

Minnesota Digital Library Coalition

Steering Committee Meeting

June 10, 2005

MINITEX Conference Room, Andersen Library, U of M

MINUTES

Attending: Kristi Tornquist, Kathleen Flynn, Gay Galles, Michael Fox, Bill DeJohn, Keith Ewing, Daardi Sizemore, Marian Rengel, Eric Celeste, Jason Roy, Jim Dildine

Guest: Todd Digby, MnSCU System Director of Libraries

Introductions

Chair Kristi Tornquist introduced Gay Galles, school library media specialist and program manager for media services at Moorhead High School, the newest member of the Minnesota Digital Library Coalition Steering Committee.

Kristi also introduced Todd Digby, the new system director of libraries for Minnesota State Colleges and Universities.

Annual meeting review

Keith Ewing reported on the results of the June 6 Annual meeting of the Minnesota Digital Library. At least 50 percent of people attending had not been to either of our two previous meetings. More than 39 percent rated the meeting as excellent and more than 51 percent rated it as good. More than 90 percent said they were well informed about the conference. More than 38 percent rated the speakers and information provided as excellent and almost 53 percent rated them as good. (See attached evaluation report for further details.)

Steering committee members recommended that we begin planning the next annual meeting now.

Project manager's report

Jim Dildine reported that 1,154 images from "Minnesota Reflections," complete with metadata, are ready for uploading to CONTENTdm.

The Minnesota Historical Society is now scanning the final project that it will do for "Minnesota Reflections," the Bosse collection for the U.S. Army Corps of Engineers. At this point, if no images were to come from Type C projects, we will have scanned and gathered metadata on enough images to meet the project goals.

Jim raised questions concerning archiving the images that are now part of the MDL. The committee discussed the issue at some length. Currently, MHS and the University of Minnesota are making back up copies of the images, but, as Eric Celeste pointed out, we did not make plans to archive these images. The back ups are on CDs, which have problems and aren't intended for archival purposes. The issues, Eric recommended, need more discussion, a plan and a decision. Michael Fox recommended that the committee have a discussion of the meaning of "archivable." The question he raised is "Do we now want to be worried about this?" Eric recalled that the

MDLC steering committee had, in earlier meetings, decided that we weren't going to be concerned with archiving the work we would do, but suggested that we rethink that issue. Bill DeJohn asked about the costs involved. Eric said that we would want to discuss staff time, but that machine costs, for a start up project, would cost about \$20,000. Bill pointed out that we may be able to get further funding support, perhaps a state budget line at some point, to support preservation. Eric pointed out that true archiving is a recurring cost.

The steering committee sent the discussion and planning for archiving to the management team.

“Minnesota Reflections”

Keith raised the topic of contributor profiles and what we would include in those. Would they be a description of the collection? Jason said that as of now the descriptions are a combination of organizational descriptions and contributions to “Minnesota Reflections,” as well as a link to the organization’s Web site. Marian Rengel has agreed to edit this information. Daardi Sizemore asked how long the descriptions would be, and told the group that what she wrote for Minnesota State University, Mankato described the organization but not what they had contributed. Michael Fox recommended that the descriptions tell the public about the organization and what each photo collection is about to make the entry in the list more stable. The committee agreed to this approach.

Budget update

Marian reported on the current (2003) LSTA grant. We have most of the funds encumbered. Beyond those funds, we have approximately \$17,000 available to spend before the September 15, 2005, end of the grant.

Kristi asked if we thought of having a booth at the Minnesota Library Association meeting in Minneapolis in the fall. Bill said MLA charges for booths. Marian will ask LSTA if we could pay for this out of the grant.

Would we want to spend some of these funds on the archiving equipment Eric discussed earlier? Eric said that, yes, we should, but we should not call it archiving equipment.

Jason asked when we would get the essay from Tom Huffman, by early August so we could have it up? Marian said that was the plan.

The committee recommended that we spend the \$17,000 on MLA and on equipment. Eric recommended that if we want to move ahead on equipment, we should have a group talk about it.

The UofM could host the equipment. Keith said we should also talk about the staff to do the work. We could also have a project to reburn the CDs to get one set of gold CDs, which are a better quality CD and the only currently available of archival quality, though that means that they will last only about 5 years before technology replaces them.

The final agreement of the committee was to put three items on the list for spending the rest of the grant funding: a booth at MLA; staff time to copy to gold CDs the current “Minnesota Reflections” images; the cheapest dedicated server to store copies.

Members then recommended that we also check into having a booth at the MEMO (Minnesota Educational Media Organization) meeting in Mankato in the fall, since their presentation schedule is full. (Booths there cost about \$300.)

The Next LSTA grant is on hold due to a possible shut down of state services.

Sandbox Studio survey

Keith is working with Kris Wetterlund and Scott Sayer on the survey of K-12 social studies teachers. He has reviewed a draft and the survey will go Monday to St. Cloud State University's Office of Sponsored Programs for Institutional Review Board approval. He reports that the survey looks long but is quick to complete. Kristi asked what sort of response we expect, and Keith reports that that is unknown. The committee expressed some concern since Gay Galles reports that teachers typically do not read e-mail in the summer and that teachers do not return to school until August 25. Kristi asked how long Sandbox Studios needs to analyze the results of the survey and if they could do a report in two weeks (in time for the grant deadline). Keith will check with Scott and raise these concerns. An additional timing problem is that the results of the summer survey are supposed to lead to focus groups.

Training

Marian reported that two metadata sessions, presented by Jason Roy (MHS) and John Chapman (UofM) are scheduled for June, one in Duluth on the 20th and the other in Mankato on the 22nd. Jason said they would like to role out new training sessions that educate people on the use of CONTENTdm.

Future ideas included inviting Wayne Torborg from St. John's University to provide training to Minnesota Digital Library Coalition participants on color and digitization. Eric Celeste talked with Wayne after Wayne's presentation at the annual meeting where, according to Eric, where he had to cram a day's worth of information into one hour. Eric recommends that we plan a day-long session with Wayne, a hands-on session with good equipment for people to work on where they can learn how to do some of the basic things better.

Michael Fox reported that Jason had raised questions about training end users on getting the most out of the MDL collections. How do they actually apply the images? We heard a really good presentation on using digital images in the classroom at the annual meeting. Gay Galles suggested that school library media specialists might benefit from some training so they can teach others and that there might be an opportunity for collaboration between the MDLC and MEMO. Kristi pointed out that we do have grant funding to provide training and asked what media specialist might want or need. People suggested developing a presentation on how to use the collection and then taking that presentation around the state. Others suggested a summer workshop and Gay recommended presenting it in the school districts on training days.

Michael said that MHS has applied for an IMLS (Institute of Museum and Library Services) grant that could tie in as a curriculum development grant using primary source data.

Also as an idea for training, Daardi said she heard from someone after Matt Lungerhausen (history faculty at Winona State University) presented at the annual meeting that there is a need to help people develop good metadata so that the metadata can better help researchers. Eric cautioned that Matt had recommended that we scan the backs of every image to provide all and any information there and Eric is reluctant to get people's hopes up that we will be able to do deeper and deeper metadata. The good thing is to get people like Matt and others to add knowledge into a database like ours to open up their minds and to see what possibilities it leads to. That kind of metadata discussion, Keith said, needs to be informed by our discussion of archiving the collection.

The Steering Committee supported arranging training with Wayne and passed further action to the management team.

State Fair participation with MINITEX

MINITEX will have a 6,000-square-foot display area at the State Fair this year and is please that the Minnesota Digital Library will be partnering on developing that exhibit. Mary Parker and others are learning from the Science Museum of Minnesota how to develop an interactive exhibit. ELM and MNLINK will be the other two partners in the exhibit. MDLC will ask for volunteers from the steering committee and from the MDL listserv. Volunteers will need to be trained.

Publicity for the launch of the Minnesota Digital Library

We'll need to develop a press release and have materials ready, for the State Fair and for September. Marian will work on these.

Presentations and training opportunities

The committee further discussed the possibility of participating at the MLA fall conference and the possibility of having a booth at the MEMO conference.

Keith reported that Sandbox Studios had some suggestions, such as Arts Educators of Minnesota Annual conference Nov. 4-5 and the Minnesota Council for the Social Sciences in the spring of 2006. People were concerned that this may be taking on work that we hadn't planned for, but that we could possibly do a standardized presentation to take to these meetings.

Planning for 2005 LSTA grant

We will probably need two selection committees, one for the images and one for the documents. Bill suggested we find out from current participants if they might have documents and images they want to contribute. Michael recommended that we want to end up with a critical mass of documents, a set of objects that are important to an audience, perhaps adding some utility to building this collection. For example, can we find a mass of objects that History Day participants might want or need? Eric recommended reviewing Minnesota's grades 6-12 social sciences curriculum standards for guidance. The current photo selection committee – Bonnie Wilson, Lisa Marohn, Jason Roy, Marian Rengel, Keith Ewing and Jim Dildine – could do the photos for the new grant. Gay suggested that people from the social science education community could help, too, and Michael offered support from MHS curriculum staff.

The committee recommended that the photo selection committee convene to talk about how to get more participation.

Publishing Agreement

Committee members continue to have real concerns with this issue and the version of the document as revised by Iron World advisers. Michael asked where do we stand with Iron World if we do not sign the agreement. Kristi reminded the group that Jim had already signed a version with Iron World, but with no authority to do so. Keith suggested that Iron World might envision that they are a part of the MDLC. Michael suggested that they had agreed to participate as a contributor of a collection, as described in our membership form. Daardi asked if Iron World had

seen our membership form. Jim said they had not. Our membership form makes participation clear, Daarid said. John asked if we could say that when you contribute, you sign something that says you understand the policy statement. Daardi repeated that that's what the membership form says.

Organizational home for MDLC

The members of MAGNOLIA, the organization that receives the LSTA grants the are funding the development of the Minnesota Digital Library, thought the MDL could and should go to MINITEX. It's members – Kristi Tornquist, Bill DeJohn, Wendy Lougee, and Joan Roca – were going to have Bill and Wendy discuss the issue further. Bill pointed out that MINITEX is an agent of the Higher Education Services Office (now the Minnesota Office of Higher Education) and that MINITEX is part of the University of Minnesota Libraries.

What would being housed in MINITEX mean to applying for grants? Eric suggested that the MDLC would still be a coalition and that its members could apply for grants individually on behalf of the coalition. We are, he suggested, establishing a creative commons, a place to share this material, a resource we are building.

Many other questions and concerns came out in discussion and the steering committee indicated that people needed to discuss this further and that Bill should check with HESO about making MINITEX the home of the MDLC.

Future Funding

Kristi reported that we are still waiting to hear about federal funding. She asked Todd Digby to touch bases with Mary Jacquart, the MnSCU lobbyist. Kristi has spoken again with a lobbyist from Representative Mark Kennedy's office, who would be willing to come and meet with the steering committee.

Kristi also reported that HESO representatives are willing to ask for funding from the Minnesota legislature for recurring state funding.

Next MDLC Steering Committee meetings

- 10 a.m. to 1 p. m., August 25 – MINITEX conference room, Andersen Library, UofM, Minneapolis
- 10 a.m. to 1 p.m., October 3 – Miller Center B18, St. Cloud State University
- 10 a.m. to 1 p.m., November 7 – MINITEX conference room, Andersen Library, UofM, Minneapolis

Notes by Marian Rengel (6/10/05)