



Digital Scriptorium

Digital Scriptorium Board Meeting 26 September 2019

The Newberry Library, Room B94
60 West Walton Street
Chicago, IL 60610

MINUTES

Attendance:

Debra Cashion, President & Executive Director
Janine Pollock, Vice President & Deputy Director (absent)
Lynn Ransom, Secretary
E. C. Schroeder, Treasurer
Vanessa Wilkie, At Large
Cherry Williams, At Large
David Faulds, At Large
Lynne Grigsby, Technology Host (ex officio)

Morning session, 9:00 am to 12:30 pm

OLD BUSINESS: Agenda for Annual Meeting

Debra Cashion called the meeting to order. Reviewed agenda for annual meeting.
First order of business: Vote in new membership, Western Michigan University

re Reports:

Debra Cashion: Director's Report was prepared and included with the Agenda in the attendees packet, along with a copy of last year's minutes, the updated MOU, the Invitation to join the ISMI Consortium, the invitation to the reception at Les Enluminures, a local map, and a list of local restaurants.
E.C. Schroeder: Treasurer's report. In attendance but will be absent for Annual Meeting tomorrow.
Lynn Ransom: Minutes from last year's Annual Meeting, and report on Beinecke meeting in E.C.'s absence. Ransom gave the Board an update on the preliminary proposal to IMLS to apply for a Planning Grant, which was submitted only a few days before the meeting. Cashion thanked everyone who helped get the proposal out, especially Lynn Ransom who has managed the process at Penn.
Vanessa Wilkie: Treasurer's report as sub for Schroder. Cashion will contribute and talk about expenses, thank Newberry for hosting and explain costs. Newberry is not a member but gave DS a generous discount. Good opportunity to explain that we have no operating budget. Wilkie will also give Membership report and discuss memberships lost, as well as how to become a new member and why. Cashion has updated MOU--has been replaced on website with new version.
Janine Pollock: will be absent, so it was decided to remove User Survey discussion.

Lynne Grigsby: Technical Host report, will discuss change of UC Libraries data platform to TIND. WebGenDB ends in a probably a year.

re Presentations:

HMML has prepared a presentation, which will fill in for the absence of James Marrow, who was going to present about the plans underway for a Chicago area manuscripts exhibition. Concerns were expressed about the undefined relationship between DS 2.0 and vHMML, but it was agreed that it's a work in progress. Other presentations will come from University of Chicago, the Newberry Library Center for Renaissance Studies, and Western Michigan. There will also be a classroom exhibit of manuscripts from the Newberry collection.

It was discussed where to hold next year's meetings: The Annual Meeting should take place at Penn. This would be especially appropriate if we get the IMLS Planning grant. Schroeder suggested for the next Annual meeting that we use a round robin to learn from attendees what's going on at their institutions. Cashion thought it would work best when the attendance was smaller than it will be at the Newberry meeting.

The spring Board meeting was also scheduled. The group considered UC Berkeley coordinated with the Medieval Academy meeting 26-28 March, but decided it was better to align it with the Pasadena book fair, February 7-9. It was agreed to hold the spring Board meeting on Monday, February 10, at UC Riverside.

Break for lunch, 12:30- 1:30 pm

Afternoon Session: 1:30-4:30 pm

NEW BUSINESS: Operations.

Board roles and responsibilities: discussion was held about the division of labor among Board members. Cashion reviewed tasks outlined in Google spreadsheet: who does the job now, who could or should do the job, who serves as backup. All agreed it was time to review and delegate tasks, many of which have been created in the past three years of reorganization and development of the consortium as a non-profit business. Tasks were mapped out but the effort will take time and adjustments. Cashion agreed to create a new Gmail account for DS. (This has been done: dscriptorium2020@gmail.com)

DS Archive: Consuelo Dutshke established an analog archive at the Grolier Club for DS papers and records. Cashion pointed out that all of DS documents are now in electronic form, although some paper copies exist. The new email can establish a Google account for DS that can be backed up to portable hard drive.

ADJOURNMENT: 4:30 pm