

Louisiana Digital Consortium
Fall Membership Meeting
November 21, 2019
State Library, Baton Rouge

Agenda

I Introductions and Welcome

II Approval of Minutes from Spring Membership Meeting held May 16, 2019

III Report from Chair

IV Old Business

V Report from Treasurer

VI Report from the By-laws Review Committee, changes will be voted on at the Spring Meeting.

VII Report from Scott Zeigler of LSU Libraries on the LDL

VIII LDC Members Questionnaire

IX New Business from the Floor

Introductions and Welcome

Carol Bartels called the meeting to order at 10:15 am.

Roll call of attendees attached to the end of these minutes.

Approval of Minutes from Spring Membership Meeting held May 16, 2019 – The draft meeting minutes were sent to the membership, but were not included with the other documents in the final email leading up to this meeting. Debbie Johnson-Houston moved to defer approving these minutes until the spring 2020 meeting. Deb Poole seconded the motion. The membership voted to defer approval to the spring 2020 meeting.

Report from Chair

Since July 1st of the year the LDC has voted and approved membership in the LDC for:

- Calcasieu Parish Public Library
- Louisiana State Archives
- Ouachita Parish Public Library

We happily welcome them into the consortium along with other recent members, the University of Holy Cross whose membership was voted on at our spring meeting on 16 May and East Baton Rouge Public Library, and Fletcher Community College. This puts us at 25 members and growing.

For the LDC's Louisiana Digital Library

From November 1, 2018 to November 1, 2019, there have been 143,519 users, viewing 1,129,296 pages in a total of 194,069 sessions. The bulk of sessions come from within the United States 95%, with Great Britain 1%, France .05%, and Spain less than a half %. The bounce rate is high, 55.19.

The executive board has convened three times since July 1st. Having heard the membership at the spring meeting, we tried to link this LDC Membership to the LOUIS Users Conference and Membership meeting in October. We were offered the use of one of the breakout rooms during the lunch period on October 16th. The board did not feel this would work well as many of the deans and directors only attend the membership meeting on October 17th and would not be there on the 16th and during the lunch hour itself did not seem appropriate as we were not prepared to feed everyone. The board is however looking into making membership meetings easier to attend by allowing and providing for virtual attendance. We want to see faces so not just calling in, but video conferencing.

The board is looking to grow the LDL and have the consortium do more for its members than just govern the LDL and to that end the questionnaire, which members were asked to complete and we will review shortly.

I have been charged by my fellow board members to provide them with the pros and cons of registering the LDC with the Secretary of State's office.

In reply to the board's repeated request, to get the LDC information on the LDL's website updated, LSU pulled the information and put a link to the LDC's website which is more acceptable than having outdated information, but we now need to work on improving and updating the LDC website.

New and fresh members are needed to step up into leadership positions. This spring we will be voting on a new vice-chair/chair-elect and a board member at large and because of how it is established in our bylaws a secretary and a treasurer (the treasurer three year term and the secretary a two year term they come together every six years and we are there). That's four board positions to be filled and if you are interested in serving please send an email to ladigconsortium@gmail.com

Old Business

1. Visits to member institutions. Although the LDC approved a \$750 budget for this in May, time and institutional permission to travel prevented this from happening.
2. The LDL Steering & Development Committee remains dormant. We need this committee to meet and continue addressing its original charge. Jeff Rubin served as chair, but we need a new chair for this committee. Lora read the committee charge to the membership.

LDL Development Steering Committee

LSU and the LDC Board agree that an important next step for the project is to create a mechanism for LDC members to provide feedback and set priorities for the LSU Development Team working on the LDL project. The LDL Development Steering Committee (proposed name), ideally comprised of collection administrators who are familiar with digital library development and digital projects, will provide direction and feedback about the migration to Islandora and the redesign of the website interface. The committee's proposed charge is to:

- Develop short and long-term goals for Islandora technical implementation and the website redesign
- Prioritize product feature development and releases
- Provide feedback to the LSU Development Team about new features and site changes
- Attend monthly product review meetings with the LSU Development Team in person or via web conference
- Communicate with all LDL stakeholders (including the LDC Board and membership) to inform of changes and to gather feedback about new features, bugs or issues, and potential enhancements.

The committee will work closely with the LSU Development Team to ensure that the new Louisiana Digital Library has the features and look that the LDC membership wants. The committee's input is critical over the next year, so the initial time commitment will be September 2016 – August 2017. After the migration and website redesign, the Board will review the committee's charge and determine in what capacity it will continue.

The following people were or volunteered to serve on this committee:

- Jeff Rubin
 - Charlene Bonnette
 - James Hodges
 - Kent W.
 - Miriam Childs
 - Pati Threatt
3. Social Media Committee. Carol asked if the committee had met. The committee posts weekly. Annie Wheeler sent statistics to Jeff and Michelle Riggs. Weekly posts began in June. The LDC Instagram account added 100 new followers without paying to boost posts. Jeff will forward the report to Lora.
 4. Collaborative Committee – no report

5. The Ad hoc Bylaws Committee met in August. The committee chair, Lora A. will present proposed changes to the bylaws at today's meeting.
6. Carol reported an action item from the spring 2018 meeting was to poll the members on meetings. This did not occur, but the executive board did meet and try to align this meeting with other meetings happening around the state. The executive board investigated meeting in conjunction with the Louisiana Archives and Manuscripts Association (LAMA) and LOUIS Users Conference (LUC). Neither option worked for the LDC membership meeting. We did connect an LDL training session with the LAMA meeting on October 15 in Lafayette. This worked well since many LDL Admins attended the LAMA meeting as well. In the past, we allowed time for deans and directors to meet separately from the LDL Admins. We may do this again. Overall, in order to work more efficiently, we arranged for members to meet virtually for today's meeting.

Report from Treasurer

Beginning balance \$55,752.13

Louisiana Digital Consortium Budget June 2019 - November 2019			
Date	Description	Payment	Expenditure
9/4/2019	Discovery Garden Islandora technical support & maintenance contract		(\$4,940)
11/12/2019	Calcasieu Parish Public Library	\$ 750.00	
11/19/2019	Ouachita Parish Public Library	\$ 750.00	
		\$ 1,500.00	(\$4,940.00)
	ACCOUNT BALANCE	\$ 60,100.18	
NOTES:			

11/20/2019	Outstanding Invoices		
	Louisiana State Archives	\$750.00	Spoke with this week payment being processed
	University of Holy Cross	\$750.00	Emailed 11/20/2019
			waiting reply
	Fletcher Tech Com College	not invoiced	Application under
			review by new
			administration since
			October still
			waiting reply
11/20/2019	Expenses not yet posted	Travel LDL Training	
		at UL for November	
		Upcoming Travel in	
		December in	
		Shreveport	
	Respectfully Submitted by:		
	Debbie Johnson-Houston,		
	LDC Treasurer, November 21, 2019		

Fletcher Technical Community College may decide to withdraw its membership application.

Report from the By-laws Review Committee

The membership will vote on changes at the Spring 2020 Meeting. Page numbers refer to the draft copy of the bylaws revision. Lora A. thanked the committee members for their service, Angela Proctor and Scott Jordan. (document attached to end of minutes)

Recommended changes – paginate the bylaws in the footer

Add approved revised date in the footer

Page 3 – Article III, Section 1, A, 1 - change UL in Lafayette and UL in Monroe - change “in” to “at”

Page 3 – Article III, Section 1, B, 5 (reword to - A member is not in good standing if it’s voting representative or designee misses three consecutive meetings. (from meeting notes – change member to “institution”)

Page 3 – Article III, Section 1, B, 6 (reword to include “and LDL submission” to current statement on privileges.

Membership would like new section 4 moved to become section 2 – Bylaws committee charged to rethink probationary period and find an easier path to reinstate privileges.

Possibilities include probationary period or a vote of the membership. Nichols and Southern BR members recommended another avenue for sponsored group to continue adding content if member institution falls out of good standing.

Section 2 (to become section 3) Fees

Add G. Payment due date for new members is 90 days after membership is approved.

If approved, this will need to be added to our invoice.

Section 3 will be changed to Section 4

Page 8, Article IV, Section 3 Officers, A – change minimum item count to 500

Jeff Rubin proposed suspending the bylaws to approve this change immediately. Jeff called the question and voting members approved this change.

Page 8, Article IV, Section 3 Officers, D

Reorder the officers

Move 6 to 3

3 to 4 and 4 to 5 and 5 to 6

Change length of service of the Treasurer to one three year term.

Page 8, Article IV, Section 3 Officers, F 1 b – remove Arrange for the preparation and distribution and add Prepare

Page 9, Article IV, Section 3 Officers, F 3 b – remove Receive agenda items and circulate and replace with Distribute. Add of the consortium and the executive board to the end of the sentence.

Page 9, Article IV, Section 3 Officers, F 3 g – add “and make needed updates to the LDC website.”

Page 12, Article V, Section 1, A2a - add “draft” in front of budget (to be in agreement with Section 3 Officers #4 Treasurer bullet point d.

Page 12, Article V, Section 1, A3e - remove “draft”

Page 13, Article V, Section 1, E – change that the agenda is prepared by the secretary to the “chair” change the word circulated to “distributed” and add “by the Secretary”

Page 17, Article X – Add “The bylaws will be reviewed a minimum of every 5 years or as needed to meet the needs of the consortium.

The committee will meet again to update the revisions and address the concerns of the membership. The committee will send the revised bylaws to the membership within the required 30 days before the spring members meeting.

Report from Scott Zeigler of LSU Libraries on the LDL

Carol noted that the MOU signed by LSU and the LDC states that the LDC will receive quarterly reports on the status and statistics of the LDL. Carol requested this data and received an email on how to pull the data herself. Carol would like LSU to follow the MOU and send this data quarterly.

Scott was not able to attend by emailed the LDC listserv the data requested:

Second, please see the link below for a slide deck detailing how to use Google Analytics to get statics from the LDL. These slides offer a quick guide to getting started, a handful of examples, and additional resources for learning more. Google Analytics is, of course, a powerful tool and there's always more to know. These slides are meant to be an introduction and means for gathering what is most commonly requested, including pageviews, sorting by date/institution/collection, and the location of audiences. If you don't yet have access to the LDL Analytics and you'd like it, please let me know (I'll just need your gmail account).

LDL Statistics:

<https://docs.google.com/presentation/d/1gGijRme9UeXYFpJgDjYqr18FF5WobcPu4EMxnEoJA5c/edit?usp=sharing>

Lastly, please find attached a series of reports from Google Analytics, including number of users (new and returning), pageviews, and average length of stay on the site. Thanks to Leah Powell for compiling these reports, and thanks to Scott Jordan at ULL for getting us started on this path.

(see appendix on reported statistics)

LDC Members Questionnaire

Carol asked that members send their responses to the survey to the ladigconsortium@gmail.com email address. Lora will enter responses into a google form she has created. She needs to test the form, but once she is assured that it is working correctly, she will send the link so that members may enter their own responses. Carol asked for responses to question 10, What are your expectations of LDC membership?. Members responded that they want a working LDL, to sustain the infrastructure for members, promote and provide access to LA archival and digital resources, support in the process of adding items.

Carol asked that all members complete the survey.

New Business from the Floor

Jeff will call a meeting of the LDL Steering Committee sometime before December 15. One item to discuss is the ease of uploading compound objects.

Lora asked to create an ad hoc committee to establish procedures and technical specifications for virtual meetings. Deb Poole volunteered to be on the committee.

Jeff Rubin asked for interest in the LDC becoming a functional hub for the Digital Public Library Archives (DPLA). Carol recommended that he post this question to the LDC list for further discussion.

Scott Jordan asked about the ability to harvest the LDL metadata into his library's online catalog. Jeff Rubin said this is possible, but it is a matter of what information is wanted by the library. Carol recommended that Scott post this to the LDC listser for more discussion and to contact Kent W. at the HNOC.

Jeff Rubin recommended that more members take advantage of the listserv and share and find answers using this platform.

Decisions Made

Institutions must have a minimum of 500 items in the LDL in order to be eligible to serve as an officer in the Louisiana Digital Consortium.

Action Items

What	Who	When
Add LSU/LDC MOU, Collection Development Policy and Metadata Policy on the LDC website	Lora	asap
Reconvene LDL Steering Committee	Jeff Rubin	Committee to meet by December 15
Choose new chair for the LDL Steering Committee	LDL Steering Committee	At first meeting
Reconvene ad hoc bylaws committee to finish its work	Lora	asap
Convene the ad hoc committee on virtual meetings	Lora	asap
Send social media report to LDC listserv	Jeff	asap
Post question about interest in LDC functioning as a service hub in LA for the DPLA	Jeff	asap
Post to the LDC listserv about harvesting metadata from LDL to an institutions online catalog	Scott Jordan	asap

Debbie Johnson-Houston moved to adjourn. Deb Poole seconded. The meeting adjourned at 12:15 pm.

Attendance

Voting Members

Name	Institution
------	-------------

Lora Amsberryaugier	University of New Orleans
Carol Bartels	Historic New Orleans Collection
Miriam Childs	LA Supreme Court
Gina Costello	Louisiana State University
Nolan Eller	LA Tech
Marjorie Harrison	Calcasieu Parish Public Library
Debbie Johnson-Houston	McNeese State University
Scott Jordan	University of Louisiana at Lafayette
Anne Mahoney	Vermillion Living History and Folklife Center
Will Olmstadt	LSU Health Sciences
Charlene Bonnette (designee for Meg Placke)	LA State Library
Deb Poole	Loyola
Anglea Proctor	Southern University, Baton Rouge
Jeff Rubin	Tulane
Clifton Theriot	Nicholls
Dale Prince	
Anne Wheeler	LA State Archives
Cyndee Robertson	Ouachita Parish Public Library
Sara Mazeur	
Tim Stamm	Delgado Community College

Members

Name	Institution
------	-------------

Caitlin Cooper	Delgado
Aaron Webster	Calcasieu Parish Public Library
Heaven Smith	LA State Archives
Samantha Miker	Tulane
Elizabeth Kelly	Loyola