

Digital Scriptorium Annual Meeting

07 September 2018, Room 240 Orbach Science Library, UC Riverside

Board of Directors

Debra Cashion, Executive Director

Lynn Ransom, Secretary

Vanessa Wilkie, At Large

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

Janine Pollock, Deputy Director

E. C. Schroeder, Treasurer

Cherry Williams, At Large

Lynne Grigsby, Technology Host (ex

Present: Debra Cashion (St. Louis University), Janine Pollock (Free Library of Philadelphia), Lynn Ransom (SIMS, University of Pennsylvania), E. C. Schroeder (Beinecke Library, Yale University), Vanessa Wilkie (Huntington Library), Cherry Williams (UC-Riverside), Lynn Grigsby (UC-Berkeley; from 11am); Lisa Fagin Davis (Medieval Academy of America), David Faulds (UC-Berkeley) Bill Stoneman (Houghton Library)

Welcome and Introductory Remarks

Cherry Williams welcomed attendees, and the meeting was called to order by Debra Cashion. Cashion followed with her Director's Report. The report focused on the results of the first three years of the Board's activity, which included the important steps of re-writing the bylaws, formalizing the **Board of Directors** and becoming a 501c3 organization. These steps lay the foundations for the Board to undertake future development.

Cashion announced that DS founder and longtime advocate Consuelo Dutschke has stepped down her position on the Board but will be continuing her leadership as a member of the **Advisory Council**. Cashion, on behalf of the Board, thanked Dutschke not only for her term of service on this Board but also for her dedication to the project since its beginnings.

Approval of Fall 2017 Annual Meeting Minutes

Lynn Ransom presented the minutes of the 5 Oct 2017 Annual Meeting at the Beinecke Library. Member Representative Bill Stoneman moved to approved; Vanessa Wilkie seconded, and the minutes were approved.

Board Elections Report

The Elections Committee (Janine Pollock and Lynn Ransom) reported on the election to fill the open seat on the board and to reinstate current board members. A call for nominations for the open seat was sent in June, to which David Faulds of UC Berkeley responded.

Pollock moved to vote to reinstate the existing committee members, Ransom approved, and reinstatement was unanimously approved.

Pollock then moved to elect David Faulds to the Board as a Director-at-Large, Williams seconded, and Faulds was unanimously voted in. Congratulations and thanks to David for his service. The Board is looking forward to working with him!

Treasurer's Report

E. C. Schroeder gave the Treasurer's report. The current 2017 tally of membership fees is \$23,250. Yale, the Free Library of Philadelphia, Smith and Tufts still owe dues. Once these are paid the final tally will be \$26,000. Schroeder noted that the Ransom Center could no longer justify the expense and has withdrawn, along with Notre Dame in the previous year. The status of NYU is also unclear.

Schroeder also noted that DS has yet to reach reach the \$30,000 annual payment promised to Berkeley. Full payment should become a goal as well as establishing an additional operating budget.

Discussion moved to the topics of drawing in new members to increase revenues. Member and AC Representative Bill Stoneman noted that people coming to meetings results often in new members. Cashion noted that DS is hoping to meet in Chicago in the fall of 2019 for this very reason. Williams also offered to make contact with UCLA to determine if they are ready to join.

Debra Cashion raised the need to establish an operating budget for DS management. An operating budget is necessary to cover expenses for publicity and office expenses such as supplies and postage. She noted that the current flyer was paid for out of pocket, but this practice is not sustainable. A goal would be to maintain a small operating budget funded by donations from Board members, Advisory Council members, and members. She will set up a mechanism to contribute.

Following this discussion, Williams moved to accept the Treasurer's Report; Stoneman seconded, and it was unanimously accepted.

Advisory Council Report

Bill Stoneman delivered the Advisory Council Report, which focussed on two items: 1) membership, and 2) the status of Census of Greek Manuscripts and the Petrarch databases. For membership, Elizabeth Teviotdale (chair) asked members to commit. All but Richard Ovenden (Oxford University) and Paolo Manoni (Vatican) have recommitted. The current Council then comprises 10 individuals: Ray Clemens, Lisa Fagin Davis (in attendance), Consuelo Dutschke, David Ganz, Peter Kidd, James Marrow, Nigel Palmer, Barbara Shailor, William Stoneman (in attendance), and Elizabeth Teviotdale, Chair. Member of the AC are also listed on the Governance page of the DS website: <http://www.digital-scriptorium.org/about/governance/>.

In regard to the Board's decision to remove the Census and Petrarch databases from the website and to archive them, Stoneman noted that there was some disagreement from Council members but that it was decided to support the Board's decision. Stoneman also noted that the Advisory Council wanted to play a larger role and that the Board should invite AC members to the February planning meeting at the Beinecke (dates TBD). Cashion assured that this was

already the plan but also raised the question of term limits for the AC similar to the Board. The group considered this a possibility to be looked into at a later date. Schroeder moved to accept the report, Wilkie seconded, and the report was unanimously accepted.

Membership Report

Vanessa Wilkie delivered the membership report. She noted that current membership is down at 36 members. University of Oregon has joined, and OSU and Northwestern remain potential members. She also noted that two members have left: Notre Dame University and the Ransom Center.

Following these institutions respective departures, Wilkie contacted them for feedback and reasons why each quit. The Ransom Center says major cuts to state funding have taken place, and it could no longer justify the cost of membership. Notre Dame report was lengthy and full of useful information, but in short, they felt that while DS was moving in the right direction, there were too many flaws in the technology and it was not worth the cost. Wilkie noted that these reports were an opportunity to think about what DS does offer and how we might improve.

Discussion then centered on how to move forward in membership and some of its challenges. Some noted that there is a need to balance the value of metadata and the cataloging limitations of collections. Lisa Fagin Davis reported that representatives at Tufts wanted to include data but were struggling to convince the librarian to pay the costs. She's working on helping them make that justification. Schroeder noted one report's issue with data quality, but countered that data quality is not DS's problem but the institutions. Meeting in Chicago for the 2019 Annual Meeting was again presented as a good opportunity to attract more mid-western institutions. Finally, Davis and Pollock discussed the need to engage public libraries with manuscript collections. Pollock moved to accept the Membership report, Stoneman seconded, and the report was accepted unanimously.

User Survey Report

Janine Pollock reviewed the results of the survey conducted from fall 2018 to summer 2018. There were 65 responses; all reflecting end user usage as opposed to back end users, or those who are entering data. Group discussion that followed circled around issues about how institutions make images and documentation choices, including those that may leave the current version of DS behind. Ransom noted that, for example, OPenn makes it less likely that Philadelphia-area institutions will chose to join DS.

Although the number of responses to the survey was disappointing the level of engagement from the respondents was high, particularly in regard to suggestions for how to improve DS. The Board will take those suggestions into consideration for future planning. Pollock ended by stating that she will complete the full report and distribute it to the Board and members. Ransom moves to approve current report; Williams seconded, and the report was accepted unanimously.

The meeting adjourned for lunch from 12-1pm.

Technology Report

Following the lunch break, Lynne Grigsby reported that Berkeley was able to do a refresh of data and added more records with images from Yale. She noted that the Yale manuscript image oversight was brought to attention by a comment from a user. She also announced that Berkeley will be using a new digital asset management system called "Tind DA." There are no current plans to move DS to Tind DA but that support for Webgen DB could end as early as 2019, but more likely in 2020. Cashion ended the discussion by thanking Grigsby for all the support that Berkeley has provided and continues to provide. Stoneman moved to accept the report, Williams seconded, and the report was unanimously accepted.

February Planning Meeting

The final topic of discussion was the planning meeting to be held at the Beinecke in the last two weeks of February. Schroeder would look at the library's calendar but these dates were likely to be Feb 18-19, or 25-16 (Monday and Tuesday). The meeting is planned to last 2 full days.

Cashion then turned to review the planning spreadsheet in google folder. The group identified potential participants and began shaping the agenda. Schroeder will try to finalize date **and budget**, then begin sending out invitations to the speakers and will send invitation to general invites. **Cashion will notify the Advisory Council.**

The meeting ended with presentations by Cherry Williams, "Manuscripts at UC Riverside;" Vanessa Wilkie, "Migrating records at the Huntington Library;" and Debra Cashion, "Mirador for Medievalists" Beinecke Library Workshop."

At 4:30, the meeting adjourned, with thanks to Cherry Williams and colleagues at UC-Riverside for generously hosting the meeting.