

Minnesota Digital Library Coalition

Steering Committee Meeting
January 24, 2005
Andersen Library 308, U of M

MINUTES

Attending: Kristi Tornquist, Keith Ewing, Bill DeJohn, Daardi Sizemore, Marian Rengel, Jim Dildine, Jason Roy, Mike Kathman, John Butler, Kathleen Flynn, Joan Roca

“Minnesota Reflections” Project Manager Update

The “Minnesota Reflections” selection committee meets today for Round 2, to review and select collections. We have 36 applications, 25 verbal commitments, and 11 maybes. Now in hand, we have applications for 4,800 images.

We are developing a metadata spreadsheet. A volunteer at MHS is putting it together for us. Discussions about using PastPerfect databases; the issue is how to unify descriptive and technical metadata. That’s part of testing we will do.

We have begun scanning. MHS has done 618 images from Nicollet County. Jason Roy is working with a programmer to create automatic technical metadata. The UofM has one-third of Hennepin County done now; there are 467 images in the collection.

Jim has a concern over the right to publish document the MDLC developed (in the Fall). He had a conversation with Steve Harsin at Iron World, who said Iron World wouldn’t be able to give the MDL images until that document goes through the Attorney General’s office. Steve has offered to take our document and ask several of his board members, who work in the attorney general’s office, for advice on it. Steering Committee members suggested that we modify the language of the agreement first and have it say “St. Cloud State University, on behalf of the Minnesota Digital Library Coalition.”

Outstanding issues include developing an interface and planning the spring workshops (see below). Mike Kathman asked if anyone was recording the issues that were coming up as we develop the metadata tool. Jim said they are planning to do so.

Training

Eric and Jason are planning two workshops, one on metadata and one on scanning. They are going to draft what they want to do in the training sessions they are planning for the spring. They will look at dates, too. We need to get advertising out to applicants. Jason explained that they are waiting for the metadata tool so they can wrap it into the training. John Butler said that CONTENTdm should be upgraded to version 3.8 soon, and suggested that might have an impact on training. Jason and Eric will move ahead with planning.

Annual conference

The committee set June 6 as the first choice date for the next MDLC annual conference. June 13 is a backup date. Jason will check with Michael Fox on the availability of the Minnesota History Center for the conference. Daardi Sizemore has once again offered to pull together ideas and a

preliminary plan based upon ideas the Steering Committee discussed in December. Marian offered to help.

Legal opinion of the right to publish document

Jim will take this up with Steve Harsin.

Logo/Branding

Jason distributed version 4.2 of the logo and wordmarks Garrick Wilhite has developed. Committee members voted on a wordmark, but suggested the subcommittee reconsider the color of the logo and try in blue as well as green. Consensus was to then have the subcommittee review the two colors and make a final decision. Later in the meeting, the committee members voted on the vertical wordmark choices. Version #1 prevailed.

SCSU's IMLS grant

Marian Rengel reported that SCSU is developing an IMLS grant to build scanning capacity at SCSU as a regional center for the MDLC. They are seeking funding for a book scanner and OCR software, and time for a project manager and graduate student to scan 19th and early 20th Century county histories. Committee members asked if these weren't available already. Keith Ewing and others pointed out that some have been scanned by Brookhaven Press, but are pricey for an individual library to buy and not freely available to the public. The committee supported SCSU's application.

CONTENTdm license

Marian suggested that we consider spending some of the MnSCU matching funds that we have to upgrade CONTENTdm now. This suggestion was based on a management team discussion that she recounted. John had raised the issue of the CONTENTdm license and if SCSU's book project wouldn't necessitate an increase in the number of images we are licensed for in CONTENTdm. Marian and Keith pointed out that we had built a CONTENTdm license upgrade into the LSTA letter of intent SCSU submitted January 6 to the State Library Services & School Technology, a unit of the Minnesota Department of Education. However, making one grant project contingent upon another might not be wise or meet MDLC needs. At the steering committee meeting, John raised question about when the CONTENTdm start date was and when we will need to renew or upgrade it. He will check into that. Marian will look into costs and the possibility of using the MnSCU match.

Review Letter of Support for MDLC for MnSCU lobbyists

Kristi Tornquist had written a letter of support to send with the MnSCU Chancellor's Office staff that will be lobbying for earmark funding in Washington, D.C. this spring. Committee members made some suggestions. Joan Roca agreed to revise the letter and Marian would provide him with names of steering committee members and of institutions that are or have been involved in MDLC projects.

Membership form

Daardi is still waiting for feedback on the membership form. Members are to send feedback to her.

Funding

We are waiting to hear word on our LSTA letter of intent. The review process is scheduled to be finished by January 28, 2005.

Kristi sent a letter to Governor Tim Pawlenty on January 5, asking him to let us know who is planning Minnesota's sesquicentennial, asking for official recognition of our project as the Minnesota Digital Library, and asking for \$200,000 in funding support.

Kristi reported that she had contacted Creative Memories, a St. Cloud-based scrapbook company, to see if they might be interested in learning more about the Minnesota Digital Library project and perhaps providing funding support to the MDL. Mike reported that Creative Memories is a very generous company and suggested that it may be advantageous to have a corporate sponsor but we need to think about who we want for partners. Jason Roy reminded the committee that there is a gray area between being a partner and being a business sponsor. Kristi pointed out that they were just talking and asked the committee if she should continue talking with the representative she had already spoken with. The committee members agreed that she should.

The discussion of possible relationships between the MDLC and corporations continued. Bill asked if there was anything we could offer Creative Memories, such as a list of the 10-20 things you should think about if you're going to take digital pictures and want to preserve them. Keith pointed out that the MDLC is concerned with preservation after all. What experience have members had with business sponsors on their Web sites? Jason said that MHS has done it but only with specific exhibits. Kristi said that SCSU has made a purposeful decision not to put ads on their Web site. Jim Dildine said he does not feel we can have commercial links, for he has been representing the MDL as a separate entity. Keith said that corporate sponsorship does not necessarily mean links to a Web site. Mike suggested that the MDLC Steering Committee explore this issue more at a later meeting. Jason and Bill offered to develop a statement of our responsibilities as they relate to corporate sponsorship.

Kristi also has contacted the Bush Foundation. She learned that the MDL doesn't quite match their funding interests, but the representative was interested in our project and suggested that we submit a letter of inquiry. John has worked with Bush. He said they like to make a decision before you write your application and then work with you on the application and help you shape it. They don't fund equipment. They look for an organization's ability to sustain a program. The committee recommended that Kristi write a letter of inquiry to the Bush Foundation.

The problem here is that Bush needs to make a grant to an organization and the MDLC is not yet an official organization. Joan referred the group to an article from CLIR that he had found on sustaining digital library projects. Kristi said that Bush does see an opportunity for funding here. Discussion turned to developing the MDLC as a 501(c)(3) non-profit organization and finding a long-term home for the MDL. Our choices for a home are MINITEX, UofM, the State Library, MHS, or on our own. Discussion followed. Some concerns raised were: Would funding come with the project? As MDL gets bigger, would MHS be an appropriate location?

Does MDL mission fit in with MINITEX mission? Bill DeJohn explained that MINITEX is currently involved in merging the management of MnLINK into MINITEX, that MINITEX is part of the University of Minnesota Libraries but funded separately, and that their funding comes from HESO (Minnesota Higher Education Services Office). He did suggest that possibilities for the Digital Library being housed in MINITEX exist and that MINITEX would still be able to work with the entities that created MDLC. Mike said that his experience was that it's hard to set up a 501(c)(3) without a budget. Bill said that his organization is doing things that are done in other states by state library offices. He recommended that the committee spend some time assessing the pros and cons of various options for locating the Minnesota Digital Library permanently at any of the five possible locations. The committee members agreed with this recommendation, with the following results:

State Librarian's office	
<i>Pros</i>	<i>Cons</i>
MDLC fits in with State wide plan	Office is not now in a position to handle this project
	Won't be in a position to handle this project for some time
University of Minnesota (Libraries)	
<i>Pros</i>	<i>Cons</i>
U's Big name brings visibility	Internal competition for digitization projects
	MDLC has a broader focus than the U's mission
	U has a "big name"
	Quasi-state organization
Minnesota Historical Society	
<i>Pros</i>	<i>Cons</i>
Good statewide network	MHS has a "big name"
Similar mission to MDLC	Quasi-state organization
Big name brings visibility	
Comes to the topic as professionals	
MINITEX	
<i>Pros</i>	<i>Cons</i>
Statewide resource sharing	Library focus rather than broader MDLC focus
Sound, well-funded infrastructure	Potential leadership changes in near future
Potential for state funding	
MnLINK identity is being incorporated into MINITEX	
Comes to the topic as professionals	
501(c)(3)	
<i>Pros</i>	<i>Cons</i>
More independence	Cost
Easier to receive grants	Liability

	Who does the work? What are the legalities
	No infrastructure/staffing/funding

Bill will need to discuss possibility with Wendy Pradt Lougee, library director at the UofM. Discussions of a permanent home for the MDLC need to continue.

Next MDLC Steering Committee meetings

February 25, 2005, (Friday) Noon to 3 p.m., MINITEX conference room, Elmer L. Andersen Library, University of Minnesota.

April 1, 2005, (Friday) 10 a.m. to 1 p.m., MINITEX conference room, Elmer L. Andersen Library, University of Minnesota.

Notes by Marian Rengel (1/24/05)