

Digital Advisory Committee  
Notes / Minutes  
February 24, 2009  
10:30 – 12:30  
SCRLC Offices  
108 N Cayuga  
Ithaca, NY

**Present:** Bridget Bower, Jean Green (via OPAL), Matthew Hogan, Kathleen Jackson, Mary-Carol Lindbloom, Megan McGovern, Gerry Smith (Via OPAL), and Mark Woodhouse,

**Excused:** Lynne Anstey (tried OPAL but did not work), Rachel Armstrong, Nora Hardy, John Hickey, Nan Hyland, Laurie McFadden, Al Oliveras, Gary Reinbolt,

**Introductions**

- Matthew brought the Committee up to date on current membership. Jean Currie and Mark Steigerwald stepped down. Mark joined the SCRLC Board of Directors and Jean retired as SCRLC Director. They will be missed. Whom might we ask to replace them? Where do we need representation?
- Matthew outlined how the Committee can help him manage the ToH program. Today's meeting is about housekeeping and reviewing program goals & objectives

**Review of the Tools of History project status**

- Committee viewed the new website on the electronic whiteboard. Discussed possible enhancements to the site including, curriculum-oriented exhibitions, tie-ins with events, networking and research services. We are still trouble shooting ContentDM – website interoperability. Expect to publish tomorrow.
- Matthew requested comments and corrections from the Committee

**Review of committee structure and task groups assignments.**

- Matthew requested the dissolution of existing subcommittees and the creation of work groups sitting as needed. Suggested the following work groups:

Marketing/Promotion

- Write articles, wiki, business connections, and events. Mary-Carol proposed a gala opening this summer in three locations possibly with enactors. They will also consider strategy considerations.

Website / ContentDM / Metadata

- Exhibitions, collaboration with schools, projects, events
- ContentDM 5 will soon be on our server. There will be a training session this intermediate/advanced summer training. Date to be set.

- Looking for a few Committee members to review the interoperability between website and CDM, and other related issues. Want to build a region support group to help the less informed.

#### Grants / Membership

- Reviewing and awarding grants for ToH participants. Mark Woodhouse volunteered to help. Is anyone else interested?
- Matthew proposed a membership drive for ToH. Planning help requested.

#### Training / Support

- LSTA funded the development of a Boot Camp. It will probably run four sessions (metadata, scanning and prep, program planning and sustainability, ContentDM. I am looking for assistance.

#### Outreach

- The Committee had a spirited discussion about outreach. It became clear that this activity might be a good umbrella for many activities related to collection development and promotion.
- This will become the initial work group, other than the Grants / Membership. If you are interested in working on this group, please let me know.

#### Collection Development

- Matthew is seeking new organizations to contribute to ToH content. Groups such as historical/art organizations, museums, and community based collections, The membership category of “affiliated” will be used for organizations who need to join the Council to participate in ToH.

#### **Website and policy documents review**

- The committee looked at the ToH website
- Matthew is interested in all comments, questions and concerns related to the web site.. **Please send all observations to Matthew**
- Jerry suggested having a representative from smaller history museums and historical societies – this person might help get these groups small collections on ToH.

#### **ToH grants**

- ASAP – Mary-Carol will send out notice
- Time line: has been changed to meet the present schedule of website release

#### **Committee 2009 goals**

##### Role of Committee & membership

- There was a general discussion about other kinds of institutions to we might want to add to the committee, such as public (TCPL?), museums, archives.

**ACTION ITEM: Come up with a few names for consideration at the next meeting.**

Identify goals

- Tabled until the next meeting

**ACTION ITEM: Matthew will review existing documentation and send a draft to the Committee for review before the next meeting**

Local users group

- Tabled.

Promotion and marketing

- Historical collections, small libraries and collections
- Brochure
- E-lists

**Boot camp**

See above.

**Blog**

- Matthew wants to find ways to improve participation by Committee members. Given travel distance, reduced budgets and tight schedules he proposed the following alternatives: using OPAL (online participants can interact via voice-over-IP, text chatting, and synchronized browsing), a blog and or wiki. We used OPAL with moderate success at this meeting.
- There was more interest is using a wiki to build regional knowledge base. Matthew is seeking assistance in wiki planning and oversight. Matthew will create a blog as well.

**ContentDM upgrade**

- Matthew has learned, since the meeting, that version is due to be loaded on the server by March 10<sup>th</sup>
- Training on CDM 5 in late spring of mid-summer

**Meeting schedule**

- No additional meetings were planned. Matthew will send out a doodle request to set up meeting for the remained of the calendar year.
- Jerry offered to host a meeting at BU. Matthew is looking for possible host out to the west and possible North of Ithaca.

Matthew Hogan  
February 18, 2009