

Minnesota Digital Library Coalition

Steering Committee Meeting

March 31, 2006

MINITEX Conference Room, Andersen Library, University of Minnesota

MINUTES

Attending: Kristi Tornquist (chair – SCSU), Ben Leonard (Nicollet County HS), Eric Celeste (UofM), Keith Ewing (SCSU), Bill DeJohn (MINITEX), Daardi Sizemore (MSU, Mankato), Emily Kissane (MN Office of Higher Education), Todd Digby (MnSCU Chancellor's Office), Steve Harsin (IRRC), Marian Rengel (SCSU), Kendall Larson (WSU, for Troy Paino), Jason Roy (UofM), Gay Galles (MEMO), Mike Kathman (CSB/SJU), John Butler (UofM), Suzanne Miller (State Library Services), Jim Dildine (MDLC), Kathleen Flynn (St. Paul Public Library), Michael Fox (MHS), Monica Ralston (MHS).

Guests: Joyce Hommel (MINITEX), Jill Galles, Carla Dewey Urban (MINITEX)

Update on current LSTA grant

Project manager's report

Jim Dildine reported on the progress of Phase 2 of "Minnesota Reflections" (see attached report). Scanning is finished on Martin County and Nicollet County.

He is working with Southcentral Minnesota Inter-Library Exchange (SMILE), which is pulling together a project proposal from a group of its members. Ben Leonard reported that he has met with the SMILE people, since he's a member, to show other members the statistics of the use of Nicollet County's collection in "Minnesota Reflections." He also shows them the Sacred Heart Area Historical Society's collection in "Minnesota Reflections." Each of Sacred Heart's six images is looked at an average of nine times a month; that's a lot for such a small, relatively unknown organization. Nicollet is getting 1,000 visits a month to its "Minnesota Reflections" collection. Add that to the 30,000 visits to the Nicollet County Historical Society each year. Ben said that Nicollet sold 10 images in six business days of images in "Minnesota Reflections."

Mike Kathman recommended that we promote the Minnesota Digital Library as one form of security for small collections that are more vulnerable to natural disasters and accidents. Ben agreed and added access to once open collections as another selling point, citing the example of the Minnesota Security Hospital in St. Peter that has increased security and thus limited access to its museum. The hospital has agreed to share its photos with Nicollet on a long-term loan basis.

Ben recommended promoting the idea that, once scanned, people can see images that are preserved in rare, seldom viewed formats. Nicollet had glass plate negatives scanned as part of the project in this phase; now people will have access to those images, access they wouldn't have without the MDL, and these are images people wouldn't see without scanning, because the plates are challenging to work with.

"Minnesota Reflections" statistics are available through the "Reflections statistics" link at the MDLC wiki site: <http://wiki.lib.umn.edu/MDLC/>

Documents project

Marian reported that the document selection committee is reviewing the three proposals we have received to date, but that people are slow getting back to her. The metadata committee met March 24 to develop standards for the document project. They will build off of the standards for "Minnesota Reflections." John Chapman, UofM metadata librarian, is drafting the standards. With this work done, we are ready to choose document projects.

Members of the committee expressed concern that the projects are very eclectic and that perhaps we wanted a theme. Keith Ewing explained that we do have a theme, but that people have a different understanding of that theme than the document committee expected.

Eric Celeste and Keith reported on an exchange they had with Barb Golden at the Minnesota State Law Library. Eric cleared up some confusion she had about participating in "Minnesota Reflections" and referred her to Keith, who sent her an e-mail further explaining the project. Barb had seen our call for projects, but didn't have the money to participate and didn't realize that it would not cost her anything to have the MDLC scan the documents. Her confusion led Eric to raise the need to work more closely with people to make sure they understand what we're doing.

Discussion of the document project followed. Bill DeJohn and Eric supported the idea that we are learning through this project and that once we get some documents up, we will be able to demonstrate what we can do. Then people may come forward with ideas for focused projects. Our best ad is to get stuff up and to be successful. Steve Harsin supported the eclectic collection, suggesting that it would make a better base from which to grow collections. He would like to see letters in the project.

Ben pointed out that a challenge with documents is how historical societies treat them, not displaying them prominently as they do photos. "We have less of an idea of what we have," Ben said of his own document collection, compared to his photographic collection.

Mike recommended that, since many of the committee members work where there are historians, we ask them what documents they don't have access to that they would want us to seek out and digitize.

Someone asked if we had spoken with the CALCO (Capitol Area Libraries Consortium) people. Bill volunteered to do this and Marian will work with him.

Jim suggested that we needed to know what documents we are looking for before we go talk to people so we can ask them for what we want. He also suggested that we needed to decide how we were going to present the project before we talk with people. There are costs to the institutions and we are getting free labor from them – at least for metadata – and we haven't prepared them for this work.

John Butler said that we are putting up fewer barriers to participation in the documents project than we are in the photographic project. Steve said the Iron Range Research Center hasn't put forward a project proposal because they are waiting to see what the metadata requirements are. Once he sees those, he will move on the documents project. Jason Roy reported that the document standards will still follow Western States Best Practices.

Kristi Tornquist summarized the tasks. Bill will talk with the CALCO people. Everyone on the steering committee who works with historians (such as history professors), will talk with them about possible documents they would like to see available to their students.

Sandbox Studios

Marian reported that, in developing the LSTA grant application that MINITEX submitted in mid-March, the Management Team had identified an opportunity to once again work with Sandbox Studios. Marian discussed with Kris Wetterlund the possibility of Sandbox developing educational packages using the content of "Minnesota Reflections." Kris developed a preliminary proposal and the Management Team reviewed it. Then Marian and Keith met with Kris and Scott Sayre, the principles in Sandbox, to refine the proposal. Sandbox submitted a final proposal that was supported by the Management Team and St. Cloud State University has entered into a contract with Sandbox. They will develop two educational packages on the theme of immigration. One will use PowerPoint as a delivery tool. The other will demonstrate Pachyderm, a new software program for creating learning objects. This program was developed by the New Media Consortium and the San Francisco Museum of Modern Art with funding from the Institute of Museum and Library Services. Sandbox was a beta test site for the program, which will launch version 2.0 soon. Once created, Pachyderm learning objects are freestanding and useable, but not modifiable, in a Web browser.

Gay Galles pointed out that Moorhead is a Mac school district and does not have PowerPoint installed on school computers. Management Team members will discuss this situation with Sandbox to make sure they understand that some schools do not have PowerPoint and to make sure their products are adaptable to other presentation software.

Annual meeting planning

Daardi Sizemore distributed the most recent plan for the upcoming annual meeting, set for June 12, 2006, at the Minnesota History Center in St. Paul. Marian has made arrangements for food, rooms, and technical support. MINITEX will be contributing to the cost of the annual meeting.

The "Hold the date" announcement went out. We need someone to do the first session in Track 2 on the CONTENTdm PowerPoint plug-in. Steve will help find someone to do that. Gay Galles agreed to moderate the 10:50 session in Track 1 on digital resources in the K-12 community. Several people recommended asking someone from the Sacred Heart Area Historical Society to be a presenter at the first session in Track 1. We could also invite someone from Gustavus Adolphus. Jim will extend those invitations.

Daardi asked for topic suggestions for the Poster sessions the MDL will put up in the rotunda. Mike Kathman will also talk with Miranda Novak on this topic.

Kristi Tornquist recommended a poster session that makes people aware of what they might be thinking of digitizing, how to look at their collections.

Infrastructure updates

John Butler reported on discussions to spend current grant dollars and future dollars to update the MDL servers. This is the third year of work by our current server and it is a rather small server. We are looking at adding JPEG2000 and OCR extensions to CONTENTdm and we will need an upgraded server to do that. We also have some issues with backing up the collection and with security. We are getting estimates for this upgrade. We have procured 3 gigabytes of space at the UofM Office of Information Technology.

A new dimension to the metadata is that we have a select group of contributors who want to participate in a pilot project to enter the metadata directly into CONTENTdm through a Web interface. This will help smooth and speed up workflow and minimize the touching of data.

Mike emphasized the depth of security we can provide through these measures for the collections we work with. John said that, while we will continue to give CDs with masters on them to the contributors, the MDLC will no longer be making and keeping CD masters, but storing the masters on server space.

Jason pointed out that the infrastructure team will need to look at how best to move masters that are at the Minnesota History Center to the MDL servers.

UofM and MHS staffing change

Jason Roy is now the director of the University of Minnesota Libraries Digital Collection Unit. He will continue to serve on the Steering Committee and management team. Eric Celeste will no longer be a regular member of the Management Team, but will be available to the team as needed. Monica Ralston will now represent MHS on the Steering Committee and the Management Team. [Members of the Management Team are now: Keith Ewing (SCSU), Marian Rengel (SCSU), Jason Roy (UofM), John Butler (UofM), Michael Fox (MHS), Monica Ralston (MHS), Jim Dildine (MDLC).]

MINITEX vision for legislative funding and discussion of future funding

Our next LSTA grant will begin July 1, 2006, if funded. Bill DeJohn submitted the application through MINITEX and he has contributed \$30,000 toward the grant project.

Bill sees this as an opportunity to broaden the MDL. He intends seeking legislative funding in 2007. We have a good integration story to tell and we have to tell it. We have a lot of work to do. He has started working with his staff on integrating MDL into their thinking. We need to offer training, develop publicity, and a lot more. He invited Carla Dewey Urban to the meeting since she is working on CONTENTdm issues with other library groups. Bill recommends that we work more with the public libraries and stressed that a lot of what we are doing and will be doing needs a lot of staff time. It's going to take leg work.

Governance issues for MDLC under MINITEX

A general discussion took place concerning how MINITEX anticipates working with the MDLC. At the Dec. 12, 2005, Steering Committee meeting, Bill shared a report on the pros and cons of the MDLC fitting into MINITEX. He had revised that and shared that with the MINITEX Advisory Council. He suggested that we should look at adding the Minnesota Historical Society to that advisory council. There is considerable overlap between the advisory board and the MDLC Steering Committee – Todd Digby, Joan Roca, Suzanne Miller and Mike Kathman are all on both committees. The question is how do we involve people in this project?

MINITEX is handling the LSTA grant for next year and will continue to work with SCSU and MHS to provide services. We don't see too much change in the digitizing part of the grant. He also doesn't see governance changing much, though we may want to tighten up (formalize) participation and involvement. Eric asked if MINITEX wanted to have a representative on the Management Team. Bill said, "Yes," and that we would discuss that.

Mike suggested that we ask what the make up of the Steering Committee should be. Now we have contributors and people with expertise in doing the work. We may want to advise MINITEX and may want to reorganize the committee and subcommittees. Michael Fox pointed out that we have discussed years ago the difference between the Minnesota Digital Library and the Minnesota Digital Library Coalition. There is a tendency to focus on the MDL as a product – if it is a product, then how do we inform and shape that product. What expertise and input is needed to shape that product?

Discussion followed in which Steering Committee members raised concerns and made suggestions. Among them were:

- We need a much broader discussion to take us to that next level, beyond our first learning projects.
- The more broadly we look the more it takes us to interesting places, such as objects and databases.
- We should kick ideas around in the MDLC Steering Committee before MINITEX takes them to the Advisory Council.
- The Steering Committee needs to be a vehicle for out-of-the box thinking.
- We need to figure out a way to have a lot of interaction.
- We need to identify a lot more players. That's going to take a lot of spade work.
- We need feedback from users – do we have feedback forms on the MDLC Web sites?
- How do we want to set this Steering Committee up in the future? How do we want them involved? This is the only such group that gets lunches and mileage.
- How do we work with the Minnesota Department of Education? Higher Ed and K-12 will be where we get our funding.

Conclusion: We make no changes now. The Management Team keeps working. The Steering Committee stays the same for now.

Strategic Plan and five-year vision

The committee first discussed a timeline. Bill reported that he has already approached the Minnesota Office of Higher Education. They'll ask in August or September for proposals to take to the 2007 Legislature. We need to figure out how to package our request.

MDL will need to ask for funding for digitization, administration, support. Bill said we would like to see funding for the MDL in the governor's budget, but we are also preparing to get help from the Minnesota Library Association and the Minnesota Educational Media Organization to help us pursue legislative funding. Bill asked the committee members if they would support him going alone to talk with legislators about funding. The committee supported that action. He stressed that we need stories to tell: how are people using the MDL? That gets legislator's attention.

Michael Fox said that we need to survey the community before defining projects.

Eric wants to examine how MnLINK, ELM and MDL relate to each other. Mike reminded the group that we started out wanting to make hidden collections accessible and now we've added preserving collections to our vision.

We've had to work piecemeal thus far. We just built these services. Now we need to look more closely at them.

Emily Kissane said that the Minnesota Office of Higher Education will begin internal discussions for funding projects once the current session is over. Kristi pointed out that we have plans to get input from participants in the annual meeting. John Butler asked what assumptions we are starting with, in light of the fact that we are talking about a large unknown when it comes to funding needs. Michael suggested that we choose a path, write a series of goal statements, describe those goals, and develop a process to get there. In all, we are asking the question: Is the MDLC a part of a bigger vision for MINITEX?

Suzanne Miller asked the committee: “Do you want to define yourself or do you want someone else to define you?” She recommended that we define the goals of the Minnesota Digital Library and then help create the integration with other services.

Others topics raised included:

- Do we want to build collections beyond those hidden collections we started with?
- Do we still want to work with developing and establishing standards?
- The MDL has to define what it is about and not let the MINITEX budget define it. We need to know who we are and tell people that.
- What do you want to be as the MDLC?
- What is the MDL? What is the larger thing out there? We’ve parsed the MDL out into a bunch of little things (collections, servers). We need that big vision. Maybe MDL is that larger vision.
- And we should ask if we should parse out this vision once we identify it.
- The MDLC Steering Committee is the group that should do this – develop the vision, ask the questions.
- In the hinterland (Steve Harsin’s word), we want one place to go to and it’s all there. How are we going to merge things together to make them useful to Minnesota?
- Perhaps the vision is one-stop shopping.

Recommendation: A subcommittee develop a draft vision and five-year plan. The Steering Committee then reviews it and makes recommendation and the subcommittee finalizes the plan. Then we send it to MINITEX for review. They send it to State Library Services, the Department of Education, the Minnesota Office of Higher Education, and the participants. We need something in place before the next Steering Committee meeting May 8. The Steering Committee adopted this plan.

Discussion then turned to the charge of the subcommittee and its membership.

Discussion of Charge: Develop the vision. This thing that you’re growing needs to be tangible. A structure that will serve us. Define what we are going out to other people for. Include cost continuance issues. Decide if you are a source for funding to digitize or a home for digital objects. MDL acronym itself provides us with a model for a tiered services – M = Access (through digitization), D = digital collections, L = service (courtesy of Eric Celeste). That tiered idea is a strong vision right there. Differentiate costs for each tier. How do we distinguish MDL from what other libraries do? When I look at us in this room in five years, what do I see? Discuss the vision, not the technology; don’t tie vision to any existing technology.

Charge: Update our vision based on new relationships. Use the coalition to drive us to the vision as a one-stop shop. Include discussion of tiered concept.

Membership: (volunteers) an MHS representative, Mike Kathman, Eric Celeste, Keith Ewing, Steve Harsin, Tod Digby, Bill DeJohn, Marian Rengel, a MINITEX staff member, Kristi Tornquist. (Kendall Larson volunteered to be a backup member but would have to attend by phone.

Bill will arrange the meeting time.

Next MDLC Steering Committee meetings

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

10 a.m. to 1 p.m. July 17, 2006. (Location to be determined.)

Annual Meeting

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

Notes by Marian Rengel (3/31/06)

Transcription of Post-Its

#1

<http://wiki.lib.umn.edu/MDLC/>

Subcommittee develops a draft plan & vision

MDLC Steering Committee Review – **5/8**

MINITEX Advisory Council Review – **6/2**

Review by MOHE, DoE, State Lib Ad. Council, users, participants – **summer**

Legislature – **Fall**

#2

How MDL:

- envisions itself
- fits with MINITEX
- asks legislature for funding

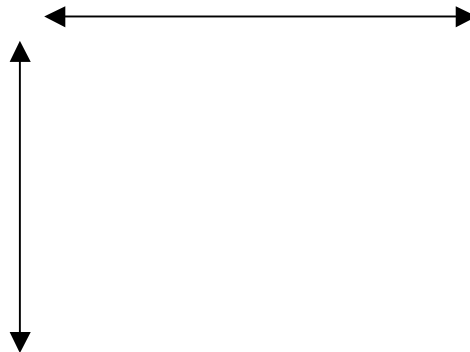
How do we differ from any library?

Tiers:

Dig: • Collections
(services)

Minn: • Access
(services)

Lib: • Services



#3

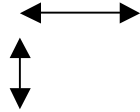
Subcommittee

Charge:

Update vision

Include (Tiers)

Outline of plan



Members:

MHS Rep

Mike (Kathman)

Eric (Celeste)

Keith (Ewing)

Todd (Digby)

Steve (Harsin)

Bill (DeJohn)

Marian (Rengel)

MINITEX staff

Meetings?

STEERING COMMITTEE
MDL PROJECT MANAGER UPDATE
MARCH 29, 2006

Milestones:

- The Martin County Historical Society Phase 2 project has been scanned and the metadata is completed & ready for upload.
- Nicollet County Historical Society project is scanned (they've added some Eastman prints as well).
- Blue Earth County is currently being scanned.
- Hamline has been scanned.
- University of St. Thomas is coming in this week
- NEMHC is coming in today (3-31-06)
- These projects represent approximately 1600 images

I'm working with the SMILE representative Nancy Steele who is putting together a group of small cultural heritage organizations for a project to be included in the MDL (includes the Faribault County Historical Society).

Project Proposals received:

- Blue Earth County Historical Society
- College of St. Catherine's
- Concordia University
- Goodhue County Historical Society
- Hamline University
- Iron Range Research Center
- Martin County Historical Society
- Nicollet County Historical Society
- North Star Museum of Boy Scouting and Girl Scouting
- Northeast Minnesota History Center
- Olmsted County Historical Society (dropped—but decide to participate!)
- St. Benedict's College
- St. John's Abbey
- Scott County Historical Society
- Sisters of St. Joseph of Carondelet
- Stevens County Historical Society
- Stewartville Public Library
- University of St. Thomas
- University of Minnesota, Duluth

TOTAL: 19

Institutions with verbal commitment to participate in Phase 2:

- Big Stone County Historical Society
- Carleton College
- Carleton County Historical Society
- Clay County Historical Society (also PBS site)
- Cottonwood County Historical Society
- Faribault County Historical Society (Nancy Steele)
- James J. Hill Library
- Minnesota State University, Mankato
- Northfield Historical Society
- Otter Tail County Historical Society
- Pipestone County Historical Society
- Ramsey County Historical Society
- St. Cloud State University
- (3)University of Minnesota Archives?
- Winona County Historical Society
- Winona State University

TOTAL: 18

Likely Project Participants: Total: 37

Projected New Projects (duplicates above project counts):

- Ramsey County Historical Society
- Winona County Historical Society
- Carleton College
- Clay County Historical Society
- College of St. Catherine's
- Concordia University
- Faribault County Historical Society (Nancy Steele)
- Hamline University
- North Star Museum of Boy Scouting and Girl Scouting
- Northfield Historical Society
- Sisters of St. Joseph of Carondelet

TOTAL: 11

Total image count from current project proposals: 3,100 (approximately)

**Total image count from current project proposals *to be scanned by MDL*: 2,200 - 2500
(approximately)**