

## **Minnesota Digital Library Coalition**

Steering Committee Meeting

December 12, 2005

MINITEX Conference Room, Andersen Library, University of Minnesota

### **MINUTES**

**Attending:** Kristi Tornquist, Ben Leonard, Keith Ewing, Joan Roca, Bill DeJohn, Todd Digby, Marian Rengel, Steve Harsin, John Butler, Mike Kathman, Daardi Sizemore, Jason Roy, Jim Dildine, Michael Fox, Kathleen Flynn, Wendy Lougee

#### **Mileage**

Marian Rengel, grant coordinator, informed the Steering Committee members that the funds in the current grant for mileage to steering committee meetings was almost depleted. When we applied for this grant, we did not have as many members from outstate Minnesota. The cost of their mileage is much greater than budgeted for. In addition, when we wrote this grant, committee members committed to contributing mileage as an in kind cost. Committee members suggested some solutions to the problem and agreed to work to meet these costs. Bill DeJohn reminded the group that MINITEX has some funds to contribute to the Minnesota Digital Library development. He will work with Marian to identify needs and costs.

#### **Project Manager's Report**

Jim Dildine reported that the application form for Phase 2 of "Minnesota Reflections" is now available. We have added at the bottom of the form permission statements to use the images. Jim asked Ben Leonard and Steve Harsin, as representatives on organizations that contributed collections in Phase 1, what they thought of the two new sign-offs on the application form. Ben reported that it is not a sticking point for him as director of the Nicollet County Historical Society. Steve reported that his organization, the Iron Range Research Center, needs to know how its images are being used. Jason asked about the trigger for review of approval. Steve feels his organization may need to approve all uses. Ben said he would just need to know how the images are being used so he can share that information. Marian reminded the committee members to send the form to all of their listservs and interested people to give it the widest distribution.

Kathleen Flynn has been trained to edit the metadata and is updating records.

John Butler reported that his staff is developing a process for enhancing the metadata and allowing contributors to input metadata to CONTENTdm. Jim is working with John and Jason Roy to revise the metadata template for contributors.

The survey of contributors to Phase 1 is finished and the statistics are available online. (See discussion below.)

#### **Document selection committee**

The document selection had been scheduled to meet in early December, but the high school teacher who had agreed to serve on the committee had to decline. The meeting was moved to December 21 at the Minnesota History Center. Marian asked committee members to

help identify a high school teacher to serve on the committee. (Ben Leonard provided her with a possible committee member and she will contact him before the meeting.)

### **K-12 initiatives**

Discussion continued from the November 7, 2005, meeting.

Keith Ewing reported that the Management Team discussed this issue at its Dec. 9 meeting and that the members do not feel that the MDLC has the competency to carry out this work. John added that we don't have the resources to do this work ourselves. Sandbox studios identified an interest among K-12 teachers for prepared curriculum. Several people suggested working with the teacher training departments at the colleges represented in the coalition. Ben recommended talking with the participants, helping them develop curriculum from their images. Marian had an e-mail exchange with Sharon Schroeder, director of the Goodhue County Historical Society, who is interested in working with teachers in the Red Wing area to develop curriculum based on their collection. Marian suggested we could contract with contributors to do some of this work. Steve said that the education director at IRRC has experience in developing Montessori curriculum. Daardi Sizemore said that seniors in teacher development often have to do curriculum development for their capstone projects; we could tap into that resource. Michael Fox said there are a lot of people who do curriculum development on a freelance basis, but we would need topic focuses. The Sandbox report includes those topics. Kathleen reminded people to consider the technological limitations of many classrooms. (Michael pointed out that the money the Gaetz Foundation is giving to public schools in Minnesota should solve some of that.)

Bill suggested that we ask Suzanne Miller to set up a meeting with a small group of curriculum specialists in the Department of Education; we could meet with the agency that is supposed to be developing curriculum. The committee supported this suggestion. Bill will talk with Suzanne, arrange a meeting time and see who is available to attend.

John reported that we do have some tools within CONTENTdm that can help with curriculum development.

Jason reminded the committee that once we develop curriculum, we need to go out to the schools and teach it to people. That would either involve training in this grant cycle or the next.

### **Home for the MDLC**

Bill distributed his report on how the MDLC would fit into MINITEX, including a copy of the pros and cons chart the Steering Committee developed at its January 24, 2005, meeting. The committee is still considering MINITEX as the administrative home for the MDLC. Joan Roca expressed a concern for the implications on funding sources. Wendy Lougee said that direction for the project would still come from the Steering Committee.

Bill also distributed the Minnesota Library Association's legislative agenda and list of projects to watch; the latter included the MDLC. Bill suggested that we talk with MLA leadership to move the MDLC to its legislative agenda, though he thought we are too late for this year. Others suggested that talking with MLA now would get them ready for supporting the MDLC as a legislative agenda item next year, when the legislature meets for general work.

Michael recommended broadening the MDLC's talking points to include more than cultural heritage objects. Wendy recommended that we tell people what, besides cultural heritage, we want to collect and that we are building infrastructure in a sustainable way. The

committee continued this discussion. Michael's vision includes the model of a traditional library, providing services and data collection. Sometimes we'll be a curator and sometimes an aggregator. "I always think it's a library that's available on my computer screen," that includes stuff, help finding stuff, indexes, all of those.

John Butler advised that we be very strategic about what value we are already adding to the collections; we need to be compelling about what we bring to the table. Wendy emphasized the need to develop infrastructure that can sustain efforts that have already been developed. Bill sees a challenge in distinguishing the MDLC from current resources, such as ELM, though one major difference is that the MDLC is working on creation of digital resources.

The committee sees an affiliation with MINITEX as a logical next step to becoming Minnesota's digital library resource. Committee members discussed advantages to this arrangement. They include: the state has invested through LSTA in the pieces, now they need to work on the whole project; this is database and collection development of Minnesota, of Minnesota's stuff; it will be a money saver, an economy of scales, if one central organization does most of the work but all benefit from the resource; we will focus on Minnesota ASSETS (writ large!), local information; public service; making content available; allowing people to get to content that others have made available.

Michael Fox moved that MINITEX become the administrative home of the Minnesota Digital Library Coalition. Daardi Sizemore seconded. The motion passed without dissent.

### **MDLC as an LSTA statewide initiative**

Marian presented a report based on interviews she conducted in the two weeks before the meeting with various members of the Steering Committee. It includes: reasons to seek statewide initiative status for LSTA funding, concerns with seeking statewide initiative status, possible projects, costs, other concerns. Discussion followed.

Bill believes that Suzanne Miller, state librarian, sees the MDLC as a statewide initiative. Several people asked if there were any problems with being designated as such and if it didn't happen somewhat automatically. Others said that we would have to write a grant application, at least a letter of intent, to get the project before the review committee. We would need base-level funding for technology and personnel, funding to allow us to continue from where we are, allow us to maintain what we have, and allow us to grow. To keep the "lights on," we would need a minimum of \$125,000 for project management and support for current technology infrastructure. Bill suggests adding \$80,000 to that for projects and applying for this year's LSTA funds. Then we could go to the legislature in 2006-07 for \$300,000 in basic funding. Marian, Bill and Keith will pursue this and write the letter of intent, which is due to Library Services on Jan. 6, 2006.

### **Participant survey**

Daardi and Bill made copies of the survey results available to the committee. Daardi found the results to be overall very helpful. Thirty-two of the 55 organizations that participated in "Minnesota Reflections," Phase 1, responded to the survey. We received some good comments that we can use to advertise the collection. John recommended writing a summary of the results for the Web site. Daardi will send Keith the information and he will write a summary.

### **Server licensing**

UofM is going to do a major reconfiguring of the MDL servers so they can run everything off of one box. Storing and accessing of data will remain separate applications but operate off of one server.

The UofM is ready to do the test/discovery work, including buying a server for that purposes with money from this grant, but John has run into a major problem with DiMeMa. They are being very specific about the cost of running a second instance, for which they charge 50 percent of the cost of the first license. This is much higher than other companies charge. John has done quite a bit of negotiating, but DiMeMa has not budged. We're talking about \$4,000-\$6,000 for a test instance.

### **Annual meeting**

Marian reported that we have money for food and technical support at the next annual meeting, but not for facilities rental or parking. Mike suggested charging a small registration fee. After discussion, the committee members decided to check the possibility of holding the annual meeting at their campuses. Michael will check at MHS, Kristi at St. Cloud State, Mike will check at St. John's, and Bill will check at Bandana Square.

Daardi asked that people send her suggestions on speakers and programming so she can do the planning now. Marian will send Daardi copies of the evaluations from the last annual meeting.

### **Future grants/funding**

The committee recommended that Suzanne Miller, state librarian, and Emily Kissane, Minnesota Office of Higher Education, be invited to join the Steering Committee.

MDLC must work in tandem on a legislative funding request, as they work on LSTA.

Minnesota State Colleges and Universities is still interested in pursuing the MDLC as a federal legislative funding initiative.

### **Other business**

Marian reported that the MDLC received its first completed and signed membership form. It came from Tom Shaughnessy at Metronet. Tom attended the initial Minnesota Digital Library planning meeting in Monticello during August 2001, when he was library director at the UofM. Marian will resend the form to Steering Committee members and the authorized Steering Committee member from each organization will complete it and mail it to her.

The only idea for an MDLC IMLS leadership grant, end-user feedback on Web resources, also known as a comment feedback tool, is actually a hot topic on discussion lists and to do something with it now would not actually be a leadership project. John reported that code is everywhere and we're not in a position to extend the tool. Kristi asked if we could serve in a leadership capacity on implementing the tool and making it work well. Keith said that he, Marian, John, Eric and Jason need to have a phone conference on the possible project.

**Web statistics**

John reported that a new programmer at the UofM developed a very good Web statistic page for the MDLC. Ben asked for individual contributor reports and John said he would get them.

**Next MDLC Steering Committee meetings**

10 a.m. to 1 p.m., Friday, Jan. 6, 2006, MINITEX conference room, Andersen Library,  
University of Minnesota.

10 a.m. to 1 p.m., Friday, Feb. 17, 2006, MINITEX conference room, Andersen Library,  
University of Minnesota

Notes by Marian Rengel (12/12/05)