

Louisiana Digital Consortium (LDC)  
Spring Membership Meeting  
May 16, 2019

Attendance included at the end of these minutes

Chair, Jeff Rubin (Tulane), called the meeting to order at 10:24 am.

Jeff moved to accept the minutes from the Fall meeting and Deb Poole (Loyola) 2nd the motion. Corrections and changes were noted and corrected. Membership voted to approve the minutes as amended.

**Chair's Report**

Jeff proposed traveling to member institutions to assist them as needed. He would like to target areas of the state where they have more difficulty in traveling to meetings. He would like to do this in the later part of June.

The membership responded with approval and interest in having him visit.

Carol Bartels (HNOC) proposed adding a travel budget to the new fiscal year budget. Scott Jordan (UL Lafayette) 2nd the motion.

Motion passed unanimously.

**Treasurer's Report**

Proposed  
Louisiana Digital Consortium Budget  
July 1, 2019 - June 30, 2020

|                   | "Proposed Budget" | "Actual Budget" |             |
|-------------------|-------------------|-----------------|-------------|
| Beginning Balance |                   |                 | \$63,325.01 |
|                   |                   |                 |             |
| Expenses FY20     |                   |                 |             |

|  |            |  |             |
|--|------------|--|-------------|
| Discovery Garden Maintenance Contract    | \$5,000.00 |  |             |
| Promotion, Publicity, and Marketing      | \$1,000.00 |  |             |
| LDC Trainers                             | \$600.00   |  |             |
| Trave                                    | \$750      |  |             |
| Blue Host Website Hosting                | \$122.88   |  |             |
| Membership Meeting Supplies/Refreshments |            |  |             |
| Fall                                     | \$50.00    |  |             |
| Spring                                   | \$50.00    |  |             |
|  |            |  |             |
| Total Proposed Expenses                  | \$7,572.88 |  |             |
| Proposed Ending Balance                  |            |  | \$55,752.13 |

Respectively Submitted by  
Debbie Johnson-Houston  
LDC Treasurer  
May 16, 2019

The DiscoveryGarden contract is in support of the Louisiana Digital Library to augment LSU expertise.

Membership approved the budget with the addition of travel funds.

### **Election of Officers**

The slate of candidates created by the nominating committee of Carol Bartels, Debbie Johnson-Houston, and Gina Costello.

Jeff R. explained criteria to be nominated to an officer position. The candidate must be a voting member and his/her institution must have at least 1,000 items in the LDL.

Gina Costello, Louisiana State University, for vice-chair/chair elect  
Meg Placke, State Library of Louisiana, for Member at Large

### ***Officers with remaining terms***

#### *Treasurer*

*Debbie Johnson-Houston - 3-year term - next election 2020*

#### *Secretary*

*Lora Amsberryaugier - 2-year term - next election 2020*

The LDC membership approved the slate of candidates by acclamation.

### ***New business***

Jeff R. reviewed the standing committees of the LDC. He also asked if anyone had any barriers to serving on committees. No one indicated a problem. Members may serve on multiple committees. Committee members do not need to be voting members.

Jeff will send out a google doc sign up sheet for members to sign up for committee service.

The **Nominating Committee** is chaired by the past-chair and the **LDL Steering & Development** committee. The LDS Steering and Development committee has been dormant and needs to be revived. Jeff will call this committee back together and establish a meeting schedule and solicit a new committee chair. Per the fall meeting, this committee will meet quarterly. New volunteers included: Miriam Childs (LA Supreme Court), Scott Jordan (UL Lafayette), and Janine Smith (Delgado).

The LDC had approved ad hoc committees at the fall 2018 meeting. These committees will begin meeting this spring.

**Social Media** - Jeff will begin working with the social media committee next week. Members interested in serving on this committee include Michelle Riggs (LSUA), Will

Olmstadt (LSUS-Health Sciences), and Ann Mahoney (Vermillion Living History Museum)

**Collaboration Opportunities** - No volunteers for this committee

### **Bylaws**

Lora Amsberryaugier (UNO) will chair the committee

Volunteers from the spring meeting include Angela Proctor (SUBR), Carel Bartels (HNOC), and Scott Jordan (UL Lafayette). Lora will send an invite to the LDC listserv to give others an opportunity to serve on this committee. She expects the work of the committee to be completed by the end of August 2019.

### **New Member Application**

The University of Holy Cross submitted a membership application.

Deb Poole (Loyola) reviewed UHC collections which will be a good fit with the LDC collection interests and the LDL.

Lora Amsberryaugier moved to approve the membership. Deb Poole 2nd the motion. The motion passed unanimously.

### ***Old Business***

### **Meeting Locations**

Jeff solicited input from the membership on what would make the trip to membership meeting more meaningful. He suggested adding a training session or workshop to Membership meetings. The membership liked this idea. Michelle Riggs (LSUA) suggested rotating the meetings to other institutions. She offered LSU-Alexandria to host meetings. Lora Amsberryaugier (UNO) recommended to schedule meetings of the consortium committees before each membership meeting. The membership also liked the idea of scheduling the meeting in conjunction with other association meetings such as LLA (March 25-29, 2020 in Lafayette), LUC (Oct. 15-16, 2019), LA Archives and Manuscripts Association meeting in the fall in Lafayette (October), or the twice-yearly LOUIS Directors Meeting. Jeff R. will poll the membership for the most preferred option.

## **Resolution to Diane Brown**

Jeff R. read the final version of the resolution thanking Diane Brown for her service.

Lora A. made a motion that the consortium allocates sufficient funds to print, frame, and send the resolution to Diane. Deb P. 2nd the motion. The motion unanimously passed.

## **Questions and Other Business**

Miriam C. asked when Cara's (metadata expert for the LDL) position would be filled.

Gina C. responded that LSU is in the process of hiring, but not sure when the position will be filled. This position will report to Scott Zeigler.

Debbie Johnson-Houston thanked Jeff R. for his work this past year. Lora A. made a motion to officially thank Jeff R. Deb P. 2nd the motion. The motion passed by acclamation.

Lora A. proposed training for Robert's Rules of Order. Jeff volunteered to assemble relevant instructions for future meetings.

Scott J. asked the LSU development team how long will the ingest freeze last? Gina C. responded that it should end the middle of next week, but not to hold her to it.

Lora A. asked about new projects.

Tulane has a CLIR grant to digitize Spanish language radio novellas. NPR Weekend Edition this weekend will have a story about this.

UNO may get funding from the Library of Congress to digitize the Higgins shipbuilding plans.

## ***Decisions Made***

Past Chair, Jeff Rubin, will visit members to discuss their needs regarding digitization projects and assist them when possible.

The membership approved the FY20 budget.

The membership approved the University of Holy Cross membership application.

An ad hoc committee will review the LDC bylaws this summer and submit recommendations for changes as needed at the fall 2019 membership meeting.

### **Action Items**

| <b>What</b>   | <b>Who</b>             | <b>When</b>                        |
|---|------------------------|------------------------------------|
| Send out Google Doc signup sheet for committee work | Jeff                   | asap                               |
| Poll membership for best membership location        | Jeff                   | Before the next membership meeting |
| Assemble Robert's rules of order for meetings       | Jeff                   | Before the next membership meeting |
| Send membership invoice to University of Holy Cross | Debbie Johnson-Houston | asap                               |
| Call for volunteers for the ad hoc bylaws committee | Lora                   | asap                               |

This completed the meeting.

Carol B. made a motion to adjourn. Gina C. 2nd the motion.

Meeting adjourned at 11:42 am.

### **Attendance**

| Last Name | First Name | Institution | Voting Rep | Title |
|-----------|------------|-------------|------------|-------|
| Rubin     | Jeff       | Tulane      | Y          |       |
| Price     | Elizabeth  | Tulane      | N          |       |
| Poole     | Deborah    | Loyola      | Y          | Dean  |
| Proctor   | Angela     | SUBR        | Y          |       |

|                 |          |                                  |  |   |
|-----------------|----------|----------------------------------|--|---|
| Jordan          | Scott    | UL Lafayette                     | Y  | Digitization Archivist                    |
| Bonnette        | Charlene | State Library                    | N  | Library Manager                           |
| Theriot         | Clifton  | Nicholls State                   | Y  | Archivist/Interim Director                |
| Threatt         | Pati     | McNeese                          | N  | Archivist                                 |
| Smith           | Janine   | Delgado                          | N  | Librarian - Instructor                    |
| Costello        | Gina     | LSU                              | Y  | Associate Dean                            |
| Placke          | Meg      | State Library                    | Y  | Deputy State Librarian                    |
| Amsberryaugier  | Lora     | UNO                              | Y  | Associate Dean                            |
| Bartels         | Carol    | THNOC                            | Y  | Director of Technology                    |
| Johnson-Houston | Debbie   | McNeese State University         | Y  | Director                                  |
| Mazur           | Sarah    | LSUS                             | Y  | Head of Resource Management and Discovery |
| Johnson         | Annie    |                                  |  |   |
| Masog           | Shelley  | Webster Parish                   | N  | Library Resource Administrator            |
| Jones           | Savanah  | Webster Parish                   | Y  | Director                                  |
| Childs          | Miriam   | LA Supreme Court Library         | Y  | Director                                  |
| Teske           | Boris    | Louisiana Tech University        | Y proxy for Nolan Eller University Archivist | Reference Librarian                       |
| Mahoney         | Anne     | Vermillion Living History Museum | Y  | Curator                                   |

|        |      |           |   |                       |
|--------|------|-----------|---|-----------------------|
| Prince | Dale | LSUHSC-NO | Y | Director of Libraries |
| Stamm  | Tim  | Delgado   | Y | Dean                  |