

**Louisiana Digital Consortium**  
**Initial Meeting**  
**State Library of Louisiana**  
**Friday, July 25, 2014**  
**1:09 PM**

Sharon Mader convened the meeting and everyone introduced themselves. Sharon discussed the purpose of the meeting: first is to discuss the by-laws and process for ratifying them; second is to break up into two groups: deans/directors who can work to establish the LDC in accordance with by-laws; and one group that would discuss the operational nuts and bolts going forward.

Are all stakeholders represented? Loyola, Monroe, Louisiana Tech and the State Museum are absent. See attached sign-in sheet for attendees.

Debbie noted that moving forward with a group that formally lacks leadership has been a challenge.

Question: Who may participate in governance of the consortium?

Use Carol's wording: Governing members shall be represented in the Consortium by the institution's / organization's chosen designee. The representative must be empowered to make institutional commitments to the consortium.

Question: What will happen if an institution has private collections in the LDL and cannot leave them behind if they leave the consortium?

Jeff: membership agreement: should we include a statement that the Consortium retains the non-exclusive right to maintain a collection.

Pati: Why Article 3, section 3, B 3? That might be problematic. What about copyrighted materials or materials governed by a donor agreement?

Elaine: add "publicly published" to the sentence.

Sharon called for a vote which was unanimous in favor of adopting the by-laws with the changes mentioned.

The group split into two parts.

**Directors section meeting**  
**Friday, July 25, 2014**  
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Eligible members to serve on Executive Board:

State Museum  
LSU  
LSUHSCNO  
Loyola  
State Lib  
THNOC  
Tulane  
UNO

The following were asked/volunteered to serve on the Executive Board:

Chair: Pat Vince, Tulane  
Vice-Chair: Carol Bartels, THNOC  
Immediate Past Chair (Honorary): Sharon Mader, UNO  
Treasurer: Stanley Wilder, LSU  
Secretary: Diane Brown, State Library  
At Large – 1 year: Debbie Johnson-Houston, McNeese  
At Large – 2 years: Debbie Sibley, LSUHSC – NO

Question: How are we going to handle funding?

Squirrel away money that would have gone to LOUIS this year so that it can be used to hire a director and/or support consortial development. Two options for invoicing and holding payment until the LDC is set up were mentioned: Lyrasis and Internet 2.

Action items:

- File with secretary of state to gain official status – Diane will get information
- File for nonprofit status with the IRS -- Diane
- Communications: Need new listserve for directors – LSU?
- Write statement for LOUIS webpage -- Debbie JH will draft after August 11.
- Develop a list of meeting times – Next meeting of Executive Board – August 8. State Library has Adobe Connect, if virtual meetings are wanted.
- Write letter to members explaining what is happening with the LDL – Sharon, Debbie Sibley, Debbie Johnson-Houston
- Develop written membership agreement – Carol

- Get verbal agreement from institutions not represented at meeting – Diane

Two groups reporting out  
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Sharon announced the elected officers, meeting Aug. 8.

Sys Admin reports:

Gina: talked about setting up a wiki

Pati: set up procedures.

Angela: storage issues, fee-base for storage. At present everybody shares, but it may need to be different going forward.

Carol: Branding -- when can it change? LOUISiana to Louisiana. Rebranding will be extensive.

Updating the web page? How do we get access? Marcy sent it to Jeff.

Web addresses: need to redirect from LOUIS.

Everybody use louisianadigitallibrary.org. Need to check with LOUIS to figure out all the URLs and how to transfer/redirect.

Working Groups:

- New members/membership agreements: Gina Costello, Carol Bartels, Diane Brown, Debbie Sibley
- Metadata best practices and scanning best practices: Jeff Rubin, Pati Threat, Kent Woynowski, Angela Proctor, Gena Chattin.
- Collection development: Marlene Bishop, Charlene Bonnette, Dixie Jones, Cliff Theriot.