

## Montana Memory Project 10/7/10

In attendance: Janice, Norma, Steve J, Steve M, Molly, Tina, Sarah, Jennie

With regrets: Karen

### General Discussion

- Karen cooper resigned on account of a new job opportunity that involved a move out of state
  - o A new call for the public representative seat will be announced and election held
  - o Announcements to wired, genealogical society, teachers listserv
  - o Sarah will send announcement draft to executive committee
  - o 2 weeks for call (10/26) and 2 weeks for election (until 10/29)

### Review of Minutes of 9-2-10 meeting

- Approved with no edits

### PPD Review of new Yellowstone/Gardiner Collection

- No objections
- Training would need to be done on the project client, details to be worked out by Tina.
- Approved by voice vote with no objections.
- Upcoming project planning document submissions were discussed with several potentials for October.

### Consolidation of MMP Collections for upgrade to CDM 6.0 (Tina)

- Clean up of collections will begin prior to the release of CDM 6.0
- Tina will share a list of all collections and ask members to spend time examining the collections in MMP; making notes with regard to the combination and renaming of collections, to share at the next meeting. Ultimately, collection owners will decide how to proceed. At this point, we want to develop a list of owners with whom to initiate these conversations.
- General discussion of collection organization, branding, and collection naming
- Upgrade will be announced by OCLC, possibly by January 2011
- Sarah and Tina will inquire about a roll-out plan
- Question was asked about the lack of ability to search collections by Date in MMP. This will be investigated.
- Training would need to be done in selection, scanning, metadata, and CDM Project Client. Training time and place TBD; Tina will initiate contact.

### Technical Report (Tina)

- 135k+ files now available in MMP.
- Central MT Historical Photos and Will James collections were the most visited collections in September due to their being OCLC "featured collections."

- Downtime: Search was not functioning for three days. Index was corrupted and needed to be rebuilt.
- Symptoms of a corrupt index include:
  - o Approvals not happening
  - o Indexing process not finishing
  - o Searches in the user interface returning results of Zero

#### MMP Outreach reports

- Steve Jackson will present at MAM on his experience creating a collection in MMP for the Museum of the Rockies.
- Sarah McHugh did a workshop at Fall Forum
- MEA/MFT has a conference and might be a good forum for a presentation
- Tina traveled to the Montana State Genealogical Society conference in Lewistown on 9/24. She had a table with handouts and demoed on a laptop both MMP and the Chronicling America digitized newspaper web site. She was invited to present MMP on the big screen at the 2011 conference in Kalispell.
- Janice mentioned the Connecting to Collections workshop and mentioned MMP

#### Sarah McHugh–Digital Archive

- New consultant will be hired by MSL and will also be available to MMP as additional help
- Long phone call with Taylor Surface recently to discuss issues regarding digital preservation. Some members are not using MMP as a presentation layer, but still need the Digital Archive services for their digital preservation. OCLC is tracking institutions that are not using MMP/CONTENTdm in a spreadsheet. Workflow will involve updating OCLC's spreadsheet for tracking non-CONTENTdm material as necessary.

#### Molly – Executive Terms

- All executive members elected this past July will expire (their committee assignments I mean) in either 2012 or 2013
- Offices would be held three years for Chair and two years for vice-chair
- Questions: will term limits be implemented or necessary? Committee agreed to discuss further.
  - o Molly will share an updated chart of terms.
- Molly will work on a draft strategic plan and short and long term goals for the Committee to review

#### Steve Jackson – MAM Conference

- Proposing a presentation titled “Montana Memory Project: an Introduction for Museums”
- Steve shared an outline of his presentation which will introduce MMP to the MT Museum community.
- He is planning to share contact information as well as how to get started with MMP
- Steve thinks the presentation proposal will be approved.

## Minutes

- Minutes will be shared with Executive committee for approval
- The chair will forward the finalized minutes to the MMP general listserv
- Minutes will be posted on the MSL website.