Empire State Digital Network
Advisory Committee Meeting
Thursday, January 22, 2015

Meeting Minutes
Conference Call, hosted by METRO

Present: Mark Colvson (SUNY New Paltz), Liza Duncan (New York State Library), Josh Hadro (New York Public Library), James Neal (Columbia University Libraries), Kathleen Roe (New York State Archives), Polly Thistlethwaite (CUNY Graduate Center)
Absent: John Hammond (NY 3Rs Association, Inc.)
Staff: Jason Kucsma, Chris Stanton, Kerri Willette

Project updates
ESDN Ingest Status:
- DPLA currently working with our data, approximately 1-6 weeks from now until first batch of ESDN data is live in DPLA.
- Initial feed included 89,262 records -
    - 35,560 records contributed by 71 institutions from 3Rs council hosted collections
    - 53,702 records from the New York State Library.
- In coming months, we will incorporate records from Columbia University, New York State Archives, and METRO Digital Culture.
- By end of Phase 1 we will have contributed well over 100,000 records to DPLA.

Phase 1 wrap up:
- Complete initial ingest: Next couple of months we'll focus on completing phase 1 objectives, finishing initial ingest, and rolling in remaining initial contributor content.
- Publicity:
    - Will roll out publicity regarding initial contribution in mid-Feb.
    - Want to try to get as many of the initial contributors in before large publicity push.
    - ESDN will create publicity templates for liaisons at each of the councils, and will distribute a coordinated message throughout state.
    - Will also be coordinating publicity with DPLA.
- Establish an ongoing harvesting schedule:
    - Determine workflow/schedule for monthly grabs from each contributing institution (very manual process).
    - Finalize monthly harvest routines with DPLA.
    - Roll in remaining initial cohort data.

Preparation for Phase 2 (May '15 to April '16)**:**
- Goal of phase 2 is growth, expanding New York content in DPLA.

- Focus will be on harnessing 3Rs liaisons to solidify contribution workflows and grow content from a variety of institutions.
  - All contact and outreach going through 3Rs - they'll be the face of ESDN in the regions.
  - Phase 2 will help us set realistic goals for the amount of content we can realistically contribute and the pace of growth we can sustain.
  - Determining capacity and workflows for how to most effectively onramp more institutions.
  - In prep for phase 2, ESDN will:
    - Prepare mappings for hosted collections that have already provided letters - get those in first.
    - Have the Outreach Group to identify and make initial contact with 5 non-hosted partners in each region who will be our first partners in Phase 2.
    - Test the workflow - we have a workflow scenario in place for adding new contributors going forward. We'll test the scalability of that workflow and use what we learn to set realistic goals for contribution growth going forward.

Question: How will ESDN tap local government and archival collections (ie. Westchester County Archives) that aren't part of the 3Rs?
- Kerri will create a shared spreadsheet for the Advisory Committee members. AC will add potential orgs/contributors in the state that might fall outside the 3Rs.

Partnerships and Awards:

- Knight News Challenge
  Participating in Knight Foundation's Knight News Challenge "Culture in Transit" grant in collaboration with METRO, BPL, Queens Library. Kerri will be attending some of the events at ALA MidWinter in Chicago next week. ESDN's role in will be to on-ramp newly digitized content to DPLA.
  - Hope that workflows created here will be able to be shared around the state.
  - Institutions who contribute to this project will be added to our Phase 2 contributors list.

- IMLS:
  We submitted a preliminary proposal for an IMLS National Leadership Grant in October - idea was to use DPLA API to reverse engineer a search portal for state of New York.
  - We were not invited to move forward to submit a full proposal for that cycle.
  - ESDN decided to pursue partnerships with other hubs thinking about doing similar work - including North Carolina, Connecticut, etc.

Question: Could ESDN present about their role in Culture in Transit at DPLAFest in April?

- ESDN will investigate doing a lightning talk (5-8 minutes) during the "Hubs spotlight" portion of the conference.
- Will talk with Anne Karle-Zenith (PI on the grant) about this and possibly submit proposal to DPLA.

Working Group updates

Metadata Working Group:
- 3rd meeting in February.
- Membership: First year membership was primarily 3Rs liaisons & State Archives - initial cohort only. Going forward, starting at next meeting in Feb, we'll start to work on changing the representation to include folks who are more "on the ground-level" from contributing institutions. We'll be asking current members to help solicit representatives/potential members from across the state.
- The work: This group's focus on guidelines, documentation, how do you make your local data more shareable. We'd also like to have this group help organize and maybe host events like metadatathons, meetups, hackathons, etc. - collaborative, hands-on events where metadata folks come together to improve data.
- In the short-term, will use how we performed in DPLA initial ingest to focus work of group.

Regional Outreach Group:
- Next meeting in March.
- Membership: This will be a standing group, membership will continue to be made up of 3Rs digital collection managers. Each council appointed representative will be the point person for ESDN in their region.
- The work: This group will continue facilitate ESDN recruiting and contribution workflows through phase 2.

Committee Business

ESDN Advisory Committee membership:
- Group will move forward with staggered membership - currently coming up on year one of a 2-year term.
- The eight current members will stay on for second year. In year three, 4 members will end their term, while 4 others continue on for a third year. In year three, we'll bring on 4 new members. After that, membership will stagger four members off and four members on each year.

Draft of Phase 2 Project Plan - comments from advisory members:
- Support for digitization in the regions is out of scope - this doesn't belong in Phase 2. This may come later.
- Need to highlight need to solicit a diversity of content - content should reflect diversity of the state.
- Incorporate a "challenges section" into the plan - reflect on any issues that might arise.

- Continue to work on tools for evaluation/assessment and how we'll be able to get a feel for how/where material is being used.
  - What is the level of use, what is the nature of use.
  - Stories of how people around the state are using these resources.

Committee feedback/questions for ESDN staff:
- For transparency's sake, offer more public explanation and contextualization around the types of institutions represented so far.
  - ESDN will post a public spreadsheet to the website providing a full list of institutions represented in DPLA through ESDN.
- Continue to have a constantly maintained website with current and updated information about the project.
- Also need to build a social media presence going forward - need to continue to push out information through Twitter and elsewhere. Strengthen communication.