

LDC Executive Board meeting

January 16, 2015

Historic New Orleans Collection, 400 Chartres St., New Orleans, LA

The meeting was convened at 1:30 pm. Attending were Pat Vince, Stanley Wilder, Lance Query, Carol Bartels, Debbie Johnson-Houston, Sharon Mader and Debbie Sibley. Diane Brown was unable to attend.

1. Invoicing members for FY2014-2015. Stanley reported that invoices are in the mail. The deadline for payment was originally January 30, 2015; however, since the invoices were sent out last week, the deadline will be extended to February 20, 2015. (30 days net) Stanley will report on who has paid at that time. Any outstanding institutions will be reminded to pay at that time.
2. Update on LSTA funds. (Item #3 on the agenda) Rebecca's report via e-mail stated that all of the LSTA funds for FY15-16 have already been committed and there will be an additional 11.54% cut to LSTA funds for FY15-16, so she can't commit to anything at this point.

There was discussion about the LSTA Committee – who is on the committee and how is the budget determined? Pat, Lance and Stanley agreed that the LSTA Committee includes the Executive Director of LOUIS, the Dean of LSU Libraries and the Louisiana State Library leadership. Pat will follow up with Sara and Rebecca to find out how his office was left out of the meetings to determine the budget.

There was an IMLS call for proposals which is due Feb. 2. This call was for planning grants. Gina Costello suggested that we apply but there wasn't enough lead time to get something done in time. It was suggested that this Summer, the Board consider starting the process for next February's deadline. Stanley reported that Gina had talked about developing a White paper regarding how to keep digital libraries from being siloed by library types. This type IMLS grant proposal requires a two page synopsis on February 2. It was determined that the LDC would not submit at this time.

3. Nominating/voting process:
Spring meeting (Item #2 on the agenda) As Immediate Past Chair, Lance will recruit and recommend to the Executive Board a Nominating Committee of two governing members of the Consortium. The Nominating Committee will prepare a slate of nominees for Vice Chair and Member at Large (Debbie Johnson-Houston's term is ending) to be voted on at the spring membership meeting. The slate must be submitted to the Consortium members at least 30 days prior to the Spring meeting. The Vice Chair must come from a participating institution with at least 5,000 items in the collection. The group reviewed the list of LDC participants for possible nominees. Eligible institutions are: State Museum, LSU, LSU-HSCNO, Loyola, State Library, HNOC, Tulane, UNO, and McNeese. There was discussion about changing the Bylaws concerning who represents the Governing Member in order to make the possible pool of candidates larger

than just the deans and directors of qualified participating institutions. Lance proposed the following amendment to the Bylaws in Article III, Section 1.B3: add the phrase “for the purpose of LDC business”. This was approved and will have to be submitted to all members at least thirty calendar days prior to the spring meeting where it will be voted upon.

Spring meeting possible dates and locations were discussed. Pat will send out a Doodle Poll with the dates March 31, April 7, April 16 and April 17. The meeting will be held in Baton Rouge from 1:30-3:30. Stanley will investigate sites on the LSU campus.

4. Changes to bylaws –There were many discussion points about the bylaws:
 - Will we need to change the list of charter members in the bylaws if any listed member decides not to participate?
 - “maintenance fee and program fee” – at the membership meeting, there was confusion regarding the terminology. The suggestion was made that we change the verbiage from Maintenance Fee to Annual Membership Fee. There should also be a “One time Enrollment Fee/Joining Fee”. The verbiage would need to change in:
 - 3.2.A – Enrollment Fee
 - 3.2.B – Annual Membership Fee
 - 3.2.C – Program Fee – this would stay the same and represent participation in the LDL or other programs as developed.

There was discussion about a dollar amount for the one-time Enrollment Fee. At the end of the discussion, Lance moved and Debbie Johnson-Houston seconded that there be a \$2,000 enrollment fee. This proposal will be taken to the Spring membership meeting. It will not be assessed to Charter members, but to new members only.

5. Use Statistics (added agenda item #6) Stanley showed use statistics for the LDL from CONTENTdm. There was discussion about how we can use the statistics. It is possible that they can provide indicators about what is working in the LDL and what isn't. There was further discussion about how to use the meta-data from CONTENTdm. While CONTENTdm is difficult to get use statistics from, all agreed that meaningful statistics would be very useful. Stanley was charged to work with LSU's staff to put together information about the available use statistics from CONTENTdm.
6. MOU (Item #5 on the agenda) -- Stanley worked with LSU to develop a draft MOU. He reported that he met with the CFO for an hour to discuss the LDC and the CFO's office produced a draft document. There were several concerns about the draft document. Comments presented in emails prior to the meeting included that the MOU should be between the LDC and LSU, not between the individual consortium members and LSU, and that the LDC, rather than the Coordinating Institution (LSU) would have authority over the LDC, its bylaws, and the LDL. In addition, the Executive Board had discussed terms during its conference call of October 29 and reported on it at the November 21 fall membership meeting (see below) which would serve as a

guide for the agreement. Stanley will continue to work with the LSU CFO on the draft. It was suggested that a model for a MOU is LOUIS.

There was also discussion about a new Plan B. This could possibly be a mini-consortium through LOUIS. All agreed that we need to give Stanley and LSU a bit of time to draft a more accurate MOU. Stanley will work with the CFO's office to refine the draft MOU and report back to the Board.

The meeting was adjourned at 3:30.

Respectfully submitted,
Debbie Sibley

Outline for the agreement from Executive Board Conference Call of October 29, 2014:

1. LSU will provide yearly accounting services (accounts payable/receivable; payroll and benefits) for the LDC at no charge.
2. Thereafter, LSU will invoice members July 1 for participation in the LDC; payment will be due by end of business on September 30 or by end of business the first business day after September 30th if the 30th falls on a weekend. The funds would go into a self-generated account that could roll over from year to year. Funds would be withdrawn from this account to pay LDC expenses.
3. LSU will provide office space for LDC staff at no charge.
4. Benefit ratio for LDC staff will be 1% higher than for LSU staff; LDC will be expected to cover the entire benefits rate.
5. LDC would cover 100% of staff travel, computer, printer and office supplies.
6. LDC would determine a fare contribution towards staff phone, data, and copying.
7. Any failure of the LDC to meet its financial obligation would not fall to LSU libraries to pay.
8. An LDC staff person would be expected to follow all LSU policies and procedures but would report to the LDC executive board.
9. A memorandum of understanding (MOU) or cooperative endeavor agreement (CEA) between the LDC and LSU is needed.