

Minnesota Digital Library  
Steering Committee  
Meeting Notes  
October 15, 2007 - MINTEX

Attendees: Bill DeJohn (MINITEX), John Larson (St. Paul Public), Keith Ewing (St. Cloud State), Mary Parker (MINITEX), Scott Sayre (Sandbox Studios), Kendall Larson (Winona State), Ben Leonard (Nicollet County Historical Society), Steve Harsin (Iron Range Research Center), Kristi Tornquist (St. Cloud State-via phone), Marian Rengel (MDL/St. Cloud State), Todd Digby (MnSCU), Jason Roy (U of M), Irene VanBavel (MHS), Bob Horton (MHS), John Butler (U of M), Emily Kissane (MN Office of Higher Education), Daardi Sizemore (Minnesota State Mankato) – recorder

Updates:

1. Digitization projects – Marian
  - a. Several projects are in progress and/or being reviewed. (Several diaries, plat books, etc.) There are several deadlines for applications. We are already past our budget for transcriptions but this should be okay. With the proposals in hand we are at about 30% of our budget. There are about 20 other proposals in the works that Marian is working on.
  - b. Other neat things going on.
  - c. Marian will send out a written report.
2. Social Networking – Marian/Bob
  - a. Management team is considering a proposal from Eric Celeste to use a Wiki to develop an option for social networking from the general project.
  - b. This is a separate entity from CONTENTdm. It is attached but not editing the CONTENTdm material.
  - c. It is a proof of concept. We believe that the proposal will take us farther than we said we would go in this current grant. It will be a great way to test out options. We do not know if Wiki is the correct format but it will test options for us.
  - d. Long term questions – How do we evolve it? Bill asked if others have done this within CONTENTdm. There is an individual in Oregon who has done some work but with each upgrade the connections get lost. OCLC is doing some social networking but they are focusing on Worldcat and are expecting people to export the material from CONTENTdm to Worldcat.
  - e. Is there a particular Wiki Eric is planning to use? PM Wiki is one that Eric is most familiar with. Media Wiki is the Wikipedia model and is another option more people are familiar with this. Eric will use whichever wiki we prefer. If we use Media Wiki it will cost more and take longer because he is less familiar to it. Media wiki also has many extensions developed on it.
3. Curriculum Development – Marian/Scott Sayre
  - a. We have grant funding and MnSCU funding to spend on this project. It will allow us to use Pachyderm to work with teachers and the U of M to develop curriculum. Scott Sayre from Sandbox Studios will be managing this for us. We have approximately \$50,000 for this project. Most of the contract is for Sandbox. John Butler will be the contact with OIT.

- b. Version 2.1 is being worked on by the Pachyderm programmers and will benefit everyone. Many new templates will be developed. They will also be working on the application (not the pretty) side to strengthen the program.
  - c. Training piece – we are going to be working with K-12 teachers and community college professors.
  - d. U of M is adopting Pachyderm as an important learning platform
  - e. Advisory Committee – John, Todd, Marian, Keith, and Scott
  - f. Is there anything to be shown at the January MEMO conference? To show the school librarians. There are two projects up now done by Sandbox. Marian and Kris Wetterlund (sandbox) presented at the recent MEMO conference with really positive comments.
  - g. Teachers are applying to participate; we are expecting to have to turn people away. (This is good.)
  - h. What’s the timeline? Training completed by late winter, work with teachers through the spring to develop something. Sandbox is facilitating this. Following the work, the MDL will need to host the products. A big question is how we let the public use this in the long term. One of the outcomes of this project is to try and learn the long term needs of such a project.
  - i. MHS has looked at the long term sustainability of curriculum issues and Bob suggested talking with their education department. Marian will follow up on this.
  - j. What about intellectual property and rights regarding these modules? What is the agreement they are signing? If they are... We will need to watch this carefully.
  - k. There is a lot of interest in this project at all levels.
  - l. Marian has a press release ready on the two projects that are currently available. MINITEX will/has been distributing info about them.
4. Born Digital – Marian/Bob
- a. We have \$10,000 for this. We will be focusing this as an educational topic for the year. We are talking about having regional conversations with different user groups. Records managers possibly as a group to focus on.
  - b. Use some of the money to have people at MHS to focus on this topic (for smaller places)
  - c. Museums/historical societies definitely need help
  - d. Marian – Not all municipalities have a clue.
  - e. MHS has electronic records guidelines that are available. We need to be careful to stay away from records management.
  - f. We should continue to focus on work with historical organizations but keep our eyes and ears open to municipalities that may have needs/materials we can bring on board or make connections to historical societies
  - g. How does MDL fit in county projects? Maybe not through MN Reflections but another way.
  - h. If this is an educational year, perhaps we need to look at how the MDL fits in the long term related to access.
5. Universal Access – Keith/John/Bob
- a. There is a meeting following the steering committee meeting
  - b. The group visited MHS to see the Autonomy/IDOL project. The group is looking at ways of having a single interface search across many different projects/places. IDOL

has some built in options to connect them. MHS and the MDL are looking at the best options. (z39.50, etc.)

- c. Possibly looking at the Google assets
- d. This is still being reviewed. There is a budget for some work in this area.
- e. The pilot was to use IDOL and the MDL. They hope to identify what products work together.
- f. MHS Bush Grant – they are at the end of the first year. They implemented IDOL using their own (MHS) resources. Next year is testing the extension of IDOL with different partners (ex. MDL and CONTENTdm, county historical societies and PastPerfect).

#### 6. Collection Assessment – Kendall

- a. Kendall has a written report. It is based on previous discussions. There is an interest to redo the original collections survey. What is the digital landscape? North Carolina has a good example (ECHO), online portal.
- b. Draft idea for discussion
- c. Useful in many ways, issues include inputting data and maintaining current data (huge challenge)
- d. If we decide we want to do this, there are options in how we gather data (possibly students, like ECHO, etc.)
- e. Question is: Do we redo the initial survey? Use the data from a 1980s MHS survey? Do this online idea? What about developing **better incentives** to get stuff online via the MDL? If we emphasize the use value of our product we will get a better return.
- f. Over 80 historical societies are using PastPerfect, can we leverage that?
- g. Perhaps we use the model Kendall drafted and target our current users. It will help give people a way of sharing information about their collections in a larger way.
- h. Is it worth doing a directory if there are very powerful search engines that can retrieve data online? If we did a directory we would need a real use for it (from the MDL point of view.)
- i. We reviewed the North Carolina ECHO website.
- j. Put our earlier survey results up and keep it informal. Possibly a wiki and encourage people to update.
- k. One goal of this project is to find projects to digitize. People are not knocking down our door and Marian has to work harder than many realize to bring in projects and it takes time. If we change things up and ask users what they have, we have a different way of identifying projects for digitization.
- l. We have to spend our money, and are currently not very selective.
- m. Can we currently identify the most often used objects? We can't now, but it may be possible. It is worth pursuing?
- n. There is a lot of confusion about what we should do (from the assessment group). It really will shape the future of the MDL. It needs to be shaped by strategic planning
- o. The ECHO project is a user project. If we did something similar it would be a layer of what we do to provide access in different ways.
- p. If we did a database that could be searched – is it needed?

- q. What do we do? Marian, Kendall, Daardi, and Ben will talk about this and bring back more information. The Strategic Planning and Visioning committee will also address this issue.
- r. Scott – In our experience, working with teachers, finding what they need for the curriculum is a challenge. They want a hub to start with.
- s. Ben – Have we ever surveyed who our users are? Not yet. We have targeted K-12 for a variety of reasons.
- t. We do have the data on what people are searching for. This might be something to follow up on. – “Minnesota,” “Favorites,” “Minnesota Reflections,” “Search,” “County” are the top five search terms this year.

#### Committee Work

- 7. Management Team
  - a. Talk about the reorganization of the committees
  - b. They continue to meet regularly
- 8. Strategic Planning and Visioning Committee
  - a. They have not met since the annual meeting
  - b. Bill intends to call the group together to work on their projects, before our next meeting.
  - c. The minutes from this and previous meetings will contribute to their discussions.
- 9. Assessment Committee
  - a. See above
  - b. There are no senior administrative types on that group. (Kathy Parker, was she on it/still interested) Is that an issue?

#### Other Issues

- 10. Annual Meeting-2008
  - a. Should we do it? It is popular
  - b. Where should we go
  - c. Daardi had a handout
  - d. St. John’s is willing to host
  - e. Option A or Option B – There will be techies and non-techies interested in option A to really keep our audience solid.
  - f. If we go to Option B then we may lose some of our core audience
  - g. Could we have a teacher track on the same day with a little overlap? Work with MHS to help teachers get credit. They may only attend a piece of the meeting.
  - h. What about option a and b? We are talking about having regional presentations to talk about open access
  - i. What about a call for proposals? (People like this)
  - j. A session about Pachyderm for K-12 and for Higher ed
  - k. Marian and Daardi will work with Kathy Parker to have the annual meeting in June at St. John’s. Keeping it outstate is good.
  - l. We will pay attention to who is attending to consider moving locations
- 11. MDL Membership and what to do with it – Marian
  - a. At least one organization was interested in digitizing and didn’t want to join the MDL

- b. Not all of the steering committee have filled out the form
- c. Marian suggests getting rid of the membership form.
- d. Is there a value of having members vs. participants?
- e. The Strategic Planning and Visioning committee will address this issue.

12. MDL Website – Keith/Bill

- a. Working on revising MDL front page (not reflections) to look at a new structure. A new way to manage our data

Funding

13. MINITEX Funding

- a. Bill and Marian have been working on this.
- b. Handout
  - i. MINITEX is contributing \$60,000
  - ii. LSTA - \$224,925
  - iii. MnSCU - \$10,000
  - iv. Learning Innovations Council - \$25,000
  - v. Total - \$319,925 (not including in-kind)
- c. What about a contract cataloger to clean up metadata? We did not include this in the grant. MINITEX may be able to test this out. Marian and Bill will discuss
- d. We have successfully added money to the MINITEX budget.
- e. Please report in-kind time to Marian

14. IMLS 2007 Planning Grant Update

- a. We did not receive the grant – It was for exploring best practices for presenting digitized video using Flash. The focus on Flash was considered too narrow.
- b. IMLS is making planning grants – up to \$40,000, one per state to look at preservation of historical materials. MHS has applied and added the MDL as a partner. It will fund focus group meetings, survey, and analysis of results.

15. FY2008 LSTA Grant Planning

- a. If we start work on items 1-6 in agenda and identify the topics that will need ongoing support, it will help us shape a future grant. So start thinking and get ideas to Marian.
- b. Letter of intent is due January 7<sup>th</sup>. The topics need to be identified by that time.

16. Scheduling next

- a. How often should we meet (less often?)
- b. Perhaps quarterly (October, January, April, July)
- c. January 25, 2007

Other – Thanks for all of the help at state fair. There are magnets for folks.