

## MMP Meeting Minutes – 11/4/10

Molly, Sarah, Tina, Steve Jackson, Janice, Norma, Jennie, Kathy

- Welcome to Kathy Robins as User representative and introductions
- Bylaws discussion
  - Terms determined to be 3 years for all following the initial staggered terms
  - Discussion of Chair & Vice Chair terms;
    - Chair's term on the Executive Committee will be automatically extended by two years once they are elected
    - Chair and Vice Chair will be elected; vice chair will not automatically become chair.
    - Sarah had recommendations on wording
    - Norma recommended that various institutions be represented in the general memberships.
    - Molly will push the discussion regarding the MMP strategic plan to the listserv
- MMP full membership meeting will be Thursday April 7 at MLA in Billings, 3:45 – 4:45; location information will be announced as soon as possible
- Sarah noted that the strategic plan did not represent the end user experience adequately and recommended a goal be added related to user experience.
  - Molly asked the group to look at the strategic plan and send other goals and statements to Molly. Friday November 26 deadline.
  - Tina asked that goals be stated with verbs as action items.
- Tina updated on technical issues
  - No downtime in the past month
  - Object count went down by five, which is the result of test uploads.
  - 135,208 objects in MMP currently.
  - Will James, Central Montana Historical Photographs, and MHS Livestock Brands were the most-visited collections in October.
- Outreach:
  - Norma noticed that she's working on the Stillwater 100 year anniversary and a collection is in the planning stage.
  - Martha Kohl from MHS presented on MMP at the Montana Education Association annual conference in Helena in October.
  - Sarah has been sharing project planning documents with several out of state libraries who are trying to set up similar projects.
  - Jennie said she shared our MMP digitization standards with a working group of state technology managers who want to develop state standards.
- Consolidating and reorganizing collections:
  - MMP executive members asked to look at the collections and make notes on what can be organized and consolidated. Molly and Tina will work on instructions to share with the group.

- Comments are to be posted on the Google listserv prior to December meeting.
- Sometime in February we will want to discuss implementing a new organization of the repository with OCLC.
- Project Planning Documents:
  - Molly and Tina recommended that the project planning document have a mechanism so that new members have a route to completing the document even when they don't know how to answer the questions.
  - Discussion on how best to proceed
  - Jennie and Tina will look for ways to make the PPD process easier for contributors to use and will report back in January.
- Grant news:
  - Montana Preservation Alliance has an NEH grant (Touchstone Project, funded by NEH) to help preserve buildings and would like to make them a hub of preservation for the community.
  - The grant application includes funds to support digitization of community history materials.
  - The MPA will put out an RFI for contractors who can train communities on digitization, metadata, and use of CONTENTdm
  - The goal is to have a ready group of trainers statewide
  - Work will start in March of 2011 with two communities