



DS Remote Board Meetings
17 February 2020, 3:30-5:00 pm Central
21 February 2020, 2:00-3:30 pm Central

Summary Minutes

Board members in attendance, Monday 17 February:

Janine Pollock, David Faulds, Lynn Ransom, Lynne Grigsby, E.C. Schroeder, Debra Cashion

Board members in attendance, Friday, 21 February:

Janine Pollock, David Faulds, Lynn Ransom, Lynne Grigsby, Debra Cashion, Vanessa Wilke, Cherry Williams

I. OLD Business

IMLS GRANT PROPOSAL: DS Secretary Lynn Ransom directed this part of both meetings.

A new grant application is in progress for the IMLS Planning grant. Debra and Lynn have started working on the narrative and figured out work assignments for the whole board:

Statement of National Need: Debra

Project Design: Lynn Ransom

Diversity Plan: Vanessa and Cherry

National Impact: Janine and David

Review of complete application: E.C.

First drafts on respective sections of the narrative are due by **Tuesday 25 February 2020**. Please see this Google folder for the documents under “DS 2.0 Planning Grant/Full IMLS Proposal:”

https://drive.google.com/drive/u/0/folders/1HAD9UFEQm_dDhMZiQDew7nwTY7HiCpnT

The working document is called “5. Project Narrative:”

http://openn.library.upenn.edu/html/bibliophilly_contents.html

People can either write directly into this document, the base text of which is our IMLS Preproposal (displayed in blue ink), or you can make a separate document in the same Google folder: "Full IMLS Proposal," so that other members of the board can refer to your essay. If you write into the document called "5. Project Narrative," please use "Suggesting Mode" to write in Googledocs, as this will track your changes.

For guidance writing drafts please refer to the IMLS "Notice of Funding Opportunity" (NoFo) and "National Digital Infrastructures and Initiatives" report (June 2018), both uploaded to the "Full IMLS Proposal" Google folder. The expected date to send the complete application to Ashley Sands at IMLS for pre-review is: **Wednesday 04 March 2020**. Lynn Ransom will need the final draft ready for submission through UPenn by Wednesday 18 March 2020. The final submission deadline to GRANTS.GOV is: **Monday 30 March 2020**.

II. NEW Business

These matters were discussed at the remote meeting on Friday 21 February:

1. DS Metadata spreadsheet, newly revised version (Lynne Grigsby):

<https://docs.google.com/spreadsheets/d/1TTQ0Ok2Fj8yKwGnaCTzXkuh3g7p2G1rEy1UI63C3LFU/edit#gid=553164114>

Lynne and IT staff at UC Berkeley have revised and improved the metadata spreadsheet for adding metadata to the DS database. This document, called "BatchLoad_2020.xlsx" has been uploaded to the "DS METADATA" folder in Googledocs. It is also accessible from the DS website: <https://digital-scriptorium.org/about/for-content-contributors/>

Lynne has asked everyone who uses the new metadata spreadsheet to remember to NOT change the labels of the headers or columns, but add records one row at a time. Any member confused by the spreadsheet is welcome to email Debra for help with it.

2. New membership requests from:

Cornell University: Tamar Dougherty, td372@cornell.edu

UCLA: Athena Jackson, athenajackson@library.ucla.edu

Debra was contacted by Tamar Dougherty and has forwarded the email chain to Vanessa, who will help Cornell prepare for new membership, which can't become official until the next annual meeting of DS. David Faulds was in contact with Athena Jackson, the new head of Special Collections at UCLA, who also expressed her interest in joining DS. Debra will forward the email she received from David about it so that Vanessa can go from there to establishing contact with Athena.

3. DS Archive at Grolier Club: Meghan R. Constantinou contacted Debra about a request from Bridget Whearty of SUNY Binghamton to access the DS archive for a new publication: *Digital Codicology: Medieval Books and Modern Labor* for publication with Stanford University Press. She would like to use the archive over her spring break, March 4-6. At issue: the archive actually represents the papers of Consuelo Dutschke, so we have no clear idea of what is in it. Debra spoke by telephone with Meghan at the Grolier Club and she considers the archive to be a closed, not public archive, so access to the archive depends on who owns it. Meghan also expressed that the Grolier Club is not really staffed to process the archive thoroughly, and she asked whether the board would like to move the archive to somewhere else where it could be properly processed. Meghan also explained that the Grolier Club is not in a position to accept more papers from the present DS Board.

Debra proposed to the board that the Grolier Club consider the papers to be the private papers of Consuelo Dutschke, because the DS board can't take responsibility for them without knowing their contents. The board agreed that this was the best decision, but also suggested that a previous offer from Cherry Williams to bring the archive to UC Riverside for proper processing is still an option, if Consuelo and the Grolier Club agreed to it.

Both meetings ran about 1.5 hours and were conducted using the Zoom meeting interface. The board agreed to postpone setting up another remote meeting after until feedback from Ashley at IMLS is received. If the draft is submitted to her for pre-review on 04 March, that should be about a week later on 11 March 2020. At that time it will be decided if another meeting is necessary.