

MMP Executive Committee Minutes, July 7, 2011

Present: Steve J., Jennie, Sarah, Tina, Molly, Janice

Absent: Norma, Kathy, Jason

1. No corrections to June minutes. Minutes adopted.
2. Election results: Jason Clark of Montana State University was elected to fill the vacant Academic Libraries representative position on the MMP Executive Committee. Unfortunately, he had a scheduled family vacation and was unable to join us for the meeting.
3. ContentDM 6.1 interface update: Prior to adopting the ContentDM 6.1 updates, expected this fall, another round of usability testing will be done by the existing working group. Although a few issues will not be fixed with this release, the serious functionality issues will be resolved.
4. Outreach reports:
 - a. Steve Jackson presented an introduction and basic how-to on the MMP and digitization at the MAM conference in April. He had 8-10 people in attendance. Tina reported that she has been contacted by one museum with an interest in participation since that presentation.
 - b. A suggestion was made that a packet of information be developed that could be distributed to organizations interested in participating in the MMP. This packet would contain standardized information that should provide organizations with the information they need to consider participation.
5. Touchstone project update: Tina is expecting to receive a PPD from the Danvers Touchstone project for consideration at the August meeting.
6. PPD Process: The Executive Committee requested looking into a way to approve Project Planning Documents online, to help speed up the process of project approval.
7. Google Groups: Google Groups is no longer supporting document sharing. MSL staff will investigate this issue and if there is another place to post shared documents for the MMP.
8. MSL Consultant and MMP: Lauren McMullan, a consultant at MSL, will start working on the MMP. She will begin by focusing on learning about newspaper digitization and assisting public libraries with newspaper digitization projects. This work will begin in late summer. In the long-term, Lauren will eventually expand her role with the MMP. All MSL consultants will receive training on ContentDM and the MMP.

Jo Flick (jflick@mt.gov) is now the contact person at the MSL for checking out the laptop and scanner sets. Jo is also prepared to provide training on the scanners.

9. Google Analytics: The role of Google Analytics in providing feedback on the MMP site was discussed. The committee would like to look at this in-depth at a future meeting. The group would like to consider a sub-committee that could look at the functions within Google Analytics and report back on what should be reported periodically. The following ideas were discussed in terms of Google Analytics:
 - a. What do we want to do with the numbers?
 - b. What information do individual contributors need or want?
 - c. What information does technical support staff need to know?
10. Metadata Guidelines: The Executive Committee will put together a sub-committee of MMP Contributors to review the current metadata guidelines and provide suggestions for improvements and changes. Steve Jackson will work on the sub-committee to provide a museum perspective. The Executive Committee would like to see templates for metadata records for different types of objects.
11. ContentDM Institution landing pages: With the release of ContentDM 6.1, institutional landing pages will become an option. Each contributing institution can have its own landing page that provides access directly to its collection(s). These pages will be in addition to the collection-level landing pages. Before making use of institutional landing pages, the Executive Committee will need to discuss how these pages will be supported, what information institutions need to supply and who will create these pages. The Executive Committee suggested developing a template that contributors can complete and send in for their page to be developed.

The next meeting will be moved to August 11, to accommodate Executive Committee members' schedule.

Minutes submitted by Molly Kruckenberg