

Minnesota Digital Library Coalition

Steering Committee Meeting

April 1, 2005

MINITEX Conference Room, Andersen Library, U of M

MINUTES

Attending: Kristi Tornquist, Kathleen Flynn, Keith Ewing, Jason Roy, Daardi Sizemore, Jim Dildine, Marian Rengel, Eric Celeste, John Butler, Bill DeJohn, Troy Paino

The Steering Committee welcomed Troy Paino, dean of the College of Liberal Arts and interim dean of the library at Winona State University.

Project manager update

Jim Dildine reported that:

- The Selection Committee will hold its third meeting this afternoon, after the steering committee meeting.
- The metadata spreadsheet and guidelines are ready and have been sent out to participants.
- We have scanned about 2,200 images at MHS. Ironworld is sending 324 images. They have signed the right to publish agreement.
- Mower County has scanned 80 images with metadata. The quality is looking really good. We're working on an interface page. (John Butler is leading this effort.)

Marian Rengel reported that people really want to participate and shared information about Sherburne County's application.

John reported that he is getting word of a full number upgrade for CONTENTdm coming in May. He is being cautious about how much they will scan or how much metadata they will enter before then, so technicians won't suffer so much with the conversion. He is waiting to see the consequences of the upgrade.

K-12 representation on the steering committee

Daardi Sizemore talked with a person recommended to the steering committee, but he was too busy and recommended Gay Galles, media specialist from the Moorhead Public Schools. Daardi has contacted her and she is willing to join the steering committee. Bill DeJohn knows Gay and says she is very good and an asset to the committee. Kristi Tornquist will make a formal invitation to Gay.

Historian representation on the steering committee

Marian reported that she has talked with Tom Huffman, PhD History from the University of Wisconsin, Madison, 1989, who is teaching as a part-time faculty member at St. John's University and teaches Minnesota history and American history. She and Tom talked about a variety of ways he could help the MDLC. Committee members saw value in pursuing a relationship with an independent scholar. He could help us build the digital library so that it is

usable (Eric Celeste), and help us reach out to other scholars and teachers (Bill). John said that as we look toward the next grant, a historian could be a big asset in choosing documents to select for that portion of the project. Troy suggested talking with Tom about the kind of history he does. Troy also recommended that we talk with a new fixed-term faculty member at Winona, Matt Lungerhausen. Marian will also contact Matt.

Funding possibilities

Kristi reported on continuing efforts to seek other funding.

Nothing further on the Bush Foundation or the McKnight Foundation.

Minnesota Online, through Minnesota State Colleges and Universities: MnSCU's total request for Minnesota Online is \$10 million for two years. This request is before the Minnesota Legislature. Gary Langer did not specifically report on the \$200,000 line item for the Minnesota Digital Library.

MnSCU Federal Legislative agenda: The MnSCU staff reported that the staff from Congressman Mark Kennedy's called and asked us to make a formal request for funding. Kristi also talked with a local Kennedy staff member who wants to come and talk with the steering committee.

How do we get state funding? Kristi raised this question for discussion, based on conversations she has had recently with Higher Education Service Organization staff. HESO staff recommended getting the MDL into the HESO budget for next year or this year if a supplemental funding bill comes before the Minnesota Legislature.

The issue is, though, that the MDL still needs a home. Bill reported that he has talked with Wendy Lougee about MINITEX becoming a home for the MDL. "We have no problem attaching this to MINITEX," he said. However, MINITEX would have the same problems in seeking grants that the UofM would – working with the sponsored programs office and getting approval to meet with foundations. Committee consensus was to continue information gathering and pursue initiatives, for the results of those initiatives could help answer the question of where home for the MDL might eventually be. Kristi will talk with Wendy Lougee and Suzanne Miller about a home for the MDL.

Sponsorship

Various committee members have spoken with professional fundraisers about the question of requesting corporate sponsorship for the MDL. After discussion, Kristi asked for a commitment from the committee members to do fundraising. The committee members supported continued efforts. Eric pointed out that part of fundraising goes back to the "home" issue, and the committee briefly discussed 501c3 status for the MDL. Bill asked if we had a membership base that could keep the operation going.

Interagency agreement

Jim shared with the group the revisions that Ironworld made to the form we drafted in the fall. Ironworld has members of the Attorney General's office on its board. As he reported earlier, Jim repeated that Ironworld has signed the statement. Discussion followed centered on the legality of the form, the changes that Ironworld made and the implications of the changes to the MDL collection. People still questioned if the Minnesota Digital Library Coalition can enter into

such an agreement and questioned the legality of transferring responsibility should the current coalition dissolve. The committee advised Jim not to use the document and that a further discussion would take place at the May steering committee meeting.

LSTA update

Marian reported that State Library Services and School Technologies, which administers the state Library Service and Technology Act (LSTA) grants, granted our request for an extension to Sept. 15, 2005, of our current (FY2003) grant. We can encumber funds through Sept. 15; we have until Oct. 15 to pay bills.

State Library Services and School Technologies will decide this month (April) on the FY05 LSTA grant cycle.

Spending for the current grant is moving ahead, but people need to be submitting their statements for payment.

Training sessions

Jason Roy and Eric have decided that June will be a good month to offer to training sessions. By our next meeting they will have decided where and when to hold those workshops and will work with Marian on location and spending. Mankato and Duluth came up as possible sites. We have people at both places we could turn to for providing a meeting place and helping with logistics.

Membership form

Marian asked if we can seek memberships for something that doesn't actually exist. Committee member felt that, if there was no money involved, we could do so. Daardi will work with Marian to finalize the form and send it out for signatures from the organizations now participating in the Steering Committee and will have it ready to go in the packets for the annual meeting.

K-12 consultant

Keith Ewing and Marian met March 24 with Kris Wetterlund and Scott Sayers of Sandbox Studios Inc, to discuss the possibility of them conducting a survey of K-12 social science teachers to gain an understanding of how K-12 might use the Minnesota Digital Library collection and how the MDLC could work with the K-12 community. They are developing a proposal and will submit it to Marian and Keith by April 8. Daardi asked if they might have any results by June 6, for the annual meeting. Keith and Marian thought that was unlikely.

Metadata committee report

John distributed the "Minnesota Reflections" Collection Field Properties Template (see attached). (John, Michael Fox, Keith, Jim, Marian, Bill Tanzen and the U's new metadata librarian) met March 24 to review the guidelines and discuss how they would be used in CONTENTdm.

Annual Meeting

Daardi handed out a draft of the plan she was developing for the annual meeting June 6 (see attached). She suggested talking with retired teachers to develop a curriculum unit as an example for K-12 teachers. She would also like to work with History Day people to have teachers and students who participate in that MHS project do a presentation. She welcomed ideas. Some suggested having Wayne Torborg from St. John's University, who we are asking to once again present on understanding color, to perhaps sit down with people at scanning sites and help them with their use of color. All thought his presentation at the October meeting was great. Other topics included seeing if OCLC could send a representative to talk about using CONTENTdm. People are asking for training sessions and this could provide some training.

Marian recommended having exhibits from contributors in the rotunda, near the registration table. Others agreed and recommended looking into arranging a little poster session area where two or three "Minnesota Reflections" participants demonstrate how and why they worked with the Minnesota Digital Library. We could take advantage of the MHS Wi-Fi network and have people bring laptops to show off their contributions. Marian will check with the MHS staff about the possibility of doing this.

While Daardi is handling the planning of the sessions, Marian is handling the logistics, publicity and registration. Marian will work with Elly Gustafson-Held at MINITEX and have the registration materials ready by late April with a registration deadline of May 30.

The committee approved Daardi's Option B schedule with modifications to the registration time and making a little room for a short introduction session.

Next MDLC Steering Committee meetings

10 a.m. to 1 p.m., **May 9**, 2005, MINITEX conference room, Elmer L. Andersen Library, University of Minnesota.

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

10 a.m. to 1 p.m., **August 25**, 2005, MINITEX conference room, Elmer L. Andersen Library, University of Minnesota.

Also for calendars:

Annual meeting, 8:45 a.m. to 2 p.m. **June 6**, 2005, at the Minnesota History Center in St. Paul

Notes by Marian Rengel (4/1/05)