Empire State Digital Network
Advisory Committee Meeting
Wednesday, May 27, 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: Chris Stanton, Kerri Willette

Project updates

DPLA ingests:
- ESDN contributed over [87,000 records](#) to DPLA in April:
    - 35,000+ 3Rs council hosted collections (NY Heritage, HRVH, Long Island Memories).
    - 50,000+ from the New York State Library.
- Second harvest is happening now, will bring us to over 100,000 records in DPLA. Includes records from METRO's newly launched [Digital Culture](#) site.
- Going forward, DPLA will harvest from us bi-monthly. We expect scheduled harvests to begin in July 2015.

Phase 2 activities:
- Identifying contributors for the coming year:
    - Continuing to on-ramp new partners from the 3Rs hosted projects.
    - Adding at least 5 new non-hosted partners from each region.
    - Working with Advisory committee to identify and track potential non-3Rs partners (ie. county archives).

- Developing tools for evaluation & assessment:
    - Tools for evaluating data quality & readiness - ESDN staff is developing scripts and tools to help parse and analyse data feeds from new contributors.
    - Tools for reporting about contributed content and how that content is being used. Now that we can harness the DPLA API we can parse our data in more meaningful ways. Goal is to have a collection reporting system developed and up and running by the end of this summer.

- Outreach & Education:
    - General project communication:

- ■ Newsletter blast went out with the launch along with publicity from regional councils, articles to NYLine, DPLA's blog, and local council newsletters, blogs and social media.
- ■ ESDN has ramped up social media activity - lots of engagement on Twitter with partner libraries/archives that have contributed. Also beginning to build a presence on Pinterest.
  - ○ Statewide education and training for cultural heritage organizations:
    - ■ Working with the 3Rs liaisons to facilitate partner events & trainings at the regional councils.
    - ■ Investigating DPLA's PLPP (Public Library Partnership Project) efforts as a potential model to address digital skills education in a consistent way statewide.

- ● Participating in the DPLA Service Hubs Network:
  - ○ DPLA has started to point interested parties to ESDN as a model for new hubs. We've met with many new and potential hubs to share experiences and documentation.
  - ○ The community of REPOX users is growing. DPLA has set up a listserv and ESDN is taking an active role in that community.
  - ○ ESDN is publicly sharing all project documentation on the [documentation page](#) of the ESDN website.

Working Group Updates:
- ● Regional Outreach Group:
  - ○ Next meeting in July (in-person in Ithaca).
  - ○ Goals for group members during Phase 2 - identify and outreach to at least 5 institutions in each region that do not currently contribute to the 3Rs collaborative projects; continue growing contributions from the 3Rs hosted projects.
  - ○ Group will shift focus to education and outreach - Franky Abbott from DPLA will be joining us at the July meeting to talk about the PLPP curriculum and how we might repurpose and apply it in NY to train cultural heritage professionals.
  - ○ Submitting a proposal to host DPLAFest 2016 in NY - application process being facilitated by ESDN liaison, Laura Osterhout at RRLC.

- ● Metadata Working Group:
  - ○ Shifting membership from 3Rs liaisons to representation from metadata specialists that work with data at contributing institutions.
  - ○ Regional Outreach group will help identify new members - a total of 9-12 members from different organization types and regions.
  - ○ Group goals and first year charge will be defined and posted by early June.
  - ○ First meeting target date: Mid-Sept 2015.

DPLA and Related project updates
Partnerships and Awards:
- DPLA updates:
  - [Rights white papers](#) - International Rights Working group has released 2 white papers to name and define a standard for rights designations in cultural heritage organizations. ESDN is very interested in the outcomes. Rights statement work needs to be done at institutions statewide and we hope to take a lead role in promoting and educating folks about the new framework.

    Discussion: The white papers are somewhat confusing in terms of the statements offered and how they will be applied. ESDN staff will continue to help educate NY institutions about the need to clarify rights held on local collections and to add accurate statements to their metadata. We will wait for further clarity from DPLA on how the rights framework will be applied in a technical sense.

  - Following the [Hydra-in-a Box](#) project. DPLA is partnering with Stanford to create a turn-key aggregation tool that could provide a potential solution for hub aggregation processes in the future.

  - Investigating potential applications of the [Public Library Partnership Project](#) (PLPP) here in New York. DPLA's Franky Abbott will attend our July Regional Outreach group meeting to share more about the curricular resources they've developed.

- DPLAFest:
  - ESDN staff attended DPLAFest 2015 in Indianapolis in April. Our first batch of 87,000 records went live and were announced publicly at DPLAfest.
  - Chris Stanton presented at a hubs lightning round sessions about Culture in Transit project and ESDN's role.

- Knight News Challenge - Culture in Transit:
  - Working with METRO staff and staff from Brooklyn and Queens Public libraries to digitize currently unscanned collections around the city and to add those to existing local digital projects and shared with DPLA.
  - In the first 3 months of the 15 month grant we have recruited and hired 3 mobile digitization specialists and ordered equipment for digitization kits.
  - Working with Queens and Brooklyn to get their systems set up for ingest.

Committee Business
ESDN Advisory Committee membership:
- Based on a poll sent after last meeting, all 8 current members have agreed to stay on for a second year. At least half of the current group has agreed to a 3rd year.
- We will reevaluate the need to recruit new members in year three.

Feedback on Phase 2 Project Plan:
- Changes of note - addressing specific feedback from the last draft:
  - Addressed the intention to reach out to & prioritize representation of diverse ethnic, cultural and racial groups in the state (p.4).
  - Added development of a long-term project vision and strategic plan (p.5).
  - Incorporated a "challenges" section (p.7).
  - Expanded on the Assessment section (p.8)

Feedback: In addition to a vision and strategic plan, creation of a business plan will be necessary as the hub seeks to address long-term funding issues. Kerri will add this to the current version.

Future planning:
- ESDN is hoping to address sustainability on different levels:
  - Technology infrastructure - For now, ESDN will stick with REPOX for ingestion. We recently migrated to an Amazon AWS space which gives us more security, backups, room for growth, etc. It also means we're switching from a Windows to a Linux environment which adds functionality to streamline the ingest workflow on the back-end.
  - Funding - At the I2NY Summit in Saratoga Springs in May there was clear agreement among the 3Rs and other stakeholders that ESDN is a necessary and valuable service for NY collecting organizations. In the coming year we will explore long-term funding models. METRO is committed through June 2017, not certain what ongoing 3Rs commitment will be.

Committee feedback/questions for ESDN staff:
- Around funding, the hub will need to establish a clear business plan in the near future. In addition to evaluating existing funding channels, ESDN should also investigate options for more direct funding from the State Library.
- Continue to develop tools for assessment. Both tools to help assess and address the quality of metadata, as well as collection reporting tools.
- In addition to current outreach/communication efforts, harness METRO and other councils existing relationships with PR and press contacts. Use those tools to highlight interesting and important collections statewide.