Montana Memory Project Executive Committee Meeting
May 10, 2012

In attendance:

Katie Beal, Jason Clark, Steve Jackson, Janice Kalvig, Molly Kruckenberg, Donna McCrea, Sarah McHugh, and Kathy Robins

Absent: Norma Glock

Agenda Items:

1. Review of Minutes of previous meeting
    a. Minutes were approved and will be placed on the MMP website.

2. Technical Report (Katie)
    a. ContentDM 6.1.3 update - Delayed by OCLC to fix a bug. No indication yet of when 6.1.3 will be rolled out.
    b. The MMP contributors list on the MMP homepage has been updated.

3. Outreach Reports
    a. Farm & Ranch Show - good engagement, strong display and presence from Montana Historical Society; used MT Historical Society Newspaper Digitization project to get people thinking about their own digital content and MMPs potential role in making it available and in the fact that MMP has state-specific digital content online.
    b. Training on digitization and ContentDM in May at
        i. Butte (World Mining Museum)
        ii. Billings
    c. Sarah and Jennie have been talking about MMP in all library federation visits.

4. PPD Reviews
    a. Missoula Public Library, Historical Neighborhoods of Montana Project: Questions about
        i. Timeframe and whether they might use the Digital Archive.
        ii. verbal commission of copyright was mentioned - group encouraged written agreement from donor documenting permission to scan as well as any copyright permissions granted; Group also suggested MPL add copyright language to their MMP project content.
        iii. Group also asked for clarification about number of items to digitize.
        iv. Group approved with the above questions.
    b. Montana Historical Society Research Center, Evelyn Cameron project: 7000 scans, item level metadata.
        i. Group approved.
    c. The Committee discussed encouraging the use of the Digital Archives by MMP contributors, as a way to help ensure the preservation of their digital assets. Katie will be sure to include this topic in all future training.

5. Report on MMP Interest group meeting (Sarah)
    a. Cost of ContentDM was discussed.

b. Discussion of updates to metadata guidelines. Among the suggestions for metadata update: Every guideline should have example; Date Original field is now required - "unknown" as a field value will harm searching (Group discussed keeping alphanumeric text field for MMP to allow for fuzzy searches of date field.)
    i. Janice, Steve and Roberta Gebhardt will create more examples to include broad span dates (ie. circa 1850-1950)

6. Review of Digital Audio and Video guidelines
    a. Jason and Steve will work on draft at end of May and June. Guidelines will be submitted for discussion at the July meeting.

7. Organization of MMP Collections (Sarah)
    a. User experience working group was discussed as a possibility, with the end goal of improving access to collections Reworking the overall design and information architecture of the MMP site would be one of the goals.
    b. Kathy Robins will be initial chair of the working group. She will put out a call to MMP contributors and users for participation in the group.
    c. A survey of MMP members was suggested as one means of gathering feedback about site optimization.

8. Next meeting – June 7, 2012