



Digital Scriptorium

Digital Scriptorium Annual Meeting

24 September 2021

2:00-4:00 pm EDT

Remote Meeting via Zoom

DS Board of Directors

Debra Cashion, President & Executive Director	Janine Pollock, Vice President & Deputy Director
Lynn Ransom, Secretary	Vanessa Wilkie, Director at Large
E.C. Schroeder, Treasurer	Cherry Williams, Director at Large
Lynne Grigsby, Technology Host (ex officio)	David Faulds, Director at Large
Lisa Fagin Davis, Chair, Advisory Council (ex officio)	
Emma Thomson, DS 2.0 Project Manager (ex officio)	

Minutes

CALL TO ORDER: Meeting was called to order by Debra Cashion who welcomed all participants to the last meeting of her six-year term as President and Executive Director of DS. Fifty-six people were in attendance, including all members of the Board of Directors.

REPORTS

Debra Cashion submitted her annual Director's Report, comprising a summary of milestones and achievements during her tenure as President, 2015-2021. For details see the submitted report, also posted on the DS website.

E.C. Schroeder, outgoing Treasurer, submitted the annual Treasurer's Report, in which he reviewed the annual budget. Major revenues included the award of \$100,000 planning grant from IMLS and \$100,500 raised by contributions from some of the largest DS member institutions, including Columbia University, Harvard University, Huntington Library, Princeton University, Univ. California Riverside, Univ. of California Berkeley, and Yale University. Schroeder thanked these institutions for their generosity and explained that the money raised was used to support DS 2.0 during a "bridge" year between the planning and implementation stages of support from IMLS. Schroeder invited further institutions and individuals to donate to DS. He explained that contributions from institutions will be applied to DS 2.0, but individual donations will be applied to the operations budget or to the DS investment fund, depending on the donor's wishes. Individuals can donate to DS through a PayPal link on the DS website.

Lisa Fagin Davis, Advisory Council Chair, announced changes in appointments. James Marrow and David Ganz are stepping down and Liz Hebbard and Eric Johnson are joining. Staying on to complete their respective terms are Consuelo Dutschke, Barbara Shailor, and Bill Stoneman. After today's elections Ray Clemens will move from the Advisory Council to the DS Board of Directors.

ELECTIONS

Janine Pollock, DS Vice President and Chair of the nominating committee presided over DS Board elections; see below for slate of candidates who each introduced themselves. The full slate was approved unanimously by the DS voting membership. Janine then acknowledged and thanked the Board members stepping down: Cherry Williams, E.C. Schroeder, and Debra Cashion.

NEW MEMBERS

Vanessa Wilkie. Director-at-Large in charge of membership introduced the new membership of Princeton University. This was followed by a presentation by Emma Sarconi of Princeton University Libraries of Princeton's manuscript collections.

DS 2.0

Lynn Ransom, Emma Thomson, Doug Emery made presentations about DS 2.0.

Emma Thomson provided an update of progress made supported by the IMLS planning grant. Project reports and other documentation is posted on the DS website. Bridge year funding will allow all for continued project management and work on the prototype for the DS database. The bridge year (2021-22) will focus on the back-end of the database. Work on the front end of the database and website will begin in fall 2022.

Doug Emery discussed the plan for DS data transformation. Emery explained how DS will take structured metadata from contributing institutions and map it to a template based on Wikidata with fields defined by a data dictionary. DS will accept source data in multiple formats, convert it to a common CSV file, clean and enhance the data, linking it to authorities, ingest it into the new database, and assign unique identifiers to each manuscripts. Testing is already in progress using a variety of sources, including MARC, TEI, and METS/MODS data from current DS records. So far the data transformation has been relatively easy when the data structure was consistent.

Lynn Ransom outlined next steps for DS in respect to both the database and the organization. She explained that the term for the IMLS planning grant was completed, and the application process for an implementation grant from IMLS had already begun. A pre-proposal has been recently submitted; if accepted, the full application will be due sometime in March; if awarded, the funding would begin next September. But DS 2.0 will continue to develop even without grant funding, as her plan for the organization is to focus on the expansion of membership so that annual fees could cover the cost of a project manager into the future.

ADJOURNMENT

Meeting was adjourned by Debra Cashion at 4:00 pm, Eastern. After this meeting the new officers, Board, and Advisory Council will assume their positions.

Candidates for DS Board of Directors, 24 September 2021

President; 2021-2024 (One [1] 3-year term, once renewable to 2027)

Lynn Ransom
University of Pennsylvania

Vice President; 2021-2022 (Not renewable)

Janine Pollock
Free Library of Philadelphia

Secretary; 2021-2024 (One [1] 3-year term, once renewable to 2027)

David Faulds
University of California at Berkeley

Treasurer; 2021-2024 (One [1] 3-year term, once renewable to 2027)

Vanessa Wilkie
The Huntington Library

Director at Large; 2021-2022 (1-year partial term with the possibility of two [2] additional 3-year terms)

Tamar Evangelestia-Dougherty
Cornell University

Director at Large; 2021-2023 (2-year partial term with the possibility of two [2] additional 3-year terms)

Raymond Clemens
Yale University

Director at Large; 2021-2024 (One [1] 3-year term with the possibility of one [1] additional 3-year term)

Susan M. Steuer
Western Michigan University

Institutions with DS voting membership: UC Berkeley, Indiana, Fordham, Harvard, Missouri, Oregon, Cornell, W. Michigan, Kansas, Tufts, Rutgers, Yale, Grolier Club, NYPL, NYU, Smith, Oberlin, Free Library of Philadelphia, Penn, Princeton, UC Riverside, SLU, Huntington Library, Wellesley.

DS Board Members Stepping Down:

Debra Taylor Cashion, Saint Louis University, President and Executive Director (2015-2021)

E.C. Schroeder, Yale University, Treasurer (2015-2021)

Cherry Williams, University of California Riverside, Director-at-Large (2015-2021)