

Minnesota Digital Library Coalition

Steering Committee Meeting

November 3, 2006

MINITEX Conference Room, Andersen Library, University of Minnesota

MINUTES

Attending: Kathy Parker (CSB/SJU), Bill DeJohn (MINITEX), Gay Galles (MEMO), Sue Ellingwood (St. Paul Public Library), Steve Harsin (IRRC), Marian Rengel (MDLC/SCSU), Kendall Larson (WSU), Ben Leonard (Nicollet County HS), Todd Digby, (Minnesota State Colleges and Universities), Bob Horton (MHS), Kristi Tornquist (SCSU), John Butler (UofM), Jason Roy (UofM), Eric Celeste (UofM)

Guests: Carla Dewey Urban (MINITEX), Mary Parker (MINITEX)

Kathy Parker served as chair for Kristi Tornquist who joined the meeting by phone from St. Cloud. Sue Ellingwood joined the committee, replacing Kathleen Flynn who has retired.

Outreach coordinator's report

Marian Rengel reviewed her report of activities since the Sept. 18 meeting (attached). She has distributed the call for projects widely, including newsletters and direct e-mail contact. She has received six applications so far and is working with organizations on an additional four to six applications. The Management team has a final proposal from Sandbox Studios to conduct the curriculum development and continue working on the development of Pachyderm and investigating the MDLC hosting an instance of that program on its server. She has begun discussions of assessment and the MDLC needs and focuses there. She is also presenting at SELCO/SELS next week and will meet individually with interested people to discuss participating in Phase 3.

Marian raised several issues for discussion. 1) Transcription. While transcriptions of handwritten documents allow for searching of those documents in CONTENTdm, we did not require them in our call for projects or in the application for phase 3. After discussion, committee members agreed that we do need transcripts before we can put them up on our database and that we should work with contributors to provide those transcripts, but that the contributors themselves are not required to provide the transcripts. The selection committee can assess the value of the documents in the applications and determine the efforts that the outreach coordinator and the MDLC need to make to obtain those transcripts. 2) Digital collections vs. digital resources. The MDLC specifically named in its current LSTA grant finding and making available to the public existing digital collections but does this include digital resources, such as searchable indexes of newspapers or birth and death records. The consensus was that we want to know about everything and with that knowledge we can determine how to move forward. Questions included: Do we want to work only with historical societies or do we want to include all cultural organizations? (All) Do we want to do a quick scan of resources or a census? (Something in between) People also gave examples of projects. Nicollet County has digitized all of its marriage records. Duluth Public Library has resources we'd like to expose; talk with them. Bob Horton suggested that the MDLC develop a project where people can contact us with information on their digital collections and resources, perhaps a blog or an online database or

survey. Steve Harsin suggested perhaps a link off of the main MDL page asking if they have digital resources (machine readable resources). This would provide an opportunity for people to volunteer this information. Eric Celeste suggested this could be something we could do in an ongoing way. Steve also suggested a “My Space” site for the MDLC and creating friends. The Steering Committee asked the Management Team to discuss and investigate these possibilities.

Funding

Bill DeJohn reported that he has sent a proposal to the Minnesota Office of Higher Education requesting a \$1.7 million increase for MINITEX funding that includes \$200,000 for the MDL. (Current MINITEX funding is at \$4.3 million.) Those dollars would be for administrative costs, and infrastructure support but not necessarily scanning. Whether that request moves forward depends on decisions by the office of finance and the governor’s office.

The MLA/MEMO legislative agenda includes support for that \$1.7 million request and the funding for the MDL.

The Minnesota Office of Higher Education will be conducting its series of public forums in November. Bill encouraged MDLC members to attend the one in their areas and support the request for MDLC funding. Susan Heegaard from the Minnesota Office of Higher Education will be attending all of the meetings.

MDLC organizational changes

The Management Team considered at its Oct. 30 meeting a proposal from Monica Ralston to reorganize the work of the MDLC. The redesign concept stemmed from the goals of the current grant and were based on a need identified by the Management Team to distribute some of the increasing work of the MDL to more members of the steering committee than those represented on the Management Team (see agenda, attached).

The MDLC has undertaken a lot of work. Eric supported the concept that we need other teams of people to participate. Kathy Parker pointed out that it is hard to get a handle on the whole project, but she and Sue Ellingwood agreed that they could take on some work if they had specific focused tasks to work on. The Management Team members know that members of the steering committee face differing time constraints. General consensus was that members would be able to give more time if the tasks are focused.

The plan presented by the Management Team for discussion included six necessary tasks:

1. Visioning (identity and long range planning)
2. Assessment of digitization projects across the state
3. Infrastructure support (technical matters)
4. Digitization services
5. Curriculum/Educational package development
6. Phase III project review

The management Team had combined these into three committees of the MDLC

1. Assessment and Vision
2. Infrastructure and Digitization
3. Curriculum and Project Review

The grant lays out goals and the grant activities call for certain actions. Discussion followed concerning the tasks of the MDLC; digitizing, identifying issues and questions facing

the Minnesota Digital Library, looking beyond just digitizing, looking beyond historical content, developing contact with state government. John Butler introduced a refinement of the three group model: one to deal with the future (visioning and assessment); the present (Management Team); the past (assessment, evaluation and reporting). The management team was established to deal with project management but has been asked to take on more.

To move forward, the steering committee agreed to the three-committee model and the division of work John envisioned. Each committee will consist of Marian, Keith (though we will ask him) and another member of the Management Team, plus additional members of the steering committee. Several people volunteered. Eric, Todd, Steve, Bob, and Bill volunteered for the vision and assessment committee (future). This group will also take the lead on the next LSTA grant. (Bill reminded the committee that state librarian Suzanne Miller is still very interested in helping the smaller organizations that do not have the digitization resources that larger organizations have.)

(Goldie, the University of Minnesota mascot, visited the meeting. He was a guest of a MINITEX employee who had won a contest. He gave high fives all around before leaving.)

Questions arose concerning the place of work on the curriculum. John said that he and others on the Management Team see curriculum development in this grant as a piece of the implementation responsibility and part of the Management Team's task. Marian explained that the Management Team has received a proposal from Sandbox Studios to conduct this piece of the grant project and she expects a contract to be signed soon.

Kathy, Gay and Ben volunteered for the assessment committee. Others recommended Keith.

People recommended that these committees meet several times between steering committee meetings. The Management Team meets every other Monday in conference calls. Some recommended that they also plan to meet after steering committee meetings to give them opportunity to work face to face. Kristi reminded the group that in the early days of the coalition they tried committees, but with little success. To make them work, people must be willing to contribute the time.

All agreed that the commitment of time that is the biggest challenge. The committee accepted that three-committee model, organizing the tasks as follows:

1. Assessment and visioning
2. Implementation (including curriculum)
3. Evaluation and reporting

The Management Team was asked to put together specific charges and tasks for the three committees, including the existing Management Team. Then they will circulate that information and give steering committee members the opportunity to volunteer to serve on those committees.

The Management Team will complete this task, then send out the charges and task lists to the steering committee so people not in attendance at this meeting may have the opportunity to volunteer.

Annual meeting

Marian reported that Daardi is willing to work on content.

Monica had sent Marian information on the availability of the History Center.

Bob will verify changes in policy at MHS that could effect the annual meeting.

Marian also reminded people that we no longer have grant funds to support this activity.

Could we use the Miller Center? Kristi said it is possible and Marian will check into it.

Do we want to consider having a keynote speaker? Could we do other sessions from outside of the MDL? Look at what others are doing? Clay County for example? A session on copyright? Perhaps on GenWeb? Social tagging? Could we pull in others? From museums? Local speakers rather than someone with a big, national reputation.

Marian will talk with Daardi and pick a date.

MDL on WorldCat

Carla reported that she had investigated questions raised by Management Team members and others concerning the project to have Minnesota Reflections data harvested by OCLC's WorldCat. There is no charge for this service and should OCLC start charging, we would simply stop having them harvest the collections. Carla and Marian will continue work on this.

Next Meetings

10 a.m. to 1 p.m., Monday, Dec. 11, MINITEX conference room, Andersen Library, University of Minnesota

10 a.m. to 1 p.m. Friday, January 26, 2007, MINITEX conference room, Andersen Library, University of Minnesota

Notes by Marian Rengel (11/3/06)

Outreach Coordinator's Report
Friday, November 3 2006
Minnesota Digital Library Steering Committee

Since September 18, 2006

“Minnesota Reflections” Phase 3 –

- Call for project proposals and Application form sent out to MDL listserv and other mailing lists, to more than 50 individual organizations, was included in MINITEX online news, will be in MnSCU newsletter, should be in MHS newsletter Revised application form. Compiled lists of organizations to send invitation to participate and will continue to working on that list.
- Have received six applications.
- Have discussed projects with four additional organizations. Expect applications soon.
- Reconstituted selection committee. Members will be
 - Bonnie Wilson
 - Lisa Marohn
 - Lydia Lucas
 - Steve Werle
 - Bruce M. White
 - Bill Wittenbreer (librarian, Augsburg)
 - Joanne Sher
 - Keith Ewing
 - Jason Roy
 - Marian Rengel
- Completed work with Jason, John, Keith and Carla on metadata
- Began work with Carla on metadata training documents
- Consulted with Keith, John and Sandbox Studios on assessment of “Minnesota Reflections” interface.

Curriculum packages for grades 4-12+

- Received final proposal from Sandbox Studios to develop two curriculum units
- Now developing contract for this work

Status of digitization work across Minnesota

- Gathered information on LSTA digitization projects across Minnesota, consulted with Jym Wroblewski
- Working with Ben Leonard to identify county historical societies that have digital resources online

Assessment

- Have consulted with all but one of the seven multitype directors to investigate how MDL might work with them to assess library needs. They have differing relationships with libraries and historical societies in their areas but we will be able to draw upon them for assistance during assessment
- Meeting with SELCO/SELS at their Nov 8 meeting and conducting special information session on Nov. 9
- Meeting with CLIC Nov. 20

- Compiled list of questions from visioning meeting notes and steering committee meetings that could guide assessment. Awaiting feedback.