

MONTANA MEMORY PROJECT EXECUTIVE COMMITTEE
1/5/12

Present: Jason, Steve J, Janice, Jennie, Molly, Norma, Kathy, Liz, Jo,

Agenda:

1. Review of Minutes of previous meeting (12/1/2011)
 - The minutes of the December meeting were approved.
2. LSTA Funding update
 - The Montana State Library Commission approved funding in the amount of \$38,770 for the MMP for January to September 2012. There is money for a 3/4 time contract, technical support person. Hiring of technical position will move forward in the next month.
3. Technical Report
 - Nothing at this time.
4. Outreach Reports
 - Nothing at this time.
5. Update on CDM 6.1 issues (Liz)
 - Continuing to debug issues with the latest CDM version. Mike Price and Liz set up a new admin module that was not in place. A significant bug with compound objects was discussed. Liz will send any additional updates via email.
6. PPD Reviews
 - None at this time.
7. Draft Guidelines on User Contributed Content (Molly)
 - If group has comment on the draft send out today, please post to mailing list. Molly would like to finalize draft before the February meeting.
 - Molly will also look at adding a general statement regarding privacy considerations in digitization to the MMP Guidelines.
8. Update on Metadata Guidelines review (Janice)
 - Progress is being made on the guidelines. Looking for update during February meeting.
9. Audio files (Jo)
 - Jo presented an overview of the work she and Liz are doing with Darby, Danvers and Lewistown. The report will be sent out to the group.

- In response to the oral histories created by the Danvers project, Molly, Liz, and Jo will work on transcription and media digitization guidelines for the MMP.

10. Resignation of Special Libraries representative

- With Jennie's promotion to State Librarian, we'll need to fill this seat on the committee. A call will be put out for nominations in the next week or so.

11. MHF Proposal

- The Montana History Foundation has put forward a proposal for a mobile digitization lab in a tractor trailer rig to generate new content related to Montana history. See example project here: <http://pacivilwar150.com/roadshow/>. The MHF would like to promote the MMP as the repository for the new content. Fundraising and developing exhibit space will take 1-2 years. MHF is asking for permission to use MMP brand, metadata/scanning guidelines, and storage repository. Group discussed possibilities and whether MOU should be in place before fundraising begins. Group would like MHF to provide written a proposal with details and contingency plans for the effort to MMP.

The next meeting will be held Thursday, February 2, 2012.