



LDC FALL MEMBERSHIP MEETING Minutes

- I. Leah Duncan called meeting to Order at 10:02am October 12, 2023.
 - A. Meeting via Zoom

- II. [Record Attendance](#) : Brenda Flora, Christopher Achee, Tim Stamm, KC Celestine, Miriam Childs, Jennifer Lloyd, Elisa Naquin, Phillip Martin, Pati Threatt, Clifton Theriot, Cyndy Robertson, Khalil El-Bathy, Carol Bartels, Emily Hindin, Sean Knowlton, Scott Jordan, Jeanne Pavy and Shelly Masog

- III. Approval of Minutes from the Spring Membership Meeting held May 19, 2023
 - A. [LDC 2023 Spring Membership Meeting Minutes.docx](#): Date for project completion updated. No further corrections, minutes considered approved by Leah Duncan.

IV. Reports

A. Chair

a. New Approved Members

- i. SOWELA Technical Community College, welcome.

b. Applications Pending Approval

Sims Memorial Library, Southeastern Louisiana University: They hope to use the LDL to upload theses and dissertations. Scott Jordan asked what the size of SOWELA's collection be and if the LDL could handle it. Sean has spoken to them and doesn't think it's a major retrospective at this point and will be current releases for now. Leah launched a Zoom poll for a vote. Membership was approved.

- i. Franklin Parish Public Library wished to put local history on the LDL. Franklin Parish Library membership was approved via Zoom poll.

Leah will inform both organizations after the meeting

c. 2023-2024 Committees and Task Forces: Announcement of Committee volunteers.

- i. Steering Committee, Chaired by Scott Jordan

- ii. Social Media and Marketing Committee, Chaired by Phillip Martin

iii. Mission, Vision, and Values Task Force, Chaired by Sean Knowlton

- 1. The Mission, Vision, and Values Task Force will develop documentation defining the LDL community's mission, vision, and values.



Leah will reach out to group chairs and encourages members to join committees

- B. Vice-Chair Sean Knowlton announces a new promotional video by Alan Velasquez (sp?). Video was played. The social media and marketing committee will be tasked with leveraging the video.
 - a. [New Promotional Video](#)
 - C. Treasurer's Report Miriam Childs is planning to work with the LSU Accountants to move forward with this.
- V. Platform
- A. Update – Michael Stewart (tbd). Michael was not in attendance so no update was given
- VI. New Business
- A. Web Administrator Duties: A clear designation of a web administrator for the Louisiana Digital Consortium website. Lora has been updating the website for several years and there is a question if there is a need to create an official designation for LDC Web Administrator. Either the Vice-Chair or Secretary could take on the duties. Jennifer pointed out that a job rotation would discourage continuity. She suggested an ad hoc administrator that would stay around longer. Miriam suggested adding it to the Social Media and marketing committee. Leah said it's really just board maintenance, but could also be used as a promotional tool. Sean suggested just keeping it Executive Board.
- ? was wondering if the SOWELA Thesis collection would be publically accessible or restricted. Sean said he believed they would be open access per the LDLs existing policy.

UNO representative was asking about the cost of the new server and if it was going to be an ongoing expense and what the sustainability of our costs vs. income and it may not be sustainable long term. Gina discussed the server as a one-time cost and the discussion at the Spring membership meeting. The monthly costs of the Amazon server are offset by the outright purchase of the new server and the included labor of the LSU team. She suggested looking closer at the ongoing operating budget of the LDC and long term implications. Treasurer suggested we will have a clearer picture of what the financial parameters will be moving forward with the new server and how long it will last.



Carol Bartels gave a brief history on the background of LOUIS/LDL. Nest egg was established by much higher membership fees. When Stanley Wilder volunteered LSU take on the project, the larger annual contributions went away and just the one time joining fee is the only income that remains. The site costs about \$100,000/year that LSU funds.

Khalil El-Bathy asked if the server five-year shelf life means it will become obsolete or full. Gina responded that there is only a 5-year manufacturer's warranty. Sometimes the server will outlive this time frame, but generally once it is out of this time frame, replacement is considered. Question: What is the shelf life of a server and if they need to be replaced every 5 years, what are the plans for that income. Sean mentioned the vote for the new server and time will tell if we need to buy/vote. Carol pointed out 5 years is generally standard life for this type of equipment. Khalil: If signs are pointing to this being a recurring fee, there should be a financial plan in place to take care of this. Leah pointed out this is not probably financially sustainable and we will have to either reassess expenses or put in framework for new funding. ? suggested developing a projected budget into the next 10 years and that revenue from member institutions has limited potential. Gina offered to provide actual costs to the membership to help determine future plans. Carol: There are provisions for fees and cost increases in the by-laws. We have been living off the nest egg for 10 years and it is bound to happen that we will need new sources of funding.

Khalil El-Bathy questions the accessibility of the SOWELA thesis collection in regards to the rules regarding accessibility of collections in the LDL. Leah: Submission agreement states that content is available to anyone with an internet connection worldwide and it is the institutions responsibility to monitor the content. There is some content on the LDL that is restricted by IP. ? The clippings file is restricted based on copyright but their membership predates the submission agreement. Leah: The prevailing rule is that content needs to be publicly available.

VII. Announcements:
No announcements

VIII. Adjournment:
Motion to adjourn made by Chris Achee seconded by Miriam Childs. Meeting was adjourned at 10:49am