

**Louisiana Digital Consortium
Executive Board Meeting
February 5, 2016**

The Board met at 10:00 a.m. at the Loyola University Library. Board members in attendance were: Carol Bartels, Pat Vince, Debbie Sibley, Deborah Poole, Diane Brown and Lora Amsberryaugier.

LDC Treasurer Position

Debbie Sibley volunteered to step down as board member at large and take on the responsibilities of treasurer and complete the term of Stanley Wilder through June 2017. Debbie was appointed and unanimously approved by the board.

The board approved offering the open board member- at- large position to Gina Costello at LSU. Discussion ensued about whether LSU needs a permanent and / or *ex officio* position on the Board, but no decision was made. Carol Bartels will contact Gina and if she is willing to serve and will poll the executive board by email for their approval.

Communication with LSU

Discrepancies in the numbers for items in each collection were discussed. It was suggested that Gina be asked to contact Jeff Ruben from Tulane to see how he generated the item counts last spring and have him show LSU how to get accurate item collection counts from the system.

Reports from LSU will be needed quarterly and should include:

- Accurate count of number of items in each collection
- File size, by institution
- List of formats in the collections
- Training Plan
- Update on migration progress

Once the Board receives LSU's quarterly report, the information will be re-distributed to the membership.

Diane asked whether she should begin to create the LDC archives in CONTENTdm or wait for Islandora to be ready. The board decided she should begin now.

Orphan Collections (i.e. those that do not belong to current LDC members)

Lora will check LALINC minutes to see which institutions had volunteered to be responsible for each collection.

The Board will follow up with members to make sure they know they need to maintain additional collections.

Membership Meeting Date

- Carol will do a Doodle poll for April 27th, May 5th and May 3rd.
- Meeting will be at the State Library, 1-4 p.m.

Other

Elections

Three members' terms will expire in July: Pat Vince (Past Chair), Diane Brown (Secretary) and Debbie Sibley (was Member-at Large). Potential slate of nominees includes:

Vice Chair/Chair Elect	Diane Brown
Secretary	Jeff Ruben
Member-at-Large	Gina Costello

Pat will distribute the slate of nominees thirty days before the next membership meeting and will also call for nominations from the floor at the meeting.

Membership Form

The form is ready, but will be held until a decision is made about new member fees.

Next meeting will be held at Tulane on February 29th at 1:30.

Adjourned at 11:50 a.m.