

**Louisiana Digital Consortium
Executive Board Meeting
September 15, 2015**

The Board met at 1:00 p.m. at the Loyola University Library. Board members in attendance were: Carol Bartels, Pat Vince, Diane Brown, Debbie Sibley, Deborah Poole and Lora Amsberryaugier.

Submission Letter Standings

Gina Costello from LSU emailed Carol that seven of the 15 members had returned the agreement to LSU. There was some question about whether the Loyola agreement had been received and Carol was going to follow up with Gina.

Those libraries that requested that LSU return a signed copy showing both signatures have received it. It was not clear whether this was being done for all institutions.

Carol was going to ask Gina to send copies of all of the agreements when they are received so that the Secretary can maintain them in the official files.

It was decided that, although it would be awkward, LSU should also sign a Submission Agreement for the files.

Carol will contact those members that have not sent in the Agreement yet.

Louisiana Digital Consortium Archives

Pat suggested that all LDC correspondence, important emails, documents, procedures, minutes, versions of the Bylaws, etc. be loaded into the LDL. A separate collection will be created. All documents should be public; nothing hidden. Also, a copy of the OCLC bill should be entered.

Pat requested that all versions of the Bylaws have a footer indicating the version/date.

LDC Treasurer

OCLC annual invoice has not been received nor paid yet.

Stanley Wilder submitted his letter of resignation from the Board as Treasurer and in the letter, he indicated that Gina Costello will become the contact and official representative of LSU to the LDC membership.

As the LDC will not be collecting funds at present from its membership the need to appoint a new treasurer is not seen as urgent and the executive board feels the greater need is to expand the opportunity for participation on the executive board among LDC member institutions. After lengthy discussion the board decided to postpone the appointment of a new treasurer until after the Fall membership meeting. A new treasurer will be appointed by the chair with the approval of the executive board per the by-laws.

LDC Treasurer's Report

There was no report *per se*, but Carol received an email indicating that the organization still has \$101,164 in a reserved account at LSU. There was some discussion about whether Southern University had paid their dues. Carol has an email from June indicating they had paid. If this is the case, then there should be \$108,390 deposited with LSU. Carol will follow up with LSU staff.

LDC Membership Agreement

Discussion ensued about whether an LDC membership agreement with each institution is required since LSU will have a signed Submission Agreement with each and there is a signed MOU between LSU and the LDC.

It was decided that there should be two documents:

1. An LDC membership application (for the members to vote on in accordance with the by-laws.)
2. An LDC membership agreement (for the new member to agree to the bylaws, copyright, and all policies and procedures).

Institutions may not contribute to the LDL until the LDC membership has voted acceptance and the institution has: (1) signed a membership agreement with the LDC and (2) signed a Submission Agreement with LSU.

The Board reaffirmed that LSU oversees the software and infrastructure of the digital library and the LDC oversees the LDL.

Possible Bylaws Changes

The Board will recommend lowering the item limit for being eligible to serve on the Board from 5000 items to 1000 items. This will increase the number of members eligible to run for executive board offices and will establish a broader representation on the Board.

Semi-annual membership meeting will be November 12th at the State Library. Any bylaws changes should be emailed to the members no later than October 13th.

The section on fees should be updated: p. 4 remove verbs.

Next meeting is at Loyola on September 23 at 1:00. Debbie Sibley agreed to take the minutes.

Adjourned at 4:50.