel appropriate. We will

send it to the people who attended the June 2, 2003, MDL planning conference, and those who attended the August 2001 conference in Monticello.

Set regular Steering committee meetings

Mike K. recommended that we float the second or fourth Friday of every month as a regular meeting date and see what people think.

Directions for the future

Bill pointed out a group from MN that will be traveling to Washington, D.C., in April to meet with Minnesota's congressional representatives. They could take a one-page document with them on the Minnesota Digital Library. Kristi reminded all that the Minnesota Library Association would be meeting February 11 and 12 to discuss this coming summer's legislative days. We need a group to get the Minnesota Digital Library and Digitization on the agenda for this June's meeting.

We need to so see Steve Kelly

Mike suggested that an agenda item for the February 27 meeting be: How fast do we want to grow this library. We need a Plan A and a Plan B.

New Business

Web site issues: MDL needs a logo, branding. We need to develop the look and organization of current Web site and plan for the future. Bill suggested that the "Elm" Web site could be revamped. John suggested that the project director could look at branding. Bill said he would contact the Advertising Association of Minnesota, which does work for us pro bono. Kristi said she would talk with design people in LR&TS. Keith would talk to Web designers at SCSU.

Next MDLC Steering Committee:

10 a.m. to 2 p.m., Friday, February 27, 2003, MINITEX offices

Notes by Marian Rengel (01/23/04)