



Digital Scriptorium

## Mid-year Board Meeting

09 February 2018

Huntington Library

San Marino, CA

### Present:

Debra Cashion, Executive Director/President

Janine Pollock, Deputy Director/Vice President

Lynn Ransom, Secretary

E.C. Schroeder, Treasurer

Vanessa Wilke, Director at Large

Cherry Williams, Director at Large

Lynne Grigsby, Technology Host

### Minutes

Debra Cashion called the meeting to order at 9 a.m., first thanking Vanessa Wilkie and the Huntington Library for hosting the DS Executive Board. Cashion noted that Mary Robertson, former Curator of Manuscripts at the Huntington, would join the group at lunch and that the meeting would adjourn early in order for her and E. C. Schroeder to meet with Bank of America to set up accounts.

#### I. Old Business

Beginning with old business, the minutes from the Fall 2017 Executive Board Meeting, held October 4, 2017, at Beinecke Library, were reviewed. Cherry Williams moved to approve, Janine Pollock seconded, and the motion passed unanimously. Next, the minutes of the 2017 Annual Meeting, also held at the Beinecke Library on October 5, 2017, were reviewed. Williams moved to approve, Wilkie seconded, and the motion passed unanimously.

Schroeder then gave the Treasurer's Report, noting that all paying members except the Harry Ransom Center had paid. Discussion then turned to asking Berkeley to provide a breakdown of expenses, including rates of work for developer time; admin costs; hosting costs; data management. Schroeder requested that the Technical Host, via Lynne Grigsby, make a proposal for a more detailed budget and would send categories to Grigsby. Schroeder also noted that he would send out invoices for 2018 membership earlier than last year, perhaps by the end of February.

Following the report, discussion moved to general finances. Cashion first presented Schroeder the Treasurer's Documents notebook, containing all the documentation relating to DS's finances. She then noted a complication that with membership dues amounting to \$30,000 now and the additional \$10,000 endowment donation, membership growth could push DS revenue beyond the \$50,000 tax limit which would then require a more detailed tax form. While the

potential for greater complications in filing taxes, the board determined that it should not be a hindrance for growth but DS does need be prepared to accept this eventuality.

Cashion also announced that a business account at Bank of America, called "Business Fundamentals Account" was ready to be set up pending board approval. The account does not have a checkbook or ATM but allows DS to accept, hold, and transfer funds. A checking account, holding a minimum of \$3000, and a savings account, holding a minimum of \$7000, was set up to avoid fees. Cashion asked for the board approval. Schroeder asked what would happen to the funds if we disband, and Cashion noted that the procedure was covered in the bylaws in Article 10: "Dissolution." Wilkie moved to approve; Lynn Ransom seconded; the motion passed unanimously.

The final item regarding finances was a review of the Donation Acceptance form. Cashion noted that the donor also requested an Investment Policy form, which was in progress and under review with a pro-bono investment counselor provided by VLAA (Volunteer Lawyers and Accountants for the Arts).. Cashion noted that Bank of America had a relationship with Merrill Lynch; Schroeder suggested that DS look at other firms that specialize in non-profit work when DS builds up enough funds to create an investment portfolio.. There was general agreement with this suggestion, and it was agreed that Cashion would send out documents for final approval after the investment counselor was finished with revisions, then send them to the donor.

Lynne Grigsby then reported on the new website, noting that it was all on Wordpress except for the search page. In addition to Technical Host, the Executive Director/President and the Secretary will have admin privileges to update and manage pages. Currently, only Technical Host and Executive Director (Grigsby and Cashion) have privileges, but Grigsby will add Secretary (Ransom). Grigsby was also asked to provide new website logo for letterhead use. She agreed to post them in the Google drive.

The group discussed revisions to homepage text to address reported misperceptions about DS's membership policy, namely that it was perceived that DS only caters to members who can afford high dues. Schroeder advised adding a "How to Join" page that would outline steps and qualifications for membership. The group then turned to the topic of publicizing new website and increasing visibility. Ransom volunteered to craft an announcement of the new website to distribute on listservs and other social media outlets. Wilkie offered to create a flyer for distribution at conferences.

## II. New business

The following items were discussed:

1. Setting the date and location for the next Board and Annual Meeting. The joint meeting will be hosted by Cherry Williams and will take place 6-7 Sept. 2018, at UC Riverside. Williams suggested using Ontario airport, and recommended the Mission Inn, the Hyatt, and the Marriott.

2. 2018 Board elections. Consuelo Dutschke will step down from the Executive Board to serve on the Advisory Council, leaving one seat vacant. Ransom and Pollock volunteered to sit on the Nominating Committee and agreed to provide a list of nominees shortly. It was pointed out that all current board members are due for re-election, which led to a discussion about the possibility of some board members shortening the length of the next term to stagger the departure. Schroeder raised the question of whether non-paying, or associate, members could run for election. Bylaws do not have an explicit statement for all board seats, only for officer positions. Group determined that the prohibition should apply to all board seats.
3. Grigsby reported that Berkeley was looking into replacing WebGenDB to another platform and advised that it may take 1-2 years to consider how this affects us.
4. New memberships/associates. Schroeder agreed to contact institutions about joining DS, including University of North Carolina, the Getty, UCLA, Southern Methodist University, Princeton University, Claremont College, Duke University, St. John's Abby, and the Boston Public Library. Also discussed was contacting David Gura at Notre Dame University about rejoining. Pollock asked, "What was our sales pitch," which was identified as something that needed to be developed.
5. User Survey Results: the board reviewed the survey results. Only 23 respondents, which did not supply enough useful data to draw conclusions. It was agreed that the survey would be extended, a link would be added to the website, and Ransom would send out an email blast notifying people of DS's strategic initiative and requesting that people fill out the survey. End date will be August 1, 2018.
6. The final item new business item discussed was the agenda for the Fall Annual Meeting, which eventually led to a larger discussion on strategic planning. Initial agenda items include:
  - a. Advisory Committee Project reports
  - b. Speakers from local collections (Williams to arrange)
  - c. Open discussion on hurdles that members and prospective member face: cataloging, technical, etc.
  - d. Strategic planning

The meeting ended with an open discussion of a proposed strategic planning meeting and member engagement. With all member of the board recognizing that DS was at a crossroads, the board agreed that it was in the best interests of DS to hold a "Future of Digital Scriptorium/DS 2.0) planning meeting. The meeting would bring together a group gathering 15-20 users and representatives of similar projects as well as technical experts, metadata specialists. Schroeder offered to host the meeting at the Beinecke in February or March of 2019 and committed up to \$25,000 in support. The meeting would allow an opportunity for "blue-sky thinking" about what DS is, what it should be, and how to achieve it. A spreadsheet

identifying potential invitees was created in drive and is accessible through this link:

[https://docs.google.com/spreadsheets/d/1JMTvfdw3T4dMnxPBWtrhhLNvJrnc\\_em1zz104zvHhKI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1JMTvfdw3T4dMnxPBWtrhhLNvJrnc_em1zz104zvHhKI/edit?usp=sharing)

Also discussed were ways in which current members could engage with DS and demonstrate activity. A starting point is asking members to contribute blogs. As Secretary, Ransom was charged with the responsibility of adding new blogs to wordpress site. Cashion would request blog submissions from members via an email to the DS listserv. Pollock suggested writing a blogpost on Bibliotheca Philadelphiensis project, and Schroeder offered to do a post on the Takamiya collections.