September 25, 2015

Attendance: Shannon, Jillian, Meghan, Nathan, Terry, Katrina, Chatham, Meg, Laurie, Gwen, Janet, Liz, Tom, Missy

Angela Update: Meghan Frazer has agreed to be co-chair, with Katrina, of the metadata working group; She’ll email Emily about the wiki.

Working Group Updates:

Advocacy: All members attended first WG meeting, they reviewed the charge and timeline for responsibilities, talked about the symposium and promotion. Since they are not certain about specifics of the symposium, they didn’t feel they could develop concrete ideas for promotion.

Questions -- Do we need to create a logo? Is there funding to hire a designer? Emailed Angela to find out. Several members have done graphic design. Also creating save the date cards, have a google doc to identify listservs, scheduling a bi-weekly meeting for the group.

Tom suggested that one of the symposium planners should participate in the calls if possible.

Metadata: Meghan reported that they need to schedule their first meeting, as she’s a new chair. Team is at full capacity now.

Technical: Group met and walked through some of the scenarios that Emily presented. Meghan reviewed OhioLINK’s experience in managing a statewide group. She sketched out a rough technology stack, how collaborations might work, how institutional members might work, how the entire stack might work. Terry has worked with Hydra in a box and might fit in. Also, how we might handle the metadata processing and move it through the pipeline. The survey will help us plan about the A,B,C’s.

Legal: First meeting October 2. Plan is going to be division of other DPLA hubs and look at what they’ve done in terms of legal practices, develop a matrix to compare some of the elements we might need. Put together a white paper. Find ways to reach out geographically for broader team representation.

Sustainability: Held a meeting September 14, sustainability has 6 questions, they reviewed their charge, and deliverables.

Governance: October 1 is first meeting, co-chairs had a discussion following up on discussion had at symposium. Governance, legal and sustainability have to be closely tied. There was a discussion on how can we have three groups, overlap and the need to work together.

Liz will schedule doodle poll for the chairs of the Legal and Governance chairs, Steering Committee to discuss.

Emily’s presentation: Good to have the call.

Survey cover email and survey distribution: Tom reviewed the plans for distribution. It was recommended that a statement on consulting with digital experts in your institution be added to the cover. Liz & Tom need specific numbers of surveys being distributed to targeted groups, the person who is sending out the email should get those numbers to Tom. Tom will write a brief paragraph about the survey and it is can be sent to Ohio Library Council’s Monday newsletter for public library directors. It can also be included in OhioLINK’s ~~a~~ weekly update and sent to OhioDig.

Symposium update: December 2-3, working groups can do meetings December 2, Symposium is December 3. Kerri Willette and Emily Gore have been invited and accepted. Tech infrastructure group wants a plenary style, address A, B, C strategy, timeline, etc. How can people join—what’s required. How arrived at decisions.

Liz will send out a Doodle poll for call for Steering Committee to discuss the details of the Symposium.

Next Meeting: October 23, 2015