

Minnesota Digital Library Coalition

Steering Committee Meeting

February 27, 2004

MINITEX Offices

MINUTES

Attending

Kristi Tornquist, Wendy Pradt Lougee, Bill DeJohn, Jason Roy, Keith Ewing, Mike Kathman, Marian Rengel, Michael Fox, John Butler, Daardi Sizemore, Eric Celeste

Announcement

Michael Fox announced that Ex Libris representatives would be demonstrating DigiTools, a collection management product for managing, controlling and sharing digital content, 1 p.m. Thursday, March 4, at the Minnesota History Center.

Possibility of pursuing 501(c)(3) status for the Minnesota Digital Library

A short discussion led to the decision to hold off on further discussion until the Project Manager is in place. (The committee returned to the topic at the end of the meeting. See below.)

Review timetable for decision on database

John Butler reported on the review of CONTENTdm, a collection management program for digital projects, from DiMeMa. They have the full evaluation version of 3.6 installed on the MDL server, as well as a tiny sample of digital images. The working group is made up of representatives from SJU, MHS, U of M, and MINITEX. In addition to studying CONTENTdm, they will compare it to IMAGES. They have encountered some issues with the installation process and are learning how it works in a distributed sense. CONTENTdm has its limitations, such as there are no Web-based forms to directly contribute to a database; you have to work with shared drives or FTP files. So one question is how are data going to be contributed to the database? They're learning about data models and sharing information as they learn. Our intent is to stay on track and make a recommendation by the end of March. The user application in 3.6 is really quite attractive.

Mike Kathman reported that JPEG2000 will be out this year and the company plans two upgrades in the first year. The CSBSJU IT conducted a thorough examination of this software.

The CONTENTdm Web site has links to the University Utah site. (Go to: www.contentdm.com and choose University of Utah from the "Select an organization" pull down menu. There are quite a few collections to explore.)

Michael asked if there was enough info on CONTENTdm to say "go ahead" or "this is deficient." CONTENTdm claims support for JPEG2000 and MrSID.

John also reported that they are demo-ing new IMAGES features with very good results.

Review RFP

Marian Rengel and Keith Ewing shared copies of the text drafted by the Management Team for the RFP for the Project Manager position. Discussion followed. Wendy Lougee raised

a concern over “building coalition.” Keith agreed that there are two aspects to the responsibilities of the Project Manager: the global coalition building and the specific project of creating “Minnesota Reflections.”

The committee recommended changes to 1.1 – to ensure that the MDLC and project goals are fulfilled – and 4.2, to clarify the distinctions between “the project” (“Minnesota Reflections”) and “the program” (building the MDLC).

Management Team members (Keith, John, Michael and Marian) agreed to a Monday afternoon (3/1/04) conference call to work on the changes.

Kristi Tornquist reminded the committee that we have the opportunity to send the RFP to individuals. We discussed putting an ad in papers, but the Star Tribune is pricey. (The RFP announcement would have to appear in the legal section of the classified ads.)

Keith reminded the committee of the state required process for issuing an RFP.

1 – The announcement appears in the Minnesota State Register (was in 3/8/04)

2 – Solicit applications. This includes the SCSU Business Office mailing the RFP directly to people we would like to invite to apply, the MDLC posting the announcement on the MDL home page, and sending it to the listservs we discussed during the meeting (see below).

3 – At least 10 days to allow for questions, and then time to answer those questions. The Management Team decided not to hold an information meeting but to use written questions submitted to the SCSU Business Office as required in the RFP. (All questions must be submitted to Lisa Sparks no later than March 18, 2004.)

4 – Vendors submit applications (Deadline is 3 p.m., April 7, 2004.)

5 – SCSU opens applications (3 p.m., April 7, 2004. Sends them to Management Team through Keith Ewing.)

Listservs to which committee members should/will send announcement of RFP:

DigiLib

Minerva

Walker-MIA list

(MDL list)

Wendy will contact the U’s school of education, other avenues to educational community (all should think about this).

Further discussion of the RFP draft language: change “report to” principal investigator; 4.4 areas seem redundant; *let everyone know when it’s available*; reminder not to announce the RFP publicly until after it is in State Register. (Also remember, once it is public, send all questions and queries to SCSU Business Office representative named in the RFP and the RFP ad.)

Rights issues

Kristi and others gave suggestions to Mike Kathman. *He will revise and send new version to steering committee* (Mike sent this on 3/11/04)

Call for “Minnesota Reflections” Project Proposal

Marian and others reported some interest in the Call for Project proposals, including from Stillwater Public Library, Lino Lakes, Iron Range Research Center, SJU, and Stearns History Museum.

Keith posted the call on the MDL Web site: www.mndigital.org

Committee members reported sending the call for project proposals to several listservs, including: Twin Cities archives, MN Historical Society list, MINITEX list, and MnSCU PALS.

Marian encouraged all to send word of the Call for Project Proposals to anyone they could think of who would have an interest. *She will send it to people who attended the December 2002 OCLC training, the June 2, 2003, MDL meeting, and the August 2003 MDLC metadata training.*

Guidelines for interaction between Project Management Team and Steering Committee

Keith announced that the Management Team will work through e-mail and get together at least one week in advance of a Steering Committee meeting. Also, the Project Manager will confer with the Management Team bi-weekly or more often as needed. The Management Team will work on “Minnesota Reflections.” All programmatic issues will come back to the Steering Committee.

Growing the Digital Library

Discussion included multiple facets of this issue, including participation in governance and on projects. Daardi Sizemore reported that people are interested in the decision making group. Keith pointed out that the number of responses on digitizing other objects says there’s an interest in projects and people say there are interested in decision making.

Mike suggested that we seek information on who is working on monographs, perhaps we have a role in identifying who is working on projects and getting them together to talk about their projects. Find out who’s doing what: i.e. color, books, monographs.

Michael suggested that Mike’s idea could be the theme of an annual meeting. We could have roundtables. Others offered more suggestions: including a session on what MDLC is doing.

Daardi also raised the issue of “membership” in the Minnesota Digital Library. Discussion followed on what constitutes membership. We do have a statement in our mission statement. Mike asked if it wasn’t going to be people who contributed collections, but Kristi recalled that people could be members without having collections. John suggested that we sharpen the message with a framework for the future. Keith recommended that the Management Team come up with definitions for what is in the project and what is not. Michael stressed that we want members for support. Eric questioned why people would want to be members. Wendy suggested we could have different types of membership and Bill suggested that some people want to be members just to be on listservs. Mike suggested that there is value in shared standards and expertise. Wendy pointed out that, as with MINITEX, there’s value in shared documents. *Kristi recommended that we review the minutes for discussions of membership and remind people how to join the coalition. She volunteered to do this review.*

Discussion shifted to the annual conference (funding for which is in the current LSTA grant). Asked if anyone wanted to plan that? *Daardi volunteered to pull together ideas.* The

committee discussed possible dates and agreed on late September 2004. Some suggested bringing in a national speaker. Bill volunteered MINITEX staff to help with logistics.

Web design/branding/logo

Kristi had conversations with her staff at SCSU. Jason suggested there are two different issues. Web design and logo/branding; beyond the Web, there's the larger issue of branding. He suggested that MHS has the talent but "we need to pull the trigger." Wendy asked if we want to "spring some bucks" and then "pull the trigger." Jason was directed to talk with his Web designer on branding issues, get some estimates on costs and bring that information back to the committee.

Future funding

Will MDLC pursue more LSTA funds? (Marian will check funding cycle with Jym Wroblewski.) (She did this the week of 3/10 and learned that Jym should be hearing soon of the FY2004 allocation and planning will begin soon. There is a possibility for the MDLC to seek a small grant and then advise on other digitization projects.)

Mike suggested we identify people in the legislature that we want to keep informed.

Kristi suggested that we want to lay the groundwork for legislative funding. Bill said that if we have a product, we want to show it. Mike wondered who we would ask for money if we go to the legislature. Bill pointed out that we need to figure out how to reach into K-12 to get access to Minnesota Department of Education.

Keith also reminded the committee that we haven't begun to approach the bigger private funding agents in Minnesota. Names mentioned included: Blandin and Bremer.

Bill suggested that after we get a logo, we could send out a letter letting foundations know what we are doing and that we exist.

Daardi pointed out that this issue of funding gets back to the issue of membership in the Minnesota Digital Library. "I think it's important that we have more names" on our membership list when seeking funding. Discussion followed. We want interest. We want people to do something. We need to start talking about developing "official partners." Keith agreed, and said we need to build that coalition, that community. Wendy called the idea "fabulous" and stressed that we want to build interest, support and structure. Daardi suggested that members could "sell" being an official part of the MDL and that we would have a list of members to help us sell ourselves. Michael pointed out that we are going to have to go out and talk to people. Mike recommended getting together a list of people to go out and talk to and suggested that the new Project Manager should look into Daardi's idea.

Wendy suggested that some portion of the next round of LSTA funding could be used to create a liaison role to the K-12 community. Kristi supported that idea suggesting that we get money for hiring substitute teachers to allow K-12 people to participate in our efforts.

501(c)(3) revisited

Continued discussion, in light of "Future funding" discussion, raised further questions. What are our alternatives? Is it a question of timing? Are there models for alternatives? Would we benefit from a library affiliation similar to the relationship between MINITEX and the U of

M? CMLE (Central Minnesota Libraries Exchange, one of Minnesota's seven multi-type library systems) is a 501(c)(3).

Group suggested a meeting with Susan Heegaard, the new director of the Minnesota Higher Education Services Office. *(Kristi will pursue a meeting with Susan; Kristi, Wendy and Mike will represent the MDLC.)*

Next MDLC Steering Committee:

10 a.m. to 2 p.m., Friday, April 9, MINITEX offices

Notes by Marian Rengel (02/27/04)