

Louisiana Digital Consortium

Fall Membership Meeting Minutes

November 21, 2014

State Library of Louisiana

10:00 a.m. -12:00 p.m.

Introductions and Welcome

Present: 13 voting members and system administrators. See attached list.

Old Business

- **Approval of Minutes of July 25, 2014**
 - Minutes were approved.

- **Chairperson's Update**
 - See attached.
 - Query asked if the 1% in benefits would go to the employee or to LSU? Wilder said it would likely go to LSU.
 - Wilder added that the LDC will need to figure out a billing cushion to mitigate risk of members dropping out. Also, that if the LDC hires a person, that person would report to the Board, but on a day-to-day basis would report to Gina Costello.

- **Treasurer's Report**
 - In August, LOUIS invoiced all 16 LDL participating institutions for \$1247.00; this invoice covered:
 - \$16,664 for OCLC annual fee for CONTENTdm software
 - \$1,287 for OCLC storage and
 - a \$2,000 LOUIS fee for renewing licensing contract with OCLC.
 - This leaves a \$7,226.00 balance from the original amount forecasted (\$8,473) by Sara for LOUIS to oversee the LDL for the year.
 - The LDC intends for LSU to invoice the \$7,226 balance and use that funding for operational and program expenses (additional OCLC storage as needed; hire a part-time system administrator for CONTENTdm, purchase equipment and supplies).
 - LSU will manage the LDC funds in a separate account that can be rolled over from year-to-year.
 - We are keeping the fees flat for these first two years in order to build the organization, including adding dedicated staff and an approved budget.
 - Discussion ensued about the hiring of a staff person -- would that person be a techie or would that person be someone to grow the organization and add small institutions? We would need a person who can publicize the organization and bring in new members and stable funding. The possibility of using LSTA funding from the Grants to States Program was discussed. At the same time, technical support to relieve those doing volunteer support now is needed.

- The issue of what type of staff person to hire was postponed until New Business.

New Business

- **Update on LSU/ASERL**

- Discussion of techie staff person versus executive director continued. Currently 4 institutions are carrying the load of the technical support: LSU, UNO, Tulane, McNeese. They can only continue this through June 2015. Hiring a techie would help to maintain the status quo but would not provide for growing the organization. No decision was made on staffing.
- Wilder notes that since there are only 16 charter members, LSU could word the invoice however each one needed.

- **Approval of fees for FY2014-2015 and FY2015-2016**

- Query and Wilder expressed interest in the possibility of getting LSTA funding for the LDL as do many other states.
- On the question about what is included in the maintenance fee, it was explained this is the fee that covers the operational budget. Possible Bylaws changes in wording were suggested.
- There was some discussion of the initial membership fee versus the maintenance fee versus the program fee. Bylaws changes to the terms may be needed.
- Bartels noted that we cannot bring in new members until the fee structure is established. Costello suggested that a small institution could not pay \$8000 to join.
- Vince noted that the “elephant in the living room” is that we don’t yet know how many of the 16 charter members will remain in the LDC and actually pay the fees. Thus, we don’t know how much money will be in the budget. What will we do if a member drops out?
- Query suggested we assume the LDC will continue as is and improve the service to the members and seek LSTA funding.
- Amsberryaugier indicated that charter members have more responsibility for the organization. Rubin suggested using the term “seed money” because we do not know the structure in the future.
- Wilder explained how LSTA funding is allocated by IMLS to the states. Brown listed programs for which the State Library uses LSTA funding; all funding is currently used on statewide initiatives that are in the approved 5-year LSTA plan, which is on the State Library’s website. Brown was asked to speak to the State Librarian about the possibility of getting \$135,000 to fund the LDC.
- Jones made a motion to approve both budgets; Poole seconded. The vote to accept the FY14-15 and FY15-16 budgets was unanimous.

- **Review and Approval of Collections Policy**

- Discussion about specific software and types of collections indicated that the policy is meant to be general and all-inclusive.
- Wilder suggested the software platform be discussed at the Spring meeting.

- Motion to approve the policy was made by Smith and seconded by Sibley. Approval was unanimous.
- Vince disbanded the working group with the members' appreciation.

- **Reports of Working Groups**
 - **Metadata and Scanning**
 - Chattin presented the draft document to the members, asking whether the manual should be a list of specifications to follow or a how-to-do-it manual. Further feedback from the system administrators is needed. The questions that need to be answered are:
 1. What do you want in the document?
 2. Should it include filing name conventions? (Suggested that each institution have its own naming rules.)
 3. Is the media format list needed? Currently it is not standard Dublin Core.
 4. How can we make publisher and source consistent?
 - Vince said we need clear definitions of each field and how it is to be used.
 - Chattin notes there are now significant differences in how LSU, UNO and Tulane have interpreted the rules.
 - Chattin wants more feedback using the LOUISDL list and the goal is to have a final document before the Spring meeting.

 - **Membership**
 - Bartels reported that the issue of membership had been tabled until the issue of membership and LDC structure had been decided.
 - The membership working group can now begin to work.
 - Sibley made a motion to accept the idea that charter members would be grandfathered in and not assessed a one-time fee. Discussion ensued about amount of the one-time fee for new members. Bartels indicated it should be low enough that smaller institutions could join. Group could not decide on one-time membership fee for now and will hold the discussion for the Spring meeting.

Meeting adjourned at 12:09
 Minutes by Diane Brown

Attachments:

Chairperson' Report
 FY14-15 Budget
 FY15-16 Budget
 Sign-in Sheet

LDC Fall Membership Meeting Nov 20, 2014

Chairperson's Update

- Since the last membership meeting on July 25, the Executive board met 4 times (August 8, September 18, October 2, October 23) and all 4 meeting minutes are posted under the About link on the LDL webpage.
- The main agenda items for all four meetings included
 1. lengthy discussions on establishment of the LDC as a legal entity and
 2. a business model for collecting fees for both membership and annual maintenance).
- Options for becoming a legal entity included:
 - A. incorporating with the Secretary of State as a non-profit corporation which would require
 1. 2 persons to sign as an incorporator and take responsibility for the corporation;
 2. Getting a non-profit status from IRS
 3. filing yearly state income tax and
 4. not having an office for future staff nor having a benefit plan to offer that staff.
 - B. The second option was to have the LDC setup under LSU (like LOUIS is currently setup at LSU). This option does not require anyone to take responsibility as an incorporator or getting non-profit status from IRS or filing

yearly state income tax and it would provide office space & benefits to staff hired.

- Thanks to Stanley's efforts we are fortunate to receive LSU's approval under the following conditions:
 - A. LSU will provide yearly accounting services (accounts payable/receivable; payroll and benefits) for the LDC at no charge.
 - B. 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.
 - C. LSU will provide office space at no charge.
 - D. Benefit ratio for LDC staff will be 1% higher than for LSU staff; LDC will be expected to cover all of the benefits rate.
 - E. LDC would cover 100% of staff travel, computer, printer and office supplies.
 - F. LDC would determine a fare contribution towards staff phone, data, and copying.
 - G. Any failure of the LDC to meet its financial obligation would fall to LSU libraries to pay.
 - H. An LDC staff person would be expected to follow all LSU policies and procedures.

I. A memorandum of understanding (MOU) or cooperative endeavor agreement (CEA) between the LDC and LSU is needed.

- The decision of the Board to accept the LSU conditions was unanimous.

Louisiana Digital Consortium
Annual Budget FY July 2014 – June 2015

*Maintenance Fee \$7,146.00

**Louisiana Digital Library (LDL) Program Fee 1,327.00

Subtotal \$8,473.00

Credit for LOUIS LDL Program Invoice <1,247.00>

Total Due January 2015 \$7,226.00

*Consortium Operational Fee

** LDL Software license, storage and LOUIS fee

Louisiana Digital Consortium
Annual Budget FY July 2015 – June 2016

*Maintenance Fee	\$7,270.00
**Louisiana Digital Library (LDL) Program Fee	<u>1,203.00</u>
Total Due September 30, 2015	\$8,473.00

*Consortium Operational Fee

** LDL Software license and storage

Louisiana Digital Consortium

Meeting: Membership Date: 11/21/14 Location: St. Lib.

Name	Institution	Email	Voting Yes/no
Stanley Wilder	LSU	wilder@LSU.edu	Yes
CAROL BARTELS	THNOC	carol@ thnoc .org	YES
Diana Brown	st. lib	dbrown@ceT.LA.gov	yes.
Pat Vance	Tulane	pvance@tulane.edu	no
Deborah Poole	LOYOLA	poole@loyno.edu	YES
Jeff Rubin	Tulane	jrubin@tulane.edu	no
Gina Costello	LSU	gcostel@lsu.edu	no
Debbie Sibley	LSUHSC/NO	dsibley@lsuhsc.edu	yes
Sharon Mader	UNO	smader@uno.edu	yes.
Lora Ambarrangior	UNO	lambarr@uno.edu	no
Gena Chaitin	UNO	gchaitin@uno.edu	NO
Lance Query	Tulane	lquery@tulane.edu	Yes
Pati Threalt	McNeese	p.threalt@mcneese.edu	Proxy for Johnson-Houston
Charlotte Henderson	(Baton Rouge) Southern University	Charlotte.Henderson@subr.edu	YES
Angela Proctor	(Baton Rouge) Southern University	angela_proctor@subr.edu	Yes
Allison F. Gallaspy	UL Lafayette	agallaspy@louisiana.edu	Yes

