

Minnesota Digital Library Coalition

Steering Committee Meeting

May 9, 2005

MINITEX Conference Room, Andersen Library, U of M

MINUTES

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

Project update

We have a commitment for 6,5000 images; 4,800 have been scanned.

Addressing SFTP issues for moving images from MHS to UofM, which we are testing for the future.

Kristi Tornquist asked what would be available for the June 6 conference. Jim Dildine reported that that depended on the metadata and on the availability of the CONTENTdm upgrade expected in late May.

Budget update for current grant

Marian Rengel had reviewed the budget and estimated that there maybe up to \$25,000 remaining to be spent, which had not been encumbered. She would know better after the May month end report came in. We are working on a contract with Sandbox Studios for K-12 survey, and with Tom Huffman for writing the introductory essay for the interface Web page.

A suggestion for the unspent funds was for computer hardware for quality backup.

Update on CONTENTdm and Minnesota Reflections roll out

John Butler informed the group that plans are to roll out “Minnesota Reflections” for the public by late August, at least by September 15 and the end of the grant. He asked if Tom Huffman’s essay would be ready by then, and Marian said that yes, it would. Eric Celeste suggested there would be a difference between making the database available and a big public roll out or open house.

Daardi Sizemore reminded the committee that Bill DeJohn had suggested that the Minnesota Digital Library be part of the MINITEX booth at the state fair. Bill recommended that the MDLC have someone work with Mary Parker on the arrangements. (Marian Rengel will be the MDLC contact person. Daardi Sizemore will assist.)

Historian/Essay

Marian and Keith Ewing reported on meeting with Tom Huffman, independent history scholar and adjunct history instructor at St. John’s University. The committee supported moving ahead with contracting with Tom to write the introductory essay to “Minnesota Reflections.”

2005 (New) LSTA grant

The MDLC was awarded a 2005 LSTA grant for \$113,818 from State Library Services and School Technologies, conditional to answering questions on the announcement letter concerning meeting costs and reimbursing K-12 teachers for participation in grant projects. The grant period would start July 1, 2005.

The grant proposed digitizing images taken prior to 1923. John said that that copyright date is for published materials and he is leaning on that date as a guide for this project.

Michael Fox asked to be reminded of the details for the project manager that were in the grants. Are we going to be contracting for those services again? Marian and Keith said that we anticipated continuing the contract with Minnesota Historical Society to provide those services. Some details would depend on Michael's needs.

Part of the grant project is to digitize 250 documents. Keith recommended that the management team come up with a method for identifying documents. Plans were to have Jason Roy participate in management team meetings to share technical concerns and issues.

Jason said that the MHS library curator, Patrick Coleman, would like to be a sounding board to the document project. John asked if Tom Huffman might be interested in being involved.

Kathleen Flynn asked if there was greater difficulty in scanning bound object. Eric said it depended on whether or not you wanted to scan without destroying the object.

Michael suggested that we first needed to develop a collection policy.

Branding/Web design

Jason handed out the latest version of the design of the main MDLC Web page. The page still needs an image from the MDLC collection and work on branding. We need to figure out "who we are." Jason also showed several options for a "Minnesota Reflections" logo. The committee chose the second option but gave Jason the go ahead to modify that version if necessary to work with the search interface page.

Marian agreed to edit the content of the Web site design.

The committee discussed the purpose of this interface. It is not the first place we send people. It is the administrative and informational home of the MDLC, but not the first public face.

Interface update

John handed out samples of the current interface, which will be where people go to search the MDL collection. The interface group has met twice to plan and develop this site. The group spent time prospecting other CONTENTdm sites. We want to give people a map to work with so they can search by geography. Michael asked if we were going to concentrate at the county level and John said, yes, probably using standards established by the Department of Natural Resources. Anyone who has an opinion or advice on establishing the interface should send them to John Butler.

We don't have a link out to the collections. We want to develop a link with an image from the collection with a 50-word description of the collections/images. Jim is selecting an image.

The interface will have two boxes on the right side. The “Reflections” box will lead in to an essay on using “Minnesota Reflections.” “Spotlight” will be a rotating place to highlight collections.

John also reported that the version of the “Minnesota Reflections” logo that the steering committee selected will present some challenges to designing the interface.

Infrastructure Update

CONTENTdm upgrade to version 4.0 will take place in the end of May. We will have a lot to do with the interface. This will push back the usability testing we’ve talked about with the interface. We’ve decided to do one to two rounds of usability studies. One would be in the schools; Lisa Marohn has volunteered to bring testing to her site (Spring Lake Park). We could perhaps do the other at the Minnesota Historical Society, and perhaps a third at the University of Minnesota. As a fourth study, we could get feedback from the contributing organizations.

Daardi asked what would be available for the annual meeting on June 10. John reported that we will be able to view parts of the site. We’re going to be honest with people about where we are with the collection and show them the pieces and the collections that we do have.

What is “Minnesota Reflections”?

The interface committee asked this question. Is “Minnesota Reflections” going to go beyond the “signature project” or is it the “signature project”? We’ve done nothing with the metadata to indicate what “Minnesota Reflections” is.

Jim asked if it wasn’t supposed to be part of the state’s 150th anniversary, but Keith said that was only the impetus for “Minnesota Reflections.” Eric said that when he was looking at the next grant and the documents it will include, they didn’t feel like “Reflections,” which is all images. Michael pointed out the “Reflections” is a component of the Minnesota Digital Library, but he hasn’t envisioned it as anything beyond that. Wendy Lougee recalled the history of the discussion of the project and remembered working on a document and on determining what the Minnesota Digital Library was and what its projects were. We talked about a signature project. Marian pointed out that “Minnesota Reflections” was the name of the signature project. Michael said that we did talk about it as the signature project. Whatever it is, let’s not call it a database. Wendy asked if people would be comfortable with the Minnesota Digital Library Coalition as the umbrella, the Minnesota Digital Library as the thing we create, and “Minnesota Reflections” as a project we’re developing.

Michael said the John had raised a good point. Eric pointed out that we’re developing different tools. Bill suggested that the MDL will become a portal. He remembered that the Minnesota Digital Library will lead people to resources.

Eric said that he agrees with John that we don’t need to figure this out now. We ought to technically have a piece that internally remembers what we did for this first project. We should record our collection development intent in the metadata. John said that we have nothing to lose by creating that metadata. The steering committee members agreed that we should capture information on “Minnesota Reflections” as a specific signature project in the metadata. Then we should return to a discussion of the scope of the Minnesota Digital Library and “Minnesota Reflections” at a near future meeting.

Training

Eric talked with John Chapman, the UofM's new metadata librarian. He's ready to participate with Jason on the metadata training. Jason and John would like to do this in June, if Jim can find us the places. Check the calendars, Jason's and John's. Offer two one-day workshops, one in Mankato and one in Duluth. Jim and Daardi will work with Marian on setting these up. Set the dates soon so that we have time to advertise.

Annual Meeting

Daardi reviewed the schedule and described the arrangements. We will have two poster sessions – from Mankato and Northfield – and we're wondering about a third. Kathleen asked if we had thought of taping the session on how teachers use digital content or getting a transcription of that session. John asked if Sandbox Studios would be joining us to present any findings. Keith and Marian reported that doing so was not in the contract with Sandbox. Kristi asked if we had sent word on the meeting out to MEMO and other groups. Yes, we did. Daardi also wrote an article for the MEMO newsletter. The group discussed some of the details of the conference including content for the packets and use of the logo on the name tags and folders.

Registration is up and posted on the Web site. We have 43 people registered so far.

Other Business

MEMO is looking for presenters at the fall workshop. Kristi asked if we wanted to be at that. The dates are Friday and Saturday, October 14-15 at the Mankato Holiday Inn. Kristi asked if anyone wanted to do a presentation. Bill reminded the committee that if we want to learn to work with the K-12 teaching community we needed to be at MEMO. However, Daardi pointed out that MEMO is using 2.5 hour time slots for presentations and may already have a full schedule.

Right to Publish Document

Kristi reported that she has not had the opportunity to explore this further.

Sustainable Funding

Kristi reported that information on planning for Minnesota's sesquicentennial celebration was in Session Weekly recently. They are going to have a commission of people who are not paid and have no money to spend.

SCSU and Minnesota State Colleges and Universities sent through applications for federal funding to Senators Mark Dayton and Norm Coleman and Representative Mark Kennedy. Kristi has talked with a staff member for Kennedy's office.

We have not yet heard word on funding support through MnSCU's Minnesota Online funding.

Other committee members agreed to pursue sustainable funding research with other sources.

New Member

Gay Galles was invited to join the steering committee and was delighted to do so. She will join the committee at the June 10th meeting.

Additional Information

Eric reminded committee members how to access the Wiki site:

Leave username blank

The password is reflections

The address is wiki.lib.umn.edu/MDLC

Next MDLC Steering Committee meetings

June 6 – Annual Meeting at the Minnesota Historical Society

10 a.m. to 1 p.m., June 10 – Steering committee meeting at the MINITEX offices in the Andersen Library at the University of Minnesota.

Notes by Marian Rengel (5/9/05)