

**Montana Memory Project
Executive Committee Meeting
October 4, 2012**

ATTENDING AT THE MONTANA STATE HISTORICAL SOCIETY: Molly Kruckenberg, Sue Jackson, Katie Beall, Janice Kalvig, Donna McCrea, Kathy Robins. Jason Clark attended online.

Minutes of September 6 meeting were approved.

Technical Report:

- Katie has been working on the website configuration. She has emailed institutions with carousels on their landing pages to ask them about taking down their carousel in order to speed up their sites. Institutions can choose to enable print screen or download the document.
- Katie held a training class at Missoula Public Library. They figured out how to share a project among members of a work team. The project must be saved on a shared place on a network. Team members cannot work simultaneously on the project. The information is recorded on the MMP blog.
- Katie uploaded a video file to the MMP as a test.

Outreach

- Katie went to Missoula Public
- Katie presented at the MSL Fall Workshop about how to search MMP
- Katie will present a program on scanning techniques at the ASLD/PLD Annual conference on October 28-29.
- Sue attended a digitization workshop hosted by SHRAB (State Historic Records Advisory Board) at the Montana History Conference.

Audio and Digital Media Guidelines

Jason showed the small video file loaded on the test collection on MMP. It was 1 minute and 7 seconds long and 5 MB in size. The file streamed in Firefox, IE and Chrome. There is a "Download" capability that works. Discussion centered on maximum file size, file types, online hosting and storage of digital masters.

- **ACTION:** Jason will send revised guidelines and an online vote will be conducted by Tuesday, October 9.
- **ACTION for November:** Master file: Contributors must commit to long-term preservation, as state in the MMP Guidelines. We need to know the cost of storage of the master files in the Digital Archive

User Survey

The group reviewed and revised the user survey that Kathy sent out on Survey Monkey. Kathy will make the changes and send the survey out to the group for final approval.

LSTA Grant application guidelines

- Molly presented the guidelines. A recommended schedule is:
 - PPD submitted by January 1 and approved by Feb 14
 - Grant applications will be accepted until Feb 14
- Grant cannot pay for work that has already been done or for scanning equipment
- Discussion ensued of grant questions and evaluation criteria. Molly will send out a draft to the sub-committee and then out to the Executive Committee for approval. Advertising by email, blog and website will begin as soon as possible after the approval.
- Sue reported that the 3 projects that are using the LSTA grant funds are completed.
- Sue reported that in 2011, \$5,330 was expended from the LSTA grant.

Strategic Plan

The Committee reviewed the action steps for completion, process and prioritization. Molly will revise action steps and send them out to the Executive Committee. Next year we will update Strategic Plan.

RFI/RFP

Sue will embark in 2013 on an information seeking project to explore options about the possibility of alternate vendors, other than ContentDM with OCLC.

Executive Committee Membership

There are some representative terms that are expired or near term. We will discuss at the November meeting.

November meeting will be on November 1.