Digital Scriptorium Annual Members Meeting

September 11, 2015, at the Grolier Club, New York, NY

MINUTES

The meeting was called to order by Debra Cashion (SLU), Executive Director-elect, at 10:00 am and began with introductions around the table (see the List of Attendees at the end).

The first items of business were the elections of new Executive Committee members and new officers following rules established in the revised bylaws. The 2015-2017 Executive Committee is now (* indicates new appointments):

Executive Director	Debra Cashion (St Louis University)*
Deputy Executive Director	Janine Pollock (Free Library of Philadelphia)*
Secretary	Lynn Ransom (Schoenberg Institute for Manuscript Studies, UPenn)*
Management Host & Treasurer	David de Lorenzo (UC-Berkeley)
Technology Host	Lynne Grigsby (UC-Berkeley)
Members at large:	Consuelo Dutschke (Columbia University)*
	E. C. Schroeder (Beinecke Library, Yale University)
	Vanessa Wilkie (Huntington Library)*
	Cherry Williams (Indiana University)*

As the newly appointed Executive Director, Cashion extended gratitude on behalf of the entire board and membership to members of the previous committee, especially Consuelo Dutschke, without whom Digital Scriptorium would not exist.

Old Business
Discussion then followed on topics related to old business, in particular about the process of revising the bylaws, which centered mostly on the nomination and election processes for the nine now required members of Executive Committee for 3-year terms and the appointment of officers. Notable points of discussion were whether the Treasurer needed to be elected or appointed. Currently, the treasurer is appointed and attached to the Management Host position. Further discussion on these points was deemed necessary but put off for a future meeting.

With the Executive Committee established, the meeting moved forward with the approval of the minutes from the 2014 Annual Meeting. New institutional members Smith and Amherst were recognized, but it was noted that the original plan to include the Five College Consortium was abandoned due to the fact that from a management point of view it was difficult to create one member feed for the five institutions. Smith and Amherst were the only ones to feel justified in joining.

Discussion then moved to the broader topic of membership. Madeleine Volijoen (NYPL) asked how the membership funds were spent, which led to a discussion of membership and how it worked.Tiered system of membership pays for operations at Berkeley. Madeleine Volijoen (NYPL) asked: what did membership provide? Group responded that membership provides invitation to annual meeting but more significantly inclusion in a community of institutions providing single-point access to manuscript collections. An institution benefits from membership by achieving greater access to and cross-fertilization of its collections in a digital environment supported by Berkeley and archived in the California Digital Library.

Wrapping up discussions of old business, Cashion raised the question of whether to apply for 501C3 non-profit status, which would have the benefit of allowing DS to apply for grants. The idea was considered but no decisions were made. It was also noted that new bylaws needed to be posted on the website.

New Business

1. **Technology and statistics updates (Lynne Grigsby, UC-Berkeley)**
Discussion then moved to issues surrounding statistics, website maintenance, and general communication strategies. Grigsby requested that an email list be set up to ensure consistent communication. All agreed this should be done, but there should be two lists: one for members, the other for the Executive Committee, and one possible for interested community. Cashion reminded the group that all members should update their contact information on the website. Grigsby also noted that the governance webpage needed to be updated. E. C. Schroeder (Beinecke) noted and Cashion agreed upon the need for a website committee that had oversight for all pages. Elizabeth Teviotdale (WMU) and Grigsby volunteered for the committee (see below). Barbara Shailor (Yale) noted that the Wikipedia entry needed updating; Cashion offered to do it.

Grigsby also reported that work on infrastructure changes at Berkeley was resuming after a year of delay. She did not have details of changes yet, but Berkeley will change from DS to a Berkeley system. DS is shoe-horned in but infrastructure and complexity of the DS design may be affected. WebGenDB will disappear, and nested structure may have to change. She notes that libraries aren't creating these systems anymore. This raised the larger question of the technical future of Digital Scriptorium, which was put off for later discussion. Bill Stoneman (Houghton) did raise the point that the focus behind the initial question is what are the implications for new and old members as we move forward?

Returning to more straightforward technological issues, Grigsby proposed removing News and Events from the website and moving to a blog format that anyone can contribute to. It was determined that this would be a good way to move forward. Cashion asked Schroeder to shepherd the issue once the email lists were set up and asked Stoneman to write a final News and Announcements alerting users to changes.

2. **Management and financial updates (David de Lorenzo, UC-Berkeley)**
De Lorenzo's financial report was reviewed. Highlights were that San Francisco State had not paid due to a retirement. UC-Riverside had not paid due to same issue. Notre Dame had not paid due to possible organizational changes. Stoneman noted need to follow up, and Cashion agreed to do it.

[Meeting broke for lunch]

3. **Presentation on the Broken Books/Llangattock Breviary project (Cashion, SLU)**
Following lunch, Cashion presented her work on the virtual reconstruction of the Llangattock Breviary. Of particular note, was her use of Omeka and use of IIIF images and how this might present a possible shift for DS.

4. Other new business
The remainder of the meeting was spent discussing broad stroke-plans for the future of digital Scriptorium in terms of technology, data management, and website presentation. To summarize, the question of the scope of DS was raised: Who is it for? What is the goal? How does it play in a Digital Humanities environment? Discussion was lively. Barbara Shailor noted that the original goal was to be a research tool and provide a catalogue of dated and datable manuscripts. Lynn Ransom (SIMS, UPenn) reiterated the notion of DS as a union catalogue and pushing in that direction. Ray Clemens (Beinecke) felt that if DS stayed the same, it would crystallize in place as a more dynamic digital humanities environment grew around it, so it must change. The question of funding arose and the Mellon Foundation was put forward as a possibility.

In short, a number of very large issues that need tackling presented themselves and, and so committees were formed to address them and begin working toward solutions. The following committees were created:

1. Website : Elizabeth Teviotdale (chair, WMU), Lynne Grigsby (UC-Berkeley), Janine Pollock (FLP
2. Technology: Lynne Grigsby (chair, UC-Berkeley), Debra Cashion

3. Membership and Outreach: Vanessa Wilkie (chair, Huntington), Bill Stoneman, Jerry Heverly (NYU), David Faulds (Berkeley)
4. Strategic Planning: Lynn Ransom (chair, UPenn), E. C. Schroeder (Beinecke), Janine Pollock (FLP), Ray Clemens (Beinecke)

These committees will communicate independently throughout the coming year and report to the Executive Committee and membership as needed.

Other final business was the question of where to keep archives/files. Eric Holzenberg (Grolier Club) offered to house the archives at the Grolier Club.

Next meeting: The date and location for the next annual meeting was discussed. It will be held in Cambridge, MA at a date in late September, tentatively the 23rd or 30th, 2016, to be determined by host institution (Harvard). William Stoneman will notify the membership.

[Meeting adjourned at 3:45]

Attendees and Contact Info

1. Debra Cashion (St. Louis University)   dcashion@slu.edu
2. Ray Clemens (Yale University)   raymond.clemens@yale.edu
3. David DeLorenzo (Berkeley)   ddeloren@library.berkeley.edu [in absentia]
3. Ilya Dines (Library of Congress)   ilyamdemontibus@gmail.com
4. Consuelo Dutschke (Columbia University)   cwd3@clumbia.edu
5. David Faulds (UC-Berkeley)   dfaulds@library.berkeley.edu
6. Lynne Grigsby (UC-Berkeley)   lgrigsby@library.berkeley.edu
7. Jerry Heverly (NYU)   gerald.heverly@nyu.edu
8. Eric Holzenberg (Grolier Club)   ejh@grolierclub.org
9. Patrice Kane (Fordham University)   kane@fordham.edu
10. Peter Kidd (Independent)   pjkidd@gmail.com
11. Janine Pollock (Free Library of Philadelphia) pollockj@freelibrary.org
12. Lynn Ransom (SIMS, Upenn)   lransom@pobox.upenn.edu
13. E.C. Schroeder (Yale University)   edwin.schroeder@yale.edu
14. Barbara Shailor (Yale University)   barbara.shailor@yale.edu
15. William Stoneman (Harvard University)   stoneman@fas.harvard.edu
16. Liz Teviotdale (Western Michigan University) e.teviotdale@att.net
18. Sydney Van Nort (CUNY)   svannort@ccny.cuny.edu
19. Madeleine Volijoen (NYPL)   art@nypl.org
20. Vanessa Wilkie (Huntington Library)   vwilkie@huntington.org
22. Cherry Williams (Indiana University)   chedwill@indiana.edu [in absentia]