

Minnesota Digital Library Coalition

Steering Committee Meeting

February 25, 2005

MINITEX Conference Room, Andersen Library, U of M

MINUTES

Attending: Keith Ewing, John Butler, Jim Dildine, Michael Fox, Kathleen Flynn, Daardi Sizemore, Marian Rengel, Jason Roy, Kristi Tornquist, Mike Kathman

Project manager update

Jim Dildine presented his monthly report:

- The wiki site is up at the U of M and MDLC information has been posted there. This site is a management tool for the group, not a public site. Daardi Sizemore started a page with links to other projects in the state; people should e-mail Jim with URLs for other projects if they want them included. Marian Rengel created the page with the meeting minutes archives.
- The logo/branding project is moving on.
- MN Reflections is testing images from Nicollet County Historical Society and the tests are showing us work we need to do to organize metadata fields.
- The metadata spreadsheet and guidelines have been finalized and sent to Type A contributing organizations (MDLC digitizes, organization provides metadata).
- The MN Reflections selection committee will meet April 1 after the MDLC Steering Committee meeting. As of now, 32 projects are scheduled for scanning or delivery to the MDLC. We have a verbal commitment from 25 more that should yield 15 applications. The selection committee has approved proposals that include 6,101 images. About 1,500 have been scanned so far and 4,898 images are on a clear path to digitization.
- Outstanding issues:
 - The MDLC right to publish document and Ironworld's reaction to it.
 - Digitization standards for Mower County project.
- Needs:
 - Right to publish document.
 - Web interface development for CONTENTdm – meeting is March 7.
 - More CDs.
 - Michael Fox announced that the Minnesota Historical Society is hoping to get an in-kind donation from Imation, so that might provide us with all of the CDs we want.

LSTA Grant update

Marian shared copies of Suzanne Miller's letter in response to our LSTA Letter of Intent. Discussion began on adding K-12 and history members to the Steering Committee. Members suggested people to think about and contact. People recommended school library media

specialists and historians. Daardi volunteered to seek out a school library media specialist and Marian would contact a historian scholar she recommends.

Questions followed on how to adapt the proposal. If we go forward, what do we target? At what funding level can we exist? Suggestion agreed upon: We need LSTA to fund a foundation. Then can we pick up another project? Can we realistically ask for more than \$100,000?

Funding possibilities

Discussion shifted to reports on alternative funding. Kristi Tornquist reported on Senator Norm Coleman's visits to Minnesota campuses. She and Joan Roca talked with staff members about the MDL. The senator's staff said they would welcome visits to Washington, D.C. MnSCU representatives have recommended that we meet with Rep. Mark Kennedy, who is running for Senate.

Kristi reported on conversations she has had with Creative Memories. Representatives have asked how much funding we want. She has been clear that this is the MDLC's first corporate contact. The people Kristi spoke with recommended she talk with the company's founder.

Kristi also contacted Gary Langer, Minnesota State Colleges and Universities' vice chancellor for academic programming, and asked him if he would consider putting the MDL into the Minnesota Online budget. He asked how much we needed and Kristi suggested \$200,000. He agreed to add that line to the budget, which must now through the legislative process.

Several steering committee members recommended developing funding levels for contributors. What would those levels be? How would people benefit from their contributions? Committee members agreed to contact people they know to discuss this idea. Several people suggested that this type of funding support a general fund rather than project funds. Others pointed out that contributors usually get ads or recognition on Web sites.

Kristi has not yet heard back from Governor Pawlenty's office regarding the letter she wrote in December. She called two weeks ago but they had no record of having received her letter.

Another suggestion for funding was to contact people from the granite industry.

LSTA funding discussion continued ...

Recommendations: point out that we are pursuing other grant and funding possibilities. LSTA should include foundation level funding and projects. Committee discussed a variety of funding levels and project possibilities. Final consensus was to seek funding for a foundation level, and digitization of images to expand Minnesota Reflections and to begin digitizing significant historic textual documents. Include a cover letter explaining our strategy.

Annual Meeting

Daardi reported on preliminary plans for the next annual meeting. Recommendations included running a half-day with two parallel tracks, sessions on scanning and metadata, basic issues, integrating History Day into programming.

We could have someone from K-12 work with Nicollet County Historical Society, which has already contributed a collection of photos to "Minnesota Reflections."

Working with K-12

John Butler asked about engaging a consultant to chart a path for working with the K-12 community, and possibly make a presentation at the annual meeting. Keith Ewing and others recommended talking with Scott Sayre, now an independent contractor who was part of the original MDL planning session in 2001 when he was with the Walker Art Institute. Marian and Keith will contact Scott and his business partner Kris Wetterland. Committee discussed plans for integrating K-12 needs and concerns into our planning.

NOTE: We need to buy JPEG 2000 for the UofM out of LSTA 2003 funds.

Training Sessions

When and where are we going on the road with training? Will Jason Roy and Eric Celeste do this again? Yes. They need to work on this.

Logo and Branding

Marian, Jim, Daardi and Jason will continue to work with Garrick Willhite to move into the Web design aspect of this project.

Membership form

Daardi will send the current version of the membership form to Marian for a final edit and then we will move forward with this project.

Other:

- People recommended using the MDLC listserv for monthly updates on the development of the MDL, "Minnesota Reflections," and the annual meeting.
- Bill DeJohn reported that the Governor Pawlenty has put \$638,000 for ELM into his budget. This would release that much LSTA funding in the future.
- Daardi recommended inviting other people to the steering committee meetings to help them learn about the MDL.

Next MDLC Steering Committee meeting

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

Notes by Marian Rengel (2/25/05)