



Digital Scriptorium

**Digital Scriptorium
Monthly Board Meeting (Virtual)
12 November 2021**

2:00-3:00 pm ET / 1:00-2:00 pm CT / 11:00-12:00 PT

In attendance: Sue Steuer, Lynn Ransom, Ray Clemens, Vanessa Wilkie, Lynne Grigsby, Janine Pollock; Tamar Evangelistia-Dougherty
Regrets: David Faulds

Agenda & Minutes

October 15 Notes:

https://docs.google.com/document/d/1cUbAPkRIEx_dCi29YDMJA_fGmK2KyYtb/edit?usp=sharing&oid=113488053581116995679&rtpof=true&sd=true

DS 2.0 (ET)

- Update
 - Steering Committee down to 1 meeting/month; if proposal is approved SC will be helping LR with grant proposal
 - On track to complete year end goal of 1000 records in prototype; still facing access problems due to security issues at Penn
 - started developing Authority Management plan; ET working with Open Refine to harmonize disparate sample data;
 - hiring L. P. Coladangelo (SDBM LEADING fellow) to cover for ET while on leave;
 - Doug Emery has retrieved legacy data
 - IU still interested, but ET in contact with Liz Hebbard
- Membership DS 2.0 outreach update
 - Kansas meeting October 21
 - Next up: Oregon, Harvard,
- Possible HMML Collaboration: (cf notes:
<https://docs.google.com/document/d/1yb2axiso7-05L4SwR0C5OOIK1362joYdxBmCfvUXMDQ/edit?usp=sharing>)

DS Business:

- DS transition to Penn update (LR)
- Membership Updates: Sue Steuer as Member Rep (Thanks, Sue!)
 - Sue now membership coordinator;
 - Potential members: UCLA, Ohio State, and Newberry

--VW reached out to Devin Fitzgerald at UCLA; Eric Johnson very interested; Susannah Schmidt at Newberry needs some help.

Getting Sue set up: Any files? VW to send email chains; SS to come up with a plan by December board meeting; will begin to reach out in Jan/Feb.

- Kansas needs metadata

Kansas has requested data out that was made into MARC records; LG not offering this; Tell them to download from digital assets directory. Huntington can give instructions for crosswalk; LG: not sure what they will get for METS; problem will be knowing from METS field what will be displayed; Berkeley doesn't have documentation. LR and ET to discuss with DE about how to move forward.

DE will need to advise Kansas; VW: can ET and DE compile a template; VW to contact ET, DE, LR and Dorothy.

- Tamar's Smithsonian update: Likely to be a member. LR to ask DTC for questionnaire that Cornell filled out.
- Need to work on member onboarding plan.

- Treasurer's Report (VW)

VW has made contact with Berkely Finances; still receiving payments from members paying membership fees; will check in after new year. LR not yet been added to bank accounts.

LR asked about fiscal year; appears to follow calendar year. VW will be working on clarifying process and documentation; clarifying admin structure needs to be part of DS 2.0; need to institutionalize process. Will need to write MOU for members. Use transition to Penn as "fresh start." DEADLINE FOR DECISIONS: Feb meeting will be planning; March meeting have Admin structure plan in place; revised member MOU drafted; MOU for new technology host drafted. VW, LR and SS and JP fee structure at January meeting (need to meet in meantime). JP to help with next steps.

- DS 2.0 Advisory Council Update (LFD)

Cornell status: Simon Ingall will be member representative; Drew Hick will be on the Steering Committee for DS 2.0

- Website management (RC)
- DS board, member, and community communications (LR)
 - Mailchimp
 - Google accounts

Link to bylaws: https://digital-scriptorium.org/wp-content/uploads/2017/10/Digital_Scriptorium_Bylaws_24Oct2016.pdf