

**Louisiana Digital Consortium
Executive Board Meeting
May 9, 2016**

The Board met at 11:00 a.m. in the Loyola University Library. Board members in attendance were: Carol Bartels, Pat Vince, Debbie Sibley, Deborah Poole, Diane Brown, Gina Costello and Lora Amsberryaugier.

Minutes from the Membership Meeting

It was requested that we add all of the LSU staff names to the section about the Islandora demo. Done.

Sponsorship of the LC Digital Preservation Outreach & Education Train-the-Trainer Workshop

- This workshop will be between 2 ½ and 3 ½ days in Jackson, Mississippi in September. Gina is one of the planners and explained that sponsorship fees are needed to cover the costs of 3 instructors and to possibly pay for some of the workshop meals. It is predicted that instructor costs will be about \$5000.
- There are 24 seats in the workshop. Sponsors are guaranteed a seat for each \$500 that they contribute.
- LSU is sponsoring and will give \$1000, which will reserve two seats. LSU may not use these two seats, so someone else from the state could use them.
- No selection criteria for workshop attendees have been established.
- Debbie Sibley made a motion to sponsor the DPOE workshop; seconded by Deborah Poole. All voted in favor.
- Carol reported that she had been notified that Patti Threat and Jeff Rubin were interested in attending.
- There followed a discussion about the level of support to offer. Suggestions included:
 - Sponsor \$2000, which would guarantee 4 seats.
 - Sponsor \$1000, which would guarantee 2 seats.
 - Sponsor \$1000 and have \$1000 held back to help defray the travel costs of participants.
 - Sponsor \$2000 for DPOE, then \$500 for travel.
- Debbie Sibley made a motion to sponsor at the \$1000 level and then give grants to participants for travel, not to exceed a total of \$2000 for everything; Lora seconded. All voted in favor.
- Carol will notify the voting representation of each institution of the opportunity to apply to send someone to the workshop.

Vermilionville Living History Museum and Folklife Park

- This organization is applying for an NEH grant to have an open day for people to bring in materials to be digitized. They contacted the LDL general email to inquire about adding their materials to the LDL. After correspondence with Carol and Gina, they have asked for a letter of support from the LDC.
- The Board felt they did not have enough information about the grant application to write a letter; Carol would email the curator, Ann Mahoney, about the start-up costs for the Consortium membership and explain why we could not write a letter in the timeframe given.

Website

- A discussion of the need for more information on the website indicated that the Board needs to begin drafting content for the website. Specific suggestions included:
 - Provide standard verbiage that people can use when seeking grant funds to join the LDC and/or digitize collections.
 - Guidelines for grant writers with links to the Collection Development Policy.
 - Explanation of membership and the start-up fee.
 - The membership process.
- Carol will update the membership application to show the \$750 initial fee.

Adjourned at 12:45.

Next Meeting: TBD