

**Louisiana Digital Consortium  
Executive Board Meeting  
July 22, 2015**

The Board met at 1:30 p.m. at the Loyola University Library. Board members in attendance were: Pat Vince, Diane Brown, Stanley Wilder, Carol Bartels, Debbie Sibley, Deborah Poole and Lora Amsberryaugier. Also attending was Peggy Hoon, Director of Copyright Policy and Education for the LSU Libraries.

**Memorandum of Understanding (MOU)**

Stanley reviewed the background on the MOU for the new board members. Several issues were discussed and suggestions made. It was decided the following should be edited or added:

- Mention the Bylaws in Section II.C.
- Add an “out” clause of one year-if either party wants to withdraw from the MOU.
- Add something indicating that LSU is responsible for keeping the hardware and software reasonably current.
- Add something about LSU maintaining a centralized interface for the LDL.

Deborah will send Peggy a copy of the LALINC borrowers’ card agreement that has an “out” clause.

**Submission Agreement (SA)**

Most board members objected to the paragraph indemnifying LSU and about providing perpetual license to reproduce images. Peggy indicated that without some verbiage, LSU would be in the situation of hosting images over which they had no authority to migrate, delete, etc. Board members indicated that this is covered in the Bylaws. The following changes were agreed upon:

- Delete verbiage about indemnifying LSU.
- In section 7, change to: “hereby grant LSU the right to store, display and make available to the public...”
- In section 8, delete the last sentence about indemnification.
- In section 4, make all elements match the MOU.

It was agreed that Carol will sign the MOU on behalf of the LDC. Diane will remove “draft” from the Collection Development policy and the Metadata Guidelines and have Jeff post them on the website.

Peggy would go back and make the changes and submit the MOU and the Submission Agreement (SA) to the Board again. Once approved, it will go out to the members.

## Other:

- Pat noted that once the MOU is signed, no member can add a new collection until that institution signs the SA.
- Membership Committee needs to develop a membership agreement.
- No membership fee or start-up fee has been decided yet.
- Peggy will finish the MOU by Friday.
- Carol will send an update email to members a few weeks before sending the documents and then send the SA to members on Friday, August 14<sup>th</sup> with instructions to sign and return to Stanley by Sept. 30.

The first email will include:

- ✓ Website has been updated
- ✓ MOU has been signed with LSU
- ✓ A submission agreement will be sent soon for members to sign
- ✓ For this year, the LDC will remain on CONTENTdm to give LSU time to migrate the data. The OCLC license will be paid out of the membership funds collected in January 2015.
- ✓ No new collections can be added until the SA is signed
- ✓ Include a Doodle poll to decide dates for a fall meeting.

The second email will include:

- ✓ The submission agreement form
- ✓ Instructions to return to LSU by September 30.
- ✓ There will be no invoicing this year for the \$8000 that was approved at an earlier membership meeting.
- ✓ Announce the date and place of the fall meeting

- Stanley withdrew as LDC Treasurer. The Board will need to appoint a new treasurer.

## Action Items:

- ✓ Doodle poll will be created to decide date for fall membership meeting.
- ✓ Once the MOU is signed, Gina will be told to not add any new collections to the LDL.
- ✓ Stanley will make sure OCLC removes the State Library Documents billing from the LDL member invoice.
- ✓ Stanley will pay the OCLC bill.
- ✓ Diane will make sure the final versions of documents are on the website.
- ✓ Next meeting will discuss Bylaws changes related to membership fees.
- ✓ Stanley will submit his resignation in writing.

Meeting adjourned at 4:35 p.m.