

Minnesota Digital Library Coalition

Steering Committee Meeting

February 17, 2006

MINITEX Conference Room, Andersen Library, University of Minnesota

MINUTES

Attending: Michael Fox, Joyce Hommel, Emily Kissane, Todd Digby, Marian Rengel, Steve Harsin, Gay Galles, Daardi Sizemore, Eric Celeste, Jason Roy, Mike Kathman, Suzanne Miller, Jim Dildine

Michael Fox chaired the meeting for Kristi Tornquist

Announcements

Marian Rengel informed the committee that MINITEX will pay for the food at steering committee meetings and at the Annual meeting on June 12. This frees up about \$2,000 of grant funding to pay for out-state travel to steering committee meetings. Out-state members should continue to submit their mileage to Marian

Annual meeting of the Minnesota Digital Library

Daardi Sizemore said that Monday, June 12, 2006, was the only Monday in June that was open for the many steering committee members who responded to her e-mail about setting the date. The committee agreed that the annual meeting will be on that date. Michael Fox has once again offered the Minnesota History Center for the event.

Daardi asked the committee members to volunteer to present or at least moderate, or host, a session. Michael, as host, will welcome the attendees. She explained that the hands-on aspect was not doable in the rooms at the History Center. Discussion of the track, sessions, and direction of the conference followed.

Eric Celeste suggested that if we switched the 10:50 Track 1 and Track II sessions, then the logic of the tracks becomes clear: Track 1 is essentially governance and planning for the MDL, Track II is for users of the MDL, and Track III is training for the contributors to the MDL.

Jason Roy is happy to do a modified version of his scanning workshop for Track III. We'll ask John Chapman, University of Minnesota Libraries metadata librarian, if he will present that session. Jason will talk to him about modifying the summer workshop to focus more on the specific needs of MDL participants. Michael Fox agreed to moderate the metadata session.

We will invite Bonnie Wilson, former photo archivist at MHS, and Steve Werle, history teacher at Academy of Holy Angels and member of the document selection committee, to be the presenters for the third session in Track III on choosing objects to digitize. Marian will invite them.

Eric suggested we modify the schedule to expand the thinking and discussion of a digital library for Minnesota, a session that lets people push us in new directions. Discussion of this suggestions included exploring a federated search possibility, building energy for where we are going, learning how people feel they can get involved. Mike Kathman asked if we ever saw ourselves as becoming the primary digital archive for small organizations. Michael repeated his

concern with referring to us only as “digital,” for he sees the possibilities as more than digitizing and storing, but serving as well. He used as an example databases of book collections in historical societies. How are people going to provide access to that information and find those resources? Jason asked how we can take what organizations have already done to provide information for people and making that available in a broad way for patrons. Steve Harsin pointed out that often the material that people have already digitized is their most important stuff; that’s why they’ve digitized it. Michael suggested that some of these issues are so fundamental to the development of the Minnesota Digital Library that the last session ought to be a plenary session.

Joyce Hommel (representing MINITEX and Bill DeJohn) asked for clarification of audience for the conference and the audiences for the three tracks. Marian asked how we could get discussion of the new LSTA grant, if we are successful with that funding request, into the annual meeting. Mike asked if we wanted to harvest what is already out there and Michael pointed out that we haven’t really engaged much of the library community to know what might be available to harvest. Eric argued that he did not see this as the time in the development of the MDL to do this. Mike recommended that we promote and push at the conference the standards the MDL is using and wants to be built on so that as organizations digitize, they are ready to become part of this resource. Michael recommended that the last session of the day be expanded to a full hour, to 3 p.m., and become a visioning, plenary session. Eric recommended that the third session in Track I be opened up to people who wanted to discuss the vision and to develop the content and agenda for that plenary session. The committee supported this change of plans. Eric, Michael and Mike will conduct Track I, session 3 and Eric and Michael will conduct the closing, plenary meeting.

Marian will contact Sandbox Studios to see if Kris Wetterlund and Scott Sayre are available to present their findings from the 2005 K-12 survey and conduct the second session of Track II. Steve said he would work with the Iron Range Research Center’s curriculum specialist and Ben Leonard on the first session of Track II. We will ask Kathleen Flynn if she would like to moderate that session. Mike will check with Miranda Novak and Wayne Torborg to see if they are available to discuss digitization projects that go beyond photos for Track I, session 2.

The committee recommended that Kristi Tornquist and Keith Ewing be asked to conduct the first session of Track I on how organizations can participate in the Minnesota Digital Library.

Joyce agreed that MINITEX will once again be able to handle registration. Marian will work with Elly Gustafson-Held to send out a “Save this date” message next week and to arrange for registration services.

Update on current LSTA grant

Project Manager Jim Dildine reported that the images selection committee approved eight of the nine projects we have received so far in Phase 2 of “Minnesota Reflections,” for about 1,700 images. He also has a strong commitment for about 3,900 more images based on conversations he has had and e-mails he has received from interested organizations. Jim is trying to fast track images to the two digitization centers. The selection committee had many questions on a proposal we received from Stillwater Public Library to digitize German Alien Registration records from 1918; it seems to be more a document project than an images project. Bonnie Wilson has volunteered to visit Stillwater and review the collection. She will report back to the

committee. Eric asked if there weren't privacy issues and Jason Roy and Jim both said, yes, significant privacy issues. If the project is otherwise viable, we will discuss these issues.

Jim and volunteer Dorothy Kettner are working on updating the subject field of all metadata.

Marian reported that Heather Lawton, archivist for the Minneapolis Public Library, suggested that we get in touch with several people in the Records Management office of the City of Minneapolis. Heather had visited them and learned of some marvelous documents that they have, but they had never heard of the Minnesota Digital Library and its call for projects. Marian has since been in touch with two people from that office and forwarded them information on the MDL, and the image and document projects. Marian expressed concerns that there were organizations with valuable resources that we are not reaching with our methods of communication and recommended that we reconsider how we send out word of them. Daardi and Michael recommended that Marian contact ARMA (formerly the Association of Records Managers and Administrators now ARMA International – www.arma.org). Marian will do this. Mike pointed out that many of the names we have on our lists are outdated anyway and our messages are not reaching the people we think they're reaching. Eric said that the best way to keep addresses up to date is to have regular communication with the participants and suggested starting an MDL newsletter.

Eric gave the committee the heads up that we are pressed for time to complete our digitization projects. Jim also pointed out that there are new participants in "Minnesota Reflection," including Hamline and the College of St. Catherine, which has its own instance of CONTENTdm. Other organizations, such as Minnesota State University, Mankato, are thinking of putting up their own databases and using CONTENTdm. This brought up the possibility of purchasing software to tie together the CONTENTdm software at various MDL sites.

Jim said that SMILE (Southcentral Minnesota Inter-Library Exchange) is interested in developing a project for the MDL. Marian told the committee that in December she and the director of the Central Minnesota Libraries Exchange, another multicounty, multitype library network, distributed 16,000 of the MDL bookmarks introduced at the State Fair to the other six multitypes and to schools and Library across the state. Steve reported that whatever we were doing to publicize "Minnesota Reflections" it was working. In January, the Iron Range Research Center recorded 8,000 page loads of their 300 images. This sparked interest in the "Minnesota Reflections" statistics page, which Eric brought up for display. He made it available to committee members at the MDLC wiki site – <http://wiki.lib.umn.edu/MDLC/> (note: use upper and lower case as given and all slashes).

Lenny Tvedten, Martin County Historical Society director, has reviewed the maps at MHS, which were processed with JPEG2000, as Jim and the Management Team had requested, and thought they were very good and didn't make him nervous about people inadvertently downloading high quality images off of the Web if we were to use JPEG2000 on images.

K-12 component of current grant

This item is a carry over from the December steering committee meeting. Suzanne Miller said that Bill had been in touch with her and she would arrange a meeting with the Department of Education's curriculum coordinator. Suzanne asked if the committee wanted to meet only with Social Science or with the person with overall responsibility for curriculum. Several committee

members, including Gay Galles and Daari Sizemore, recommended that we not focus on social science but deal with curriculum more broadly, because teaching at the lower levels is very interdisciplinary and teachers very often work across disciplines on projects that could involve MDL resources. Suzanne will talk with the curriculum director and arrange a meeting that includes Bill DeJohn and the members of the management team.

MDLC'S LSTA FY 2006 application

The LSTA review committee accepted our letter of intent to submit an LSTA grant for 2006. Our request was for \$225,000. Marian sent around copies of that letter of intent. She also distributed her preliminary budget planning for the grant and an expense estimate John Butler had prepared for the letter of intent. Discussion began of the needs for the grant and a review of those budget figures. Joyce told the committee that Bill sees this LSTA grant as a bridge to legislative funding. Eric recommended making that language clear in the grant application. Several members raised the continuing concern of appropriate backing up of MDL resources. Eric reminded the committee that we had yet to say that we plan to keep these resources for a very long time; saying we will do so and planning to put the collection on more permanent media in this grant would position us to make a more reasonable legislative request. Suzanne urged committee member to plan for posterity and to preserve the collections for the future. She recommended putting funding in the budget to preserve what we've done. The committee agreed that funding an appropriate solution should be part of the grant. Eric will ask John do send Marian the cost of doing that.

We will also need to scale both MHS and UofM to the same computer resources to provide a mirror for the MDL collection.

John's preliminary budget contained digitization of 5,000 images. Several people suggested that it should be 10,000 and suggested that it is already time to increase the MDL to an unlimited CONTENTdm license. Eric brought up the DiMeMa site and CONTENTdm costs. An unlimited license is a \$50,000 one-time fee (minus what we have already paid for licenses) plus an \$8,000 annual maintenance fee.

Included in the letter of intent was the plan to conduct several different projects. Marian asked for ideas to fit that part of the application. Mike said that there are digital resources in the state that should be preserved, orphan LSTA projects that do not have a permanent home or a secure future. He recommended identifying them and bringing them into the Minnesota Digital Library. Suzanne saw providing storage as a good way to get people involved in the digital library.

Marian raised the concern with not being able to include personnel in the grant and the discussion of MINITEX, the MDL's new administrative home, being the fiscal agent on this grant; St. Cloud State University has served as fiscal agent on all other MDLC LSTA grants. If SCSU cannot include personnel, and we can only put the work of the MDLC under contractual, than SCSU cannot contract with itself or other state employees to do the work. Our options are limited. Eric asked if MINITEX wouldn't have the same problem in paying for the work John Butler's team does for the project. If having MINITEX as the fiscal agent jeopardizes this relationship, then SCSU should remain fiscal agent. Suzanne said her agency will work with us to meet these needs once we have resolved the issue of fiscal agent. Marian and Joyce will

discuss this with Bill and ask him to investigate potential concerns with MINITEX being the fiscal agent.

The committee also discussed the broader issue of preservation of digital collections. The committee will need to have that discussion in the near future.

MINITEX as MDLC's administrative home

Representing Bill, Joyce said that he is very interested in being the administrative home and being fiscal agent. He's very interested in the long-term vision. Michael emphasized the advantage this relationship will bring as we go forward with a request for legislative funding. Emily Kissane said she and Bill have spoken with Susan Heegaard, director of the Minnesota Office of Higher Education, to keep her informed on the project. Joyce also said that Bill is looking at putting the MDL into baseline funding.

Next MDLC Steering Committee meetings

10 a.m. to 1 p.m., Friday, March 31, 2006, MINITEX conference room, Andersen Library, University of Minnesota.

10 a.m. to 1 p.m., Monday May 8, 2006, MINITEX conference room, Andersen Library, University of Minnesota

8:45 a.m. to 3 p.m., Monday, June 12, 2006, Annual meeting of the Minnesota Digital Library, Minnesota History Center, 345 Kellogg Blvd, St. Paul, MN.

Notes by Marian Rengel (2/17/06)