ESDN Regional Outreach Group Meeting
Minutes, March 17, 2015, 10:30am-12pm

Conference call, hosted by METRO
GoTo Meeting virtual space, hosted by SCRLC

Present: Deirdre Joyce (CLRC), Eric Alan (NNYLN), Jennifer Palmentiero (SENYLRC), Laura Osterhout (RRLC), Susan D'Entremont (CDLC), Jaclyn McKewan (WNLRC), Anne Karle-Zenith (METRO), Virginia Antonucci-Gibbons (LILRC), Julia Corrice (SCRLC)
Phone: Janelle Toner (WNYLRC)
ESDN Staff: Kerri Willette, Chris Stanton

Project Updates
Update on first DPLA ingest:
- Initial feed included 89,262 records -
  - 35,560 records contributed by 71 institutions from 3Rs council hosted collections:
    - 23,890 - New York Heritage
    - 8,892 - Long Island Memories
    - 3,228 - HRVH
  - 53,702 records from the New York State Library
- DPLA still working with our data to roll out their new ingest system. They are projecting that our content will be live by DPLAFest in April.
- ESDN data and processes look good and we're ready to begin growing content for Phase 2 of the project plan.

Scheduling ongoing ESDN ingests:
- Beginning in April ESDN will begin harvesting from our partners every month. The monthly schedule will be available for liaisons on the first tab of the Hosted Contributor tracking spreadsheet.
- The process is very manual - each data set has to be reloaded individually (for example, there are around 50 sets currently in NYH - each of those will need to be manually re-ingested into REPOX).
- Once their new ingest system is online, DPLA will harvest from us monthly.

Project Goals for Phase 2:
  - Expand the contributor base.
  - Understand and define our capacity to grow.
  - Harness the metadata group:
    - Recruit metadata specialists from partner/member institutions.
    - Establish guidelines and best-practices for sharing data with ESDN.
    - Sponsor data related events in the regions.
  - Investigating sustainable long-term funding and infrastructure options.

Next steps

ESDN Liaison roles

- Council liaisons will be the face of ESDN in each region.
  - Framing ESDN as a council benefit.
  - Working with existing partners, recruiting and adding new partners, communicating with interested parties.
- During Phase 2:
  - Liaisons will continue to onboard hosted partners - the partners we've added so far are in, now we need to continue moving toward including as many of our hosted partners as possible - this will mostly be about getting letters.
  - Working with non-hosted partners:
    - Select and outreach to 5 non-hosted partners in Phase 2.
    - Manage uptick in interest and activity -- we want to provide tools to make this new role manageable and sustainable.
- Workflow review
  - For hosted partners - same as before:
    - Get permission letters.
    - Add to Hosted spreadsheet.
    - Work with Chris on mapping.
  - For potential and non-hosted partners:
    - Add to Non-hosted/Potential Partners spreadsheet.
    - If the partner will be hosted, move to Hosted workflow (above).
    - If the partner will be non-hosted, get the permission letter and make introductions to ESDN.

Outreach Tools:

- ESDN website - we've added documentation for contributor and interested parties.
- We've added new materials for liaisons that are available on our shared Google drive.
- Council hosted events - ESDN staff is happy to present at workshops or webinars as needed.
- Liaisons are encouraged to share their own outreach materials with one another.

Committee business

Defining regional membership models

- Each council will need to determine membership options for non-member organizations that are interested in contributing to DPLA.
- In-person summer meeting - we will try to schedule around the NY3R's staff retreat in Ithaca in July. Kerri will follow up with info.