

Digital Scriptorium Board Meeting

06 September 2018

Room 403 Rivera Library, UC Riverside



Digital Scriptorium

Board of Directors

Debra Cashion, Executive Director/President

Janine Pollock, Deputy Director/Vice President

Vanessa Wilkie, Director At Large

Consuelo Dutschke, (Director At Large, Exec. Dir. Emeritus)

Lynne Grigsby, Technology Host (ex officio)

Lynn Ransom, Secretary

E. C. Schroeder, Treasurer

Cherry Williams, Director At Large

In attendance:

Debra Cashion, Executive Director/President

Janine Pollock, Deputy Director/Vice President

E.C. Schroeder, Treasurer

Lynn Ransom, Secretary

Vanessa Wilkie, Director at Large

Cherry Williams, Director at Large

Lynne Grigsby, Technology Host

Minutes

At 9:00 am, Debra Cashion called the meeting to order. Members of the Executive Board were welcomed by UCR's Associate University Librarian for Collections Tiffany Moxham and DS host Cherry Williams. The meeting then began with approval of the minutes from the February 9, 2018, Executive Board meeting.

I. Old Business

Director's Report

Cashion delivered the Director's Report. The report was presented in three parts: 1) what the DS board has done since it started three years ago, 2) what we are doing now, and 3) what we are planning to do. For the first, Cashion noted the move to a 501C3 status, setting up financial processes, and the redevelopment of the DS web interface as the initial and steps for DS as it begins to plan strategically for the future. She noted that what we are doing now is preparing to address the technical future of DS, which would be the primary topic of this meeting.

Following the report, Cashion discussed some concerns that members of the Advisory Council had shared with her regarding the Board's decision to remove two databases from the DS website, Nadezda Kavrus-Hoffman's Catalog of Greek manuscripts and the Census of Petrarch Manuscripts compiled by Dennis Dutschke. While the Board appreciates the concerns expressed by the Advisory Council, the board felt that the decision to remove the two census databases had been made following a series of discussions at previous meetings, including the annual meeting at Harvard in September 2016, as posted in the Minutes on the Governance page of the DS website. The Board nevertheless resolved to improve engagement with the Advisory Council.

E.C. Schroeder then raised several questions of the structure of the Advisory Council, including: 1) can we better define the role of the Advisory Council; 2) whether term limits should be considered, similar to those of the Board of the Directors. The Board agreed that clarification of structure and purpose is in order and will contact the AC to ask for feedback and suggestions for codifying the role of the A.C. as a standing committee appointed by the Board.

To conclude the discussion of the Advisory Council and its concerns about DS not hosting the two census databases, Lynne Grigsby suggested that Berkeley could put the databases on the Internet Archive for online access and then return the data to the authors with possible options for other avenues for storage, including the Schoenberg Database of Manuscripts. Lynn Ransom offered the assistance of her staff if the authors decided to pursue this alternative.

Elections

Janine Pollock reported on the election for a new board member following Consuelo Dutschke's stepping down from the board to serve on the Advisory Board. In June of 2018, the Nomination Committee (Janine Pollock and Lynn Ransom) put out a call for nominations. David Faulds of the Bancroft Library at UC-Berkeley responded with a self-nomination. The board accepted the nomination and agreed to formally recognize outgoing member Consuelo Dutschke and thank her in absentia for her contributions to DS over many years. Remaining members of the board agreed to stand for re-election. Elections will be held at the annual meeting on the following day, September 7, 2018.

Further discussion on attracting future board members followed and strategies for doing so. Most obviously, new members need to be added. Schroeder suggested holding the meeting in Chicago, where there are currently manuscript collections but no members, in order to attract those collections. All agreed that this would be worthwhile and Cashion will follow up. Ransom and Pollock volunteered to hold the meeting in Philadelphia if Chicago does not work out.

Treasurer's Report

Schroeder delivered the Treasurer's report noting first which institutions have not paid: Tufts, the Beinecke Library, and the Free Library of Philadelphia. He confirmed that he would follow up on those with Meilin at Berkeley to see what happened.

Cashion raised the possibility of starting an operating budget, which would allow DS to pay for meeting expenses, publicity, and other operating expenses. Up to this point, all expenses have been covered by Cashion out of pocket. Schroeder asked if funds could come from membership fees if obligations to Berkeley are met. Cashion noted that we have consistently fallen short of what DS owes to Berkeley each year for technical hosting. She asked the Board to contribute to the fund as a start, which was met with general approval. Several suggested going to the Advisory Council to ask them to provide further support. Schroeder agreed to help DC with a strategy to approach members. Grigsby suggested we open a Paypal account and Cashion promised to investigate tools for accepting online donations.

Membership Report

Vanessa Wilkie reported that in the past year, DS acquired one new member, the University of Oregon. She suggested creating a new membership category “on deck hustling” that would identify institutions that are close to joining but haven’t due to various issues. The first of these would be Ohio State University and Northwestern University, which have both expressed interests but face institutional hurdles. Schroeder also suggested Southern Methodist University (Bridwell Library), the Newberry Library, University of Chicago, University of Illinois-Urbana-Champaign, and Western Michigan University, where Advisory Committee member Liz Teviotdale could help.

Wilkie also requested and shared feedback from the Ransom Center at the University of Texas at Austin and Notre-Dame University: the Ransom Center said major cuts to recurring state funding made belonging to DS unjustifiable, stating that “DS doesn’t offer clear and significant benefits.” Notre-Dame University offered a lengthy and detailed response, which Wilkie summarized: they think Cashion is taking DS in good direction; they might consider re-joining if membership is free to those who contribute data content; they had concerns about better quality control of data; and they questioned whether the platform and utility is not on par to cost. In short, they felt that it is hard to make case for funding in the present.

Technology Host Report

Lynne Grigsby provided some key updates regarding technology. Wordpress is changing on the backend, which will change blog posting and edit functions. Cashion and Ransom agreed to take a training course with Lynne’s staff. Grigsby also noted that the Beinecke images that were missing from the online platform are now in DS and the problem has been resolved. She reported that work continues on the MARC records export to Huntington (which will be discussed in more detail by Wilkie tomorrow). Grigsby also requested that an Excel spreadsheet be submitted from the work done at the Medical Library at Yale by members of the Advisory Committee.

Of special note, Grigsby reported that Berkeley has signed contract with Tind, a Norwegian based company (<http://info.tind.io/ils>), for its Digital Asset Management System (DAMS).

Berkeley is planning to launch early in 2019. WebGenDB will be retired. Tind can take in MARC data. How this change will affect DS needs to be worked out.

In other business, Cashion reported that she had been approached by Marilyn Lundberg Melzian of USC to write an article on Digital Scriptorium for *The Textual History of the Bible*, a multi-volume project published serially by Brill: <https://brill.com/view/serial/THB> . The Board expressed general enthusiasm over this recognition and was delighted that DS was given this platform to promote itself. The article is already in press; Cashion will report when it comes out.

II. New Business

At noon, the Board broke for lunch, generously provided by UC-Riverside, and reconvened at 1:30 to address new business.

User survey

Janine Pollock reviewed the results of the survey conducted over the course of the previous year: <https://www.surveymonkey.com/results/SM-56CJMW96L/>. Pollock noted that suggestions are helpful as we move forward. It was suggested that Cashion add language to the Finance webpage to say what DS membership fees pay for, and to acknowledge member institutions for supporting DS by sending representatives to meetings. The concern was that members might presume they are paying for Board meetings, including travel and lodging for Board members, but that is not the case. All DS membership fees are collected by Berkeley to cover technical hosting and management of the website.

February Planning Meeting

The remainder of the Board meeting was spent discussing the February planning meeting to be held at the Beinecke Library. The two possible dates for the meeting were identified as February 18-19 or 25-26. Schroeder will confirm the availability of these dates and get them in the Beinecke's calendar. Further, the Board refined the list of questions to be explored and began identifying invited speakers. The results are still in progress but captured in several documents in the "February 2019 Planning Mtg" folder in Google Drive:

https://drive.google.com/drive/folders/1Ob3hlpEP-rS2sPI65_ZxgZ8IHTPCNUrF

The Board also discussed possible funding sources. In addition the identified grants offered by the IMLS, NEH, and CLIR, the Board also discussed the possibility of approaching the Mellon Foundation to support implementation following the planning meeting, which should result in a 3-5 year plan forward for DS.

The meeting adjourned at 4:00 pm.