

MDL Steering Committee Meeting  
May 18, 2007  
MINITEX

Present: Bill DeJohn, Keith Ewing, Kendall Larson, Marian Rengel, Todd Digby, Ben Leonard, Bob Horton, Irene VanBavel, Jason Roy, John Butler, Kristi Tornquist, Emily Kissane, Mary Parker, Steve Harsin (phone), Daardi Sizemore (Recorder)

1. Annual Meeting Update – Daardi Sizemore
  - a. Daardi asked for moderators
  - b. We also need topics for the MDL needs you session. The following ideas were mentioned during the meeting. If you have suggestions for topics please e-mail Daardi. She and Marian will finalize soon.
    - i. Ongoing Funding – Bill
    - ii. Assessment – Daardi, Marian, Kendall
    - iii. Social Computing- Keith
2. Minnesota Legislative Update – Bill DeJohn
  - a. MINITEX is in the Higher Ed budget (currently)
  - b. The increase may or may not survive legislative and executive processes depending on how the budgeting process develops
  - c. If MINITEX receives the requested increase, Bill prepared to start taking on some of the maintenance of the MDL (software/hardware)
3. Report on MHS Bush Grant – Bob Horton (Great Rivers Cultural Heritage Network – GRCHN)
  - a. Last September MHS received \$1 million grant for a 3-year project to look at expanding technology infrastructure. An aspect of this is to see how they could expand this infrastructure to other organizations. It also includes adding some new digital content.
    - i. They are working on a federated and distributed digital content search.
    - ii. They have acquired IDOL from Autonomy to do this. This is a very powerful product. They will be able to federate and aggregate data and link out to other data not on site at MHS.
    - iii. Handout on the project/Autonomy (mapping of internal databases currently.) (YELLOW)
    - iv. Possibly have a demo at our next meeting. Would be MHS only in year 1. Year 2 would include their partners. Year 3 is long-term planning (standards, outreach, education, what they can sustain, reallocation of resources, etc.)
  - b. They are looking at digitizing multiple types of material including oral histories.
  - c. Variety of other projects in development related to this Bush Foundation report.
  - d. At the end of the three years, they hope to offer a buffet menu of options on how organizations may link to the MHS product.

- e. MDL (Reflections) is on the table as a possibility for inclusion in the project. The work with the VRDB should make this easier to do. Not clear when this might happen. MDLC could possibly be added as a partner. MHS would need a proposal on how we could partner with them. (This would be needed by the fall.)
4. Survey/Outreach Findings – Next steps (Bill and Marian)
- a. Marian prepared and Bill had sent to the committee a summary of a brief survey that Mike Kathman had conducted in the Spring and of her outreach work.
  - b. These information gathering efforts reveal that there is a lot of interest in working with MDL but there is a lack of project planning.
  - c. Marian has some recommendations on how to educate people on project planning.
  - d. What about those groups that say we can't do metadata and need it paid for? What is the realistic point where the MDL says yes or no to paying for metadata?
  - e. Ben – How much effort do we put out to get “everyone?” What's our goal in terms of numbers of participants?
  - f. Marian - It seems that this really depends on a case-by-case situation. Meeting with people to understand their needs to decide who can/should be included.
  - g. Jason – We may want to start requiring that all participants attend a training session on metadata.
  - h. Bill – this is a good idea. MINITEX is putting up more tutorials on their Web site. Might this be an area we want to expand on? Maybe the tutorial becomes mandatory. (People really liked this idea.)
  - i. Marian now has an understanding of what some of the problems with the metadata are and she is working with the organizations to fix their metadata before it gets to Jason.
  - j. John – By giving the metadata to the participants, they can bring the best descriptions of their stuff. Contract work may or may not be the best option. We may want to review the best place to get the metadata from. (Who can do the best value added metadata?) This could be highly variable. Is there a role for a contract cataloging service to help with the clean up of metadata?
  - k. Marian believes that people would use a tutorial.
  - l. Who works on tutorial? MINITEX has software and know how. Marian, Jason, and Irene could be available to MINITEX staff to work on content.
  - m. There is money in the next grant to work on metadata assistance. Around \$5000. Possibly use some of this for the tutorial.
  - n. Irene mentioned the possible need for a tutorial for organizations on how to prep their materials for scanning.
  - o. We reviewed the recommendations in the survey results
    - i. Increased efforts of outreach coordinator – yes
    - ii. Financial assistance to help them – Maybe the tutorial

- iii. Expand the selection criteria – There have been many requests for different types of material (textiles, 3D, audio, newspapers, etc.) There is a cost with adding different types of material. We will need to continue to review this. Some of this is in the pipeline for our next grant.
- p. Survey was valuable. Marian has found it very helpful.

## 5. Current LSTA Update

- a. Scanning – Marian had handout with update. Eight new organizations. We will be maxing out our capacity for this grant. Images – 3925, Documents – 2281, Maps – 509, Transcripts – 309.
  - i. There were a lot oversize images included. Pushed the cost up a little.
  - ii. We are getting different types of material from our partners.
  - iii. We are getting better selections from organizations.
  - iv. These will be up online June 30.
- b. JPEG2000 conversion - Jason
  - i. All of the photos have been converted to JPEG2000 and uploaded into the 4.2 version of CONTENTdm. There have been a few problems with permissions.
  - ii. Some of the new collections are in CONTENTdm 4.2. The rest will be ready by June 30.
  - iii. Jason and John will send out a list of the upgrades to the steering committee
  - iv. Pre-production site – We will get the URL as well via e-mail.
  - v. They are feeling more and more comfortable with their process for managing the database in the long term.
- c. Usability Study
  - i. Scott Sayre, Jen Tansen, Jason Roy, Marian Rengel, Keith Ewing. Scott Hreha, Kristin Mastel are on the committee.
  - ii. We will have some college students; staff at U of M (no librarians) some media specialists, faculty at U of M. What about seniors?
  - iii. We are in the process of planning for this. It will occur next week at the U of M usability center.
  - iv. Jen will do some modifications based on the study. This is also necessary because of the change in 4.2.
- d. Spending
  - i. Marian had a handout on the budget
  - ii. Spending deadline to encumber money is June 30<sup>th</sup> this year
  - iii. We still need to spend \$13,000
  - iv. Possibilities to spend
    - 1. Buy a new scanner for MHS and U of M
    - 2. More Money for interface updates
    - 3. Duty days from Kendall and Daardi to find out more about what organizations have?
      - a. Talk to David Grabitske

4. Unlimited license was considered but the annual maintenance agreement was a significant increase so we decided against doing this.
5. Possibly change some in-kind hours to billable hours?
  - a. Nice to go in-kind
  - b. Consider how we can bill next year?
  - c. Consider how we give money to organizations for staff
6. Promotional “Cool stuff,” like tattoos and magnets – unfortunately we cannot charge publicity costs to the grant
  - a. Mary Parker told people to let her know what they might need. MINITEX might be able to pay for them.
- e. Reorganizing the MDLC – Discussion below
- f. Final Report Needs – Keith will send an e-mail out requesting information. Please do not ignore this e-mail!
- g. Other Textiles/3D objects – Discussed above
6. Next LSTA Grant – starts July 1 (blue handout) – We think what we applied for is what we got. These agenda items are from the activities section of the grant.
  - a. Update standards – (6a) – We haven’t looked at them since 2003. We want to revisit them. For metadata and scanning. Western States has added audio requirements.
    - i. Who will be responsible?
      1. Metadata – John Chapman?, Irene and Jason
      2. Best Practices – ?
      3. Born Digital – \$10,000
        - a. MHS has electronic records management guidelines and can work on pieces. MHS will take the lead.
        - b. What about contributing digital images?
        - c. Lots of different types of documents
        - d. We would need to look at helping organizations get best practices
        - e. Maybe bring in a speaker for session on this topic
      4. Audio - ?
  - b. Access to distributed collections (\$15,000)
    - i. MHS is doing this for their Bush grant and will work with Marian, Jason, and John on this.
    - ii. Marian reviewed past digital projects funded by LSTA to find out who we should connect to.
  - c. Pachyderm – (\$15,000) Todd
    - i. There will be a single hosted server. U of M will host it and make it available to a wider audience across the state. It will be open to the U of M community this fall. It will be opened to greater Minnesota at a date to be named later.
    - ii. Money in grant to pay for teachers to develop curriculum.
    - iii. MnSCU is interested in it for developing learning objects

- iv. LORAK, a committee U of M/MnSCU representatives, gave \$25,000 for Pachyderm. Some money for templates, tech support, educational materials, initial training for teachers, etc.
    - v. Steve said his education department is very interested in helping with this.
    - vi. We expect to continue to work with Sandbox Studios on this
  - d. Born Digital – Discussed above
  - e. Social Computing – Oregon State has been working with a version of CONTENTdm. It doesn't work now with version 4.2. Do we want to try something on our own? If we continue with CONTENTdm, we should make contact with OCLC/Dimema about this feature. We could possibly build an external wiki/blog, etc., that could connect into our MDL product. What do we mean by social computing? Create some ideas of what we mean so we know what we would want to develop/follow up on.
    - i. To do this we suggest a small group work on it
      - 1. A breakout time at the annual meeting
      - 2. John, Keith
      - 3. Bill will ask at OCLC
    - f. Preservation of Digital Collections – goes with born digital above
- 7. Planning for an IMLS Grant
  - a. Marian, Keith, and Mike Kathman applied for a planning grant. Will hear about in October/November
  - b. It's for developing standards for digitizing video
  - c. We are being encouraged to apply for a national leadership grant. We are having a hard time looking for a project with a national scope.
  - d. Maybe talk at our next meeting about how our vision might help shape a national project.
  - e. There is an element of risk of trying to doing an IMLS grant.
- 8. Report from Midwest Archives Conference in Columbus, OH
  - a. Daardi and Ben presented on Minnesota Reflections and have a stellar PowerPoint presentation.
  - b. Went well. Good attendance
- 9. Strategic Planning
  - a. Group met this morning
  - b. Handout about MINITEX Web site
    - i. Digital Minnesota for MDL
    - ii. Webmaster at MINITEX will begin work once it is approved.
    - iii. Bill would take to his advisory council
    - iv. This would involve re-branding of the MDL to be an umbrella for standards, projects, and education. Including Reflections, News and Events, Standards, Documents, Links to MN sites.
  - c. Proposed: The visioning committee recommends that the MDLC formally accept MINITEX as the permanent home of the MDL.
    - i. Steve moved and Bob seconded
    - ii. Approved by steering committee
  - d. Suggested followed recommendation

- i. MDLC should continue its leadership role in digitization by: 1) promoting standards, guidelines, and best practices; 2) increasing outreach and educational efforts on digitization including helping local organizations manage the digitization of their own materials; 3) continue to provide digitizing services as a transition; and 4) examine alternatives to centralized scanning.
      - ii. Bob moved, Marian seconded (modifications made and included above.)
      - iii. Approved by steering committee
    - e. Re-organization – Group will meet on June 11
- 10. Ironworld is hiring for a curator and several other positions.
- 11. State Fair – Don't forget that this is coming up. Volunteers needed. We will again be in the education building.
- 12. Annual Meeting – Final thoughts – Suggestions to Daardi.
- 13. Next MDLC Steering Committee meeting – 10 a.m. to 1 p.m., Monday, August 13, at MINITEX conference room in the Andersen Library at the University of Minnesota Twin Cities.