

## **Digital Scriptorium, Mid-year Board Meeting**

10 February 2017

289 Doe Library

University of California, Berkeley

### **Minutes**

Present:

Debra Cashion, Executive Director/President

Janine Pollock, Deputy Director/Vice President

E.C. Schroeder, Treasurer

Lynn Ransom, Secretary

Vanessa Wilke, Director at Large

Cherry Williams, Director at Large

Lynne Grigsby, Technology Host

Absent: Consuelo Dutschke, Director at Large

### **Morning Session: Governance**

Executive Director and President Debra Cashion called the meeting to order at 9:15 am, and thanked Lynn Grigsby and University of California-Berkeley for hosting the meeting. Following the opening remarks, DC reviewed the outcomes of the Annual Meeting, held September 11, 2016, at which the new bylaws were approved. DC also noted the new memberships of Wellesley College and Tufts University. E. C. Schroeder moved to approve the minutes, Cherry Williams seconded, and the minutes were approved.

Discussion then moved to future meetings. It was noted that while the Annual Meeting is required under the bylaws, the midyear Executive Committee meeting is not. All agreed both meetings have equal importance but different purposes and that the Executive Committee should continue to meet every six months.

The date for the 2017 Annual Meeting was set for October 4-5, to be held at the Beinecke Library and in coordination with the Takamiya conference on October 6-7.

It was suggested that the 2018 Executive Board meeting be held in Pasadena to tie in with the California Bookfair. VW offered the Huntington Library as the host institution.

Under the next item on the agenda "Incorporation and 2017 Tax filing," discussion turned to location of the DS archive, currently at Columbia University. General agreement that archive needs to be moved and processed to locate history of agreements, especially the current agreement with UC Berkeley. DC also needs an annual report for taxes, though we are taken care of for the 2017 tax year.

Regarding a formal, written agreement between Berkeley and DS, the current recollection is that the agreement was made by email. LG found the email with the proposed costs and will distribute to group. Regarding future of the archive, CW volunteered taking the archive at UC-Riverside. EC will also speak to Consuelo Dutschke and Barbara Shailor regarding the archive and whether or not there is a formal written agreement.

Two final items on governance were the Treasurer's report and the revised Memorandum of Understanding. Regarding the treasurer's report, ECS will present the 2016- report at the Annual

Meeting in September and will retroactively create a report for 2015-2016. DC noted that the DS fiscal year now follows the calendar year.

DC presented the draft of the Memorandum of Understanding for Members/ Associates and opened discussion. DC noted suggested revisions and promised to distribute revised version to the group for approval. Major points of revision were refining language in following areas: assigning of membership levels; ownership of data (LG recommended a generic statement rather than a defined CC statement); board nominations and elections process.

### **Afternoon Session: New Perspectives on Technology**

LG and DC presented new metadata template and updates to website. Institutions are now using a flattened out template that will facilitate entry and uploading. Outstanding issues are persistent, or directed, links to images; and use of an authority file for names. The Virtual International Authority File (VIAF) was raised as a possible provider for authority names, but this issue will require further investigation.

At 12:00pm, the meeting paused for lunch and a tour of the Bancroft Library given by David Faulds, Curator of Rare Books and Literary Manuscripts.

The meeting resumed at 1:30pm, with a presentation by Benjamin Albritton (Stanford University) on IIF. This was followed by a discussion how DS can participate in IIF. It was agreed that DS should participate, whether as contributor or consumer of content or both; exactly how remains to be determined. Board members thanked Albritton for his presentation and look forward to further discussion.

The IIF conversation led to broader discussions about the future of DS and what it aims to be. LG raised the issue of DS's adaptability to the new Berkeley Digital Collection and whether it's worth forcing DS into this new architecture, or developing DS into something else. The group considered the questions what should we be? How do we make decisions? How do we maximize and not sacrifice discovery? The group decided to add a discussion to annual meeting agenda on the future of DS. JP will send out a survey to the DSall list prior to the meeting to engage discussion. The results will form the beginning of a strategic planning process.

At the end of the meeting, the following outcomes to be acted upon were identified:

- Vote on revised MOU
- EC to get budget info: 15-16 report; expenses; send out invoices
- Participant survey in preparation for Annual meeting (JP to write)
- EC to talk to Barbara about Consuelo's archive
- CW will "birddog" records management
- Kalamazoo session proposal CW
- Organize conference call to check in

Meeting adjourned at 5 pm.