

## Digital Scriptorium Annual Members Meeting

23 September 2016 Houghton Library Harvard University, Cambridge, MA

### Members present

Debra Cashion, SLU, [dcashion@slu.edu](mailto:dcashion@slu.edu); Vanessa Wilkie, HEH, [vwilkie@huntington.org](mailto:vwilkie@huntington.org); Janine Pollock, FLP, [pollockj@freelibrary.org](mailto:pollockj@freelibrary.org); E.C. Schroeder, Yale, [edwinschroeder@yale.edu](mailto:edwinschroeder@yale.edu); E.C. Teviotdale, Western Michigan, [e.teviotdale@att.net](mailto:e.teviotdale@att.net); Consuelo Dutschke, Columbia, [cwd3@columbia.edu](mailto:cwd3@columbia.edu); Barbara Shailor, Yale, [barbara.shailor@yale.edu](mailto:barbara.shailor@yale.edu); Lynne Grigsby, UCB, [lgrigsby@library.berkeley.edu](mailto:lgrigsby@library.berkeley.edu); Bill Stoneman, Harvard, [stoneman@fas.harvard.edu](mailto:stoneman@fas.harvard.edu); Lisa Fagin Davis, Medieval Academy of America, [lfid@themedievalacademy.org](mailto:lfid@themedievalacademy.org); Cherry Williams, UCR, [cherry.williams@ucr.edu](mailto:cherry.williams@ucr.edu).

### Guests

Ruth R. Rogers, Wellesley, [rrogers@wellesley.edu](mailto:rrogers@wellesley.edu); Christopher Barbour, Tufts, [christopher.barbour@tufts.edu](mailto:christopher.barbour@tufts.edu); Matt Heintzelmann, Hill Museum & Manuscript Library, [mheintzelma@hmml.org](mailto:mheintzelma@hmml.org);

### Welcome

The attendees were warmly welcomed to the Houghton Library by Bill Stoneman, our host this year. Debra Cashion formally thanked Bill Stoneman on behalf of the DS for the hospitality of the Houghton.

### Call to order

The meeting was called to order by Executive Director Debra Cashion at 9:32am. This was followed by introductions of the assembled guests and members.

### Executive Director's Report

Director's Report (as attached) was submitted and reviewed. Cashion reviewed the challenges of the past year including the reorganization of the former Executive Committee which is now recognized as the Board of Directors. In addition, she also reviewed a number of significant accomplishments. She noted that the mission statement of the DS was rewritten at the Midwinter meeting of the DS executive committee. Mission statement was reviewed. There are two types of 501(c)3 organizations: tax exempt or not. We are requesting tax exempt status. Our voting members, i.e. institutions who pay annual fees, are required by the Bylaws to be 501(c)3 organizations. Institutions who do not pay fees, will now be referred to as Associates, and as in

the past are non-voting participants in the organization. Shailor brought up of the issues of membership for private collectors. Discussion followed. Those who are Associates and who do not vote are not problematic, but no one can reap private benefit from membership in a tax-exempt organization. It was noted that the positions of Director/President and Deputy Director/Vice President are merged at this time, but could be split apart in the future, if the organization opted for paid management. The Mission Statement also has been previously reviewed by the pro bono NFP attorney. Mission statement was approved by the Board. Shailor stated for the record the Board's unanimous approval for the Mission Statement as presented.

Stoneman: commented on the possibility of exploring how open access is accomplished. Models are coming out of other national programs regarding the use of Creative Commons licenses. Discussion followed regarding images and metadata ownership, which resides with the individual institutions, not with DS. Discussion was held re: CCO license and its potential application for DS records. Dutschke also brought up the issue of Notre Dame shadowing their records for revision at the current time. Discussion re: transparency of where those images went.

### **Old business**

Minutes from September 15, 2015 meeting were discussed. Cherry Williams agreed to serve as substitute for Lynn Ransom, Secretary, who was absent due to illness. Shailor asked for list of attendees to be shown at the top of the minutes. Agreed to reformat and add email addresses. Discussion was held re: appointment of EC Schroeder as Treasurer to replace David DeLorenzo who has changed jobs and left the organization. Schroeder then moved and Shailor seconded to approve the Minutes of the 2015 Annual meeting as presented. Minutes were approved.

### **Treasurer's report**

Treasurer E. C. Schroeder reported there are officially 35 participating institutions of which 18 have paid as of Sept. 1st. Ten non-voting participants are now called Associates. Texas, Columbia, NYPL, [Amherst did not join] have not yet paid for 2016. Schroeder reviewed the fee scale schema which identifies the fees levied for each institution. Berkeley has underwritten a part of maintaining the database if/when there is a shortfall. Cashion suggested that for every nonpaying Associate we need two paying Members for financial stability. Shailor noted there are more small collections than larger collections and the optimal ratio may change or not work. Stoneman commented that the technology host may also be able to identify what and why the shortfall happens. Grigsby remarked that DS is tiny in the great scheme of the things at UC Berkeley. Schroeder recommended a goal of inviting new members. **Fiscal year:** we can set our own dates. Berkeley is June/July. Schroeder recommends simple calendar year FY with invoices sent out in November for the calendar year 2017 with expected January/February payments. Berkeley actually sends out the bills. Cashion asked for an annual expense report from Berkeley. Grigsby will check on that and find out if there are any issues for Berkeley. Pollock made the motion to accept the Treasurer's report; Wilkie seconded. Motion carried.

Schroeder then presented an update on the Beinecke Library which reopened on September 6th. Exhibits will begin again next week showcasing new acquisitions and starting with the new Otto Ege collections. Next fall the Beinecke will showcase Medieval a book exhibit highlighting European paleographers. There will also be an exhibition of the Takamiya Collection. They are also working to get all of their fragments into Orbis, their online catalog. Next they will be looking at their incunables as well as releasing a facsimile of the infamously unreadable Voynich manuscript.

### **Website update**

Teviotdale began by making the observation that she did not explicitly volunteer to be the Chair of the Website committee. There has been significant updating to the About pages, including lists of current members of the various DS Boards and past meeting dates. Some of the hoped for changes are more challenging to accomplish as per her June 11th email from Debra. Liz has agreed to serve as Chair of the Advisory Council, although her role is not oversight but supportive of the organization.

### **Advisory Council announcements**

Census of Greek and Petrarch mss.

Cashion asked that the Advisory Council take on a project to specifically update and review quality control on two appendages to the DS website: the Census of the Greek mss and the Census of Petrarch mss. These have not been reviewed since 2008; many links are now dead and some metadata is obsolete. Shailor questioned who originally created the Greek Census; it was Nadezhda Kavrus-Hoffman. Cashion included a spreadsheet with her report. Data could be put into the spreadsheet and then submitted to Grigsby for updating in the Greek Census. Stoneman: why we are segregating the Greek mss out? Schroeder: can we get at this information from contributing members and rename it as a Guide to Greek mss and explain how to search. Cashion: it is the decision of the council whether to keep or not, but if we keep it needs to be cleaned up. Grigsby stated that these mss were grandfathered in at the very beginning of the DS and that this is now legacy data. Grigsby would be continuing the maintenance of the webpage for the Census. Cashion requested that a decision not be made now, but made after a review by the Advisory Council. Schroeder moved the Board ask the Council to review the census of Greek mss and make a recommendation re: keeping the census or not. If it is to be kept how is it to be updated and maintained? If it is not to be kept, then the Council will make a recommendation re subsequent follow-up. Dutschke seconded the motion. Motion approved.

Petrarch Census: also grandfathered into the site, using much more challenging and complicated data. Cashion requesting a similar process be undertaken by the Advisory Council. Cashion: there are also lists of dates, scribes and artists in this data. It was suggested to substitute the Petrarch Census for the Greek Census in the database, but the matter was delegated to the Advisory Council. [no paragraph break]After a vigorous discussion, Schroeder moved the Board to request the Council also make a recommendation for guidelines for evaluating hosting requests from outside organizations or scholars for the DS to host other content. Motion was Second Wilkie. Motion approved.

Shailor requested and Wilkie recommended that the Board identify terms limits for members of the

Advisory Council, but no decision was made at the meeting

## **New business**

### **Bylaws**

Pollock began with a review of the new Bylaws (copy attached). The document has been reviewed by a pro bono attorney, Matthew Perlow, from Volunteer Lawyers and Accountant for the Arts (VLAA). In addition, she reviewed several new important changes (see attached) including the necessity that next year the Board of Directors will be required to meet immediately before or after the Annual meeting.

Cashion noted that all of the documents previously had been sent to members for their review. Specific discussion points included: 1) All of the the data belongs to each submitting institution. 2) Grigsby questioned Section F item 3 regarding producing open-source software. Berkeley does not produce open source software. She suggested changing that wording from "produce" to "use." Cashion agreed to make the change.

3) Schroeder question: if someone wants to join what documents do we have to introduce prospective members to the organization and what information should the document contain? Wilkie noted that we will be taking this topic up in her upcoming report on new members.

Motion was made by Pollock to **approve** the new Bylaws; motion seconded by Williams. The motion was approved by 2/3 majority with 14 of 21 members voting yea with no abstentions or nay votes.

### **Articles of Incorporation**

Copies of the Articles of Incorporation were provided to the attendees (see attached). The Digital Scriptorium will be incorporated in the state of Missouri. We will be incorporating under the classification of organizations for educational purpose. DS also will always be incorporated in the State of Missouri since Debra is the "incorporator." Discussion followed. Shailor requested that the Board investigate the need for a "whistle blower" policy in the Articles of Incorporation along with other possible advisory inclusions. Cashion noted that incorporation papers are also a protective mechanism for the liability of the Board of Directors. The threshold for reporting to IRS is \$5000 annual revenue so we need to come up to speed with this requirement. Question: Fagin Davis: will DS need an annual audit to comply? Matt will advise. Cashion requested a motion to approve the Articles of Incorporation as presented to be filed with the state of Missouri. Williams so moved; seconded by Wilkie. Motion carried. Stoneman then read out the "Actions by Sole Incorporator by Written Consent" to the assembled group. After signing of the documents by all members of the Board of Directors, Cashion handed the documents to Pollock to courier to Lynn Ransom, Secretary of the Digital Scriptorium (in absentia) for her signature and inclusion into the DS archive.

### **Membership report and vote to approve new members**

Report presented by Wilkie as follows:

It has been suggested that the DS needs a standard intake workflow, Memorandum of Understanding

(MOU) draft agreement, and at least a draft membership brochure which would include an introduction to the DS, its history and origin, purpose and mission statement, and other content TBD by the Board.

Discussion then followed regarding the current process being undertaken by the IIF manuscript group since they are currently doing this exact same thing. Wilkie has emailed Stanford to see if Stanford would like to join DS or **help support** IIF implementation. Shailor asked how we are going to do it; Fagin Davis identified a need for a cogent argument as to why institutions should join DS; Cashion: DS as a library consortium with common goals. Stanford is reaching out to other institutions like The Huntington to join the Stanford digital repository. It was recommended that we work with IIF because we are approaching organizations at the same time. Grigsby: noted the ability to join organizations can be very challenging for public institutions. Schroeder: suggested that at the next board meeting we develop the MOU. Cashion: reviewed the Digital Public Library of America (DPLA) work in Missouri which now has 70+ member institutions. Possible model going forward could be to identify strong institutions that can be a "hub" to assist smaller institutions. DPLA presents a strategic model. MA model is the Digital Commonwealth. Stoneman: sharing of data between DS out to or making it available to DPLA. Grigsby: the data chosen by members may display very differently in the DPLA. Wilkie: we need something more official to present to potential member recruits.

Introductions were made again of the guests from Tufts and Wellesley to the meeting. Wilkie then made a motion for Tufts to join the DS. Williams seconded. Motion approved as moved. Motion by Wilkie for admittance of Wellesley College to DS when they are ready. Seconded by Pollock. Motion passed. Dutschke moved approving the New York Academy of Medicine for membership (in absentia); seconded by Pollock. Passed.

It was also recommended that by the February board meeting will have an intake workflow, MOU draft agreement, and at least a draft for a membership brochure.

### **Technology reports and presentations**

Bill Stoneman reported on the "Digging into Data Challenge," an international movement to make data free and open such as Australia under HUNI model agreement (see online conference reports). Links need to work in both directions--bidirectional data addresses new and upcoming challenges in the Linked Open Data environment.

### **Technology Host report**

Grigsby discussed and displayed the Web site changes and revisions to the About pages. New additions to DS records include in the brief display: facets of Country, Century and Language, also used with Location as new search filters; Grigsby and team wrote a concordance from "Date in Romans" so that Century could be used as a search filter; issues: what to do with the dirty data; Berkeley also enlarged thumbnails now that bandwidth is not such a big issue, recreated all the large thumbnails for everyone. Grigsby asked that the Board review the necessity for the disclaimer now at the end of the medium and

large images, which display in a separate window, not as a JPEG;. She and Cashion are also working on a spreadsheet to allow people to give them data in a way other than WebGenDB, MARC record and as a spreadsheet with every field with have an example of the data to be filled in. Going to put in Google docs in two ways: a Google sheet with the headers locked in and then a downloaded Excel version. Question: How is PASCAL organizing their spreadsheets? Cashion explained that the DS architecture is similar to a nesting Russian doll; perhaps a better data model would be a triangular prism, i.e. with three flat sides but not parented, all are equal. Would help make the DS more nimble. Shailor: CIPL Committee DS for the US is now recognized as the important source of info for them. A news release will be planned on the Website. Discussion also followed regarding PURLS and URLs.

### **Matthew Heintzelmann: Hill Museum & Mss. Library**

**Discussion of VIAF:** VHMLL have approx >100,000 records online in *Vivarium* (Content DM), which provides access to many of their images on microfilm. IMLS grant four years ago supported VHMLL.org. = 60,000 digitized mss in multiple repositories overseas. 2012 Virtual HMML, involves multiple international libraries. Dan Gullo designed extensive cataloging interface with drop down list for all the various fields and attributes.

### **Broken Books update**

Lisa Fagin Davis reported this project is the “brain child” of Debra Cashion at SLU, who has developed the dismembered and dispersed Llangattock Breviary as the first test case manuscript . **A second test** case for Broken Books using the **Mirador** viewer and IIF **manifest** is the Beauvais Missal, researched by Davis. . The program sets up "buckets" in which users can upload individual leaves to add to the project. IIF format; metadata template is based on Debra's triangular prism: Context, Carrier, Content. Can write metadata info for each side of a leaf or for the whole. Allows contributions from outside users which are vetted by the project administrator, or creator of each project. Still under development, Broken Books hopes eventually to launch for open access.

### **NEXT MEETINGS**

February 2017 Board of Directors meeting: U.C. Berkeley.

Fall 2017 Annual Meeting: Yale University. This will include a membership meeting with attached Board of Directors meeting immediately prior or following the annual meeting, as required in the new Bylaws

It was suggested that we begin to publicize the annual meetings more widely by using social media and list serves, i.e. exlibris, SHARP, Twitter, etc.

Meeting was adjourned at 4:00pm by Executive Director Cashion.