

Digital Scriptorium Annual Meeting

5 October 2017

Beinecke Library, Yale University

Board of Directors

Debra Cashion, Executive Director

Lynn Ransom, Secretary

Vanessa Wilkie, At Large

Consuelo Dutschke, At Large (Executive Director Emeritus)

Lynne Grigsby, Technology Host (ex officio, non-voting)

Janine Pollock, Deputy Director

E. C. Schroeder, Treasurer

Cherry Williams, At Large

Members in attendance (* = voting members):

Liz Teviotdale

*Bill Stoneman

Lisa Fagin Davis

Eric Johnson

Nicolas Herman

Barbara Shailor

Ryan Mendenhall, Fordham University

*David Faulds, Berkeley

*Shannon Supple, Smith College

(Ecole des Chartres intern Columbia)

*Ruth Rogers, Wellesley College

Morning session, 9:00 am to 12:00 pm

E.C. Schroeder welcomed attendees as host and repeated his invitation to all attendees to the Making the English Book conference in honor of Toshiyuki Takamiya, to be held on October 6-7 at the Beinecke.

Debra Cashion called the meeting to order, first thanking Schroeder and the Beinecke for hosting the meeting. Introductions were made around the table.

Lynn Ransom reviewed the minutes from the 2016 Annual Meeting, held September 23, 2016, at the Houghton Library. Bill Stoneman moved to approve the minutes, Cherry Williams seconded the motion, and members voted to approve. Stoneman noted that the minutes posted on the website should distinguish between the Executive Board meeting minutes and the Annual Members meeting.

Cashion delivered the **Director's Report** and announced an anonymous \$10000 donation to establish an endowment. A hold was placed on accepting the donation until it can be determined what the financial and tax implications are for establishing an endowment.

E.C. Schroeder presented highlights from the **Treasurer's Report**. He noted that revenues were gathered from past two years due to transition from fiscal to calendar year accounting. Dues totaling \$25,000 had been received. A further \$7250 in dues was expected for a total of \$32,250. He noted Berkeley's subvention of costs and the need to get official invoice going

forward from Berkeley for documentation's sake. He raised the question of when to determine kicking off of voting member when dues aren't paid. Finally, he reviewed the fee scale, and noted that the point person for membership is Cashion.

Cashion at this point reviewed membership statistics, which led to discussion about strategies for increasing membership. Barbara Shailor asked how to attract new members to balance out the non-paying members. Cashion noted that there was some flexibility in terms of requirements and fees. The Walters Art Museum, for example, will include a limited number of manuscripts without paying a fee. Attendees expressed concern about sustainability, and the discussion was tabled for future strategic planning discussions.

Cherry Williams moves to approve the Treasurer's report. Bill Stoneman seconded, and members voted to approve.

Cherry Williams reported on the **DS Archive**, noting that the new 501c3 status requires tighter records management and therefore the processing of the DS archive has become a priority. She noted that she and Consuelo Dutschke were now working together on this. Bill Stoneman suggested that the committee put a call out to packrats among the founders to share documentation. He also asked about the long term preservation plan. Williams that it would likely be the Grolier or UC-Riverside, but physical location needs to be determined since archiving is key. Schroeder asked for other volunteers and Lisa Fagin Davis and Bill Stoneman expressed interest. Cashion requested that Williams create Google Docs folder to collect digital archive material and asked attendees to send documentation through Cherry, either digital or hardcopy. Dutschke agreed to write Eric Holzenberg at Grolier Club. Shailor noted that someone should contact Chair of the Grolier Club Library Committee to put the DS Archive on the committee's agenda.

Elizabeth Teviotdale presented the **Advisory Council Report** and their progress on projects concerning the Yale Med School manuscripts cataloging work, the Greek manuscripts census, and Petrarch Census). Teviotdale noted that not much work had been done and asked to be charged with doing it before the February committee.

Bill Stoneman reported on the Nadia Kavrus-Hoffman's Census of Greek Manuscripts and identified two problems: 1) it was out of date; and 2) why are we separating out Greek from all the others. Cashion queried whether it was necessary to keep list? Dutschke replied that it was originally started to fulfill a need that may no longer exist. This raised the larger question of whether DS should be hosting other people's content. Vanessa Wilkie pointed out that hosting such data violates mission as we have conceived it. Stoneman stated that we need to think about the purpose of the body of material we are supporting and maintaining; is a goal to increase records? Cashion added that the Advisory Council needs to update Greek Census. Lisa Fagin Davis also question relevance of this kind of activity to DS's mission.

Similar questions were raised about the Petrarch Census. Dutschke wondered whether we could notify non-members identified in Census that the Census is about to be taken down; this would perhaps inspire them to join.

Ryan Mendenhall asked whether we could archive these sites on webpage? Cashion asked whether there might be other places these sites could live. Stoneman concluded that Advisory Council will take ownership of this question and will have recommendation by next board meeting. Wilkie reminded the Advisory Council to consult mission and bylaws.

In other Advisory business, Shailor reported on Yale Medical Historical Library manuscript description bootcamp that included Dutschke, Stoneman, Peter Kidd, herself and a graduate student. They catalogued approximately 65 manuscripts, providing preliminary metadata to enter into DS. Dutschke asked whether they be considered separate members, and therefore be assessed a fee? Schroeder replied that this would be too hard to do. Wilkie clarified that bylaws require that members have to have their own 501c3 status, so unless different libraries have separate 501c3 status, they cannot be members.

Following the reports, attendees were treated to a fascinating and invigorating presentation by Eric Johnson on “Manuscripta aesculae (buckeye): Manuscripts at The Ohio State University.” The presentation highlighted the history and content of OSU’s manuscript collections and an overview of recent acquisitions and programs.

The meeting broke for lunch from 12:00 to 1:30 pm.

Afternoon session, 1:30 to 4:30 pm

Vanessa Wilkie delivered the **Membership Report**. Wilkie noted that of the two categories of membership (dues paying/contributing content and non-dues paying/contributing content), there were currently 23 members. She reported that Notre-Dame left DS in the previous year. Members voted to accept one new member University of Oregon—Eugene as a paying member. Cherry Williams moved to accept the new member, Shannon Supple seconded the motion, and members voted unanimously to approve. DS is now 24 members strong.

Wilkie then reviewed the Memorandum of Understanding for membership (also available online), and deputized members to reach out to prospective DS members. Cashion reported that she has been speaking to St Louis Public Library, and Lisa Fagin Davis will reach out to the Boston Public Library. Davis questioned the non-requirement for contributing data, and Wilkie replied that can join without contributing records. The idea is to keep doors open, but it should be reviewed at the next Executive Board meeting.

Discussion then moved to engaging new members. Stoneman asked if there was a “hit list” of institutions to engage? And What is timeline? Wilkie replied that we are ready to start talking to people, and asked to have access to institutions represented in the two Census projects.

Lynne Grigsby delivered the **Technology Report**, which covered the new metadata template, data ingests, and website enhancements. She noted that the spreadsheet to add data was now on line or on webgen db. Another change was new image view with zoom feature (open Cdragon). She is still working on download button, and a suggestion was made to put it next to

view image. Warns that images come from hi-res jpgs; tiffs couldn't be mapped. It went live on October 2, 2017. She also continues to work on a facelift to DS website using wordpress, and noted that it will go live early in 2018.

Janine Pollock reported on the status of the **User Survey**, which is required to update feedback on DS, in part for grant applications. The survey was reviewed by the group and many recommendations were made for improvement. The list would be distributed via the general email list.

Debra Cashion moved the discussion to the **future of DS** and funding possibilities. She presented "Cataloging Medieval Manuscripts from Beasts to Bytes: What are possibilities for future of DS?" and ended with a discussion on possible grants. It was concluded that this topic will be raised at the February 2018 Executive Board meeting. Candidates are NEH; IMLS; planning grants now; implementation grants later. She asked group to send suggestions. She also noted that the Executive Board will begin planning for Strategic Planning at the next meeting and will advise members on progress.

The meeting ended with presentations on manuscript-related projects being carried out by member institutions. These included presentations by Lynn Ransom on the New Schoenberg Database of Manuscripts; E. C. Schroeder on Fragmentarium, and Janine Pollock on Bibliotheca Philadelphensis.

Also, it was decided that the **2018 Annual Meeting** will be hosted by Cherry Williams at UC-Riverside, likely in the first week of September. Stoneman noted that the CERL meeting is September 19-21, 2018.

Meeting adjourned at 4:30