

Louisiana Digital Consortium (LDC)
Fall Membership Meeting
November 30, 2018

Attendance (see sign-in sheet at the end of the minutes).

Jeff Rubin (Tulane) called the meeting to order at 10:15 am.

Welcome and Chair's report

Jeff announced leadership changes in the executive board. The Current Chair, Deb Poole (Loyola), stepped down from her role due to work responsibilities. Jeff as Vice-Chair/Chair Elect assumed the position of Chair. Deb requested and the board approved that she remain on the board in a different capacity. The board appointed Deb to serve as member-at-large replacing Carol Bartels (THNOC), who will now serve as Vice Chair/Chair Elect.

Diane Brown (State Library) announced her retirement and the end of December. A representative from the State Library will be a guest at the LDC executive board meeting in order to familiarize him/her with the LDC.

Approval of spring 2018 membership meeting minutes

Members recommended a few style changes such as adding a header to the minutes, but no content changes or corrections were needed.

Deb Poole moved to accept minutes with these small changes.

Carol Bartel seconded the motion.

Motion passed

LDC Website Launch

Jeff showed the membership the new website. It is live, but we need lots of eyes to look at it and give feedback. We will be adding more content. Let Lora Amsberryaugier (UNO, lamsberr@uno.edu) know if you would like to help with the site and/or you have ideas for content. A couple of areas where we need to focus on are events and training.

Treasurer's Report and Budget Approval

Debbie Johnson-Houston (McNeese) presented budget expenditures and revenue for this fiscal year (the LDC fiscal year is July 1 through June 30).

Four new members paid. Welcome new members!

\$4,500 one-time website development fee

\$5,000 annual consulting fee to Discovery Garden

Deb Poole requested that the terms of the contracts for both the website hosting and Discovery Garden be included in the budget as well as the starting balance.

Gina Costello (LSU) will share the master budget with Debbie Johnson Houston.

Debbie Johnson Houston will send the membership a revised budget report through January.

Carol Bartels moved that the budget report be accepted through November 30, 2018, with the changes noted.

Gina C. seconded the motion.

There were no objections. Motion passed.

Proposed budget (FY19)

\$63,325.01

\$600 for travel

\$122.88 web hosting

\$5,000 Discovery Garden maintenance contract

Lora A. and Deb P. proposed adding funds for a PR budget. Debbie Johnson Houston proposed no set PR budget. The membership did not vote to add a dollar amount for PR.

Deb P. also requested additional funds for travel. Jeff R. responded that the LDC needs to conduct training in other ways that don't involve travel. Carol B. responded that the membership should say if they need training and where it should take place. Angela Proctor (SUBR) suggested that we needed to look at the basics versus advance training needs and the appropriate technology needed for each level. Diane B. suggested that we use the new LDC website to link out to high-quality training sites. She has a number of links that she will review and send to the group. Jeff R. will send out a questionnaire to the membership regarding their training needs and issues.

Will Olmstead (LSUS Health Sciences) noted that we need online training to back up the onsite training that he attended.

Miriam Childs (LA Supreme Court Law Library) recommended a recorded Islandora training session that could be used as a group training session. Jeff R. commented that Islandora has a YouTube channel and that LDC could create its own YouTube channel and aggregate content from the Islandora and other training sites.

Circling back to the training budget Debbie Johnson-Houston recommended \$600 was good for now and to include in the line item "not to exceed \$600."

Circling back to the PR budget, Diane B. said that PR materials can be shipped through the statewide delivery program and PR materials can be posted to the LDC website for members to download and print. Jeff proposed \$1,000 for this budget and didn't think the statement "not to exceed" was necessary.

Diane B. LDC needs a brochure to send out in mailings to potential members.

Louisiana Digital Library (LDL) Update (Scott Ziegler)

Scott Z. welcomed new members. He announced that LSUA uploaded new content. He will make sure that its logo is loaded to the LDL.

Cara Keys (metadata/training expert) is leaving LDL/LSU Libraries. Her last day will be December 18. Her leaving will impact training.

The LDC approved funding external support for the LDL with Discovery Garden. They have used 11 of the 26 hours funded by the LDC. The Discovery Garden hours can be used for site auditing as expert peers. The Discovery Garden has proposed dividing the LDL into three machines for access and production. LSU is under discussion about having Discovery Garden rebuild the LDL machine.

Lora A. asked when LSU would open a search for Cara's replacement. The response was that they would have to ask LSU HR.

Miriam C. asked if we should hold off on loading new collection until Cara's replacement is in place. Cara responded that there are other developers who can assist and institutions should move forward with their projects.

Elizabeth Kelly (Loyola) asked if we should continue to use the ticket to report issues. Scott Z. responded yes.

Jeff R. noted that members needed to use the listserv more often to share problems, solutions, etc.

New Business

Committees

Standing Committee

1. Development Steering Committee – In place since before transitioning from CONTENTdm to Islandora. Primary development is complete. The committee is still valuable but doesn't need to meet as often. Things that it should meet about are new features, improvements, and other related changes. Current membership includes seven people from various institutions. Jeff R. serves as chair. Jeff is happy to step back if someone else would like to chair this committee. He recommends that the committee meets quarterly. Carol B. noted that it would be good to have new faces on this committee. Volunteers include Miriam C., Scott Jordan (ULL), Janine Smith (Delgado).

Ad hoc Committees

1. Ad hoc Committee on Collaborative Projects – Purpose to look for collaborative projects among members. Look for grants for larger projects. Jeff R. stated that collaboration doesn't necessarily mean creating brand new objects to put into new collections. Members can share objects from existing collections. It's possible that this sort of collaboration can be used to raise the profile of the LDL.

- Ad hoc Committee on Social Media – To showcase the work of the LDC and the content of the LDL. The committee can develop a content policy as it develops content for the LDC social media platforms. Gina C. shared that the LDL already has a facebook page and that anyone can be added to post to it and it needs to be updated. Michelle Riggs (LSUA), Will O. and Ann Mahoney (Vermillion Living History Museum) all expressed interest in serving on this committee.

Structure of LDC Meetings

Jeff R. stated that the goal of the LDC is to have everyone meet onsite/physically. This adds a lot to the meetings when everyone is together. It's nice to build a sense of comradery amongst those we work with. He will send a note to deans and directors to ask them to support attendance. Meeting together helps strengthen the LDC and we don't want to lose ground in the work we have accomplished to date. Any member experiencing difficulty in attending these meetings should inform Jeff R. Nolan Eller (LaTech) suggested added a training session or something to flesh out the meeting. It is hard to justify an overnight expense for a 2-hour meeting. Will O. noted that it costs \$500 for every trip to meetings below I-10. Jeff R. assured the membership that everyone is welcome to attend meetings virtually.

Pati Threatt (McNeese) suggested meeting in other locations such as Lake Charles or Alexandria. Noting that others are happy to host.

Carol B. suggested piggybacking this meeting with other meetings in the state such as Public Library Directors meeting, LLA, or the LAMA meeting.

Thank you to Diane Brown

Jeff R. thanked Diane for her countless hours of work in support of the LDC and the LDL. She tirelessly championed this effort from the beginning and her enthusiasm motivated others to continue the work and stay on track.

Diane thanked everyone for their support and willingness to help with this project. She announced that Meg Placke will take Diane's place in the LDC.

Action Items

What	Who	By When
Send budget report through January 2019	Debbie Johnson-Houston	As soon as possible
Send training questionnaire to membership on training needs and issues	Jeff Rubin	January 2019
Create YouTube Channel for LDC	?	?
Send amended FY19 budget to membership for approval vote	Debbie Johnson-Houston	January

Send Jeff R. your interest in serving on committees	Membership	January/February
Welcome new members on the website	Jeff Rubin	asap
Reach out to possible new members	Membership	On going
Send a note to deans and directors asking them to support attendance at the LDC membership meetings	Jeff Rubin	
Create a list of board members to be elected/nomination committee	Carol Bartel	In preparation for the spring 2019 meeting.
Create a resolution to thank Diane Brown for her service to the LDC	Jeff Rubin, Lora Amsberryaugier, Deb Poole	As soon as possible

The meeting adjourned at 12:06 pm.

Minutes approved by the LDC Membership - May 16, 2019

Louisiana Digital Consortium Fall Membership Meeting
November 30, 2018

Please Print

Name

Institution

voting
representative
(Y/N)

Please specify your title
(e.g. Dean, Director, etc.)

Diana Brown	State library	yes	Deputy State Libr
Scott Jordan	ULM - Lafayette	yes	Digitization Analyst
Elizabeth Price	Tulane University	N	Library Associate <small>W Tulane Digital Library</small>
Janine Smith	Delgado Community College	N	Librarian-Instructor
Elizabeth Kelly	Loyola	N	Dis. Programs Coord.
Lora Amshary Gaudier	UNO	Y	Associate Dean
Michael Leatham	LA State Museum	Y	Information & Tech Specialist
Michelle Riggs	LSUA	Y	Archivist
Nolan Eller	LaTech	Y	Librarian
Patty Threast	McNeese	N	Librarian