

SIG-DL 2015-2016 Meeting Agenda and Minutes

10/04/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

10/04/16 SIG DL Officers Meeting Minutes

Tuesday, October 4, 2016 4:30 PM EST

Officers Present: Alyson Gamble (Chair-Elect, Secretary/Treasurer), Lyne Da Sylva (Membership), Matthew Murray (Website)

Call to Order: 4:35pm

1. Alyson reported on Eka's document Logistics for DL Panel
2. Need to publicize Uncommons ASAP. Alyson emailed publicity emails for participants and mentors to Ginnie, Matthew, and Christopher
3. Matthew will update website
4. Alyson requested opinions on draft agnostic promo poster. On hold for Eka. Matthew will edit to optimize.
5. Matthew can help test run Twitter chat
6. Alyson announced SIG DL elections call needs to be placed. Rules are here: https://www.asis.org/SIG/asist_sig_bylaws.html
7. Matthew pointed out that a formal ballot, 6 weeks prior to annual meeting
8. Lyne reminded group we were late last year, too. <http://www.asis.org/SIG/sigdl/sigdl-elections-october-26-30-call-for-nominations/>
9. Lyne recommended C&P from prior announcements
10. Alyson sent Call for Elections draft to Ginnie.
11. Annual Report is due. All members are asked to check their roles for accuracy and indicate if they are interested in leadership roles elsewhere in ASIS&T
12. Alyson updated the SIG DL Slide for the New Members brunch
13. Matthew added our Twitter name to the bottom (@sigdl) so people can find/follow us more easily

14. Alyson reported there were no applicants for the Student Engagement Reward
15. Alyson reported we did not give a Deborah Barreau Award this year
16. Alyson emailed Jan for latest financial report; will share at Annual Meeting
17. Ginnie shared some stats with Eka for the annual report. (Info was taken on Sept 21, 2016): Facebook- 278; Twitter- 679 Followers; LinkedIn- 22 connections; SIGDL ListServ- 555 members
18. Ginnie finds Twitter in general to be the most interactive of all the social media outlets, and seems to get more response (retweets, likes, etc.). LinkedIn numbers are pretty sad- Suggestions on amping up these numbers? (Perhaps I need to do more legwork on connecting with SIG-DLers on LinkedIn)
19. Ginnie is trying out a free service called Trello for another group I belong to, that may be of interest to SIG-DL. Nice way to organize communication for a group w/out jamming up your inbox.
20. Matthew will be updating the website with Uncommons information
21. Matthew will put up election notice when it is prepared
22. Lyne reported we've lost 14 members since September 27 - we're now at 370.
23. Lyne asked if maybe lose members on the first of each month?
24. Karen has no updates at this time - - will be working to arrange new webinars after the Annual Meeting.
25. Next Meeting: October 17, 2016 @ 3:15am EST -- Annual Meeting in Copenhagen. Notes/agenda are available in the shared drive. Alyson will attempt to record the meeting for everyone who can not attend.
26. Meeting Adjourned: 4:51pm EST

09/21/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

09/21/16 SIG DL Officers Meeting Minutes

Thursday, September 21, 2016 4:30 PM EST

Officers Present: Eka Grguric (Chair), Alyson Gamble (Chair-Elect, Secretary/Treasurer), Lyne Da Sylva (Membership), Chris Cunningham (Digital Liaisons), Karen Miller (Webinars)

Meeting called to order at 4:36pm.

1. Eka reported on the logistics document for Digital Liaisons.
2. Eka reported plan is to harvest Twitter chat and have as panel with mini unconference discussions.
3. Eka will publicize the unconference. Draft emails are available in shared Google Doc.
4. Chris, Alyson, and Eka will meet about the unconference
5. Eka will send out election call ASAP
6. Eka Will submit annual report ASAP
7. Alyson had no report for Chair Elect.
8. Alyson reported there are no applicants for the student outreach award
9. Alyson finally put all of the notes into our wiki.
10. Alyson reported we still have money in our budget.
11. Alyson gathered feedback about elections:
12. Eka and Alyson would like to make chair/chair-elect to co-chair positions. Heather from ASIS&T is checking on how to make this change.
13. Alyson will assume co-chair. Matthew as potential co-chair, suggested Eka.
14. Alyson would like to hold election for secretary/treasurer, but is willing to assume this position again if no one wants to fill it. Eka may run.
15. Ginnie would like to continue in communications.
16. Matthew would like to hold election for webmaster, but is willing to assume this position again if no one wants to fill it.
17. Lyne willing to do membership again, unless someone wants to do it.
18. Chris would do Digital Liaisons again, unless someone wants to do it.
19. Karen would do webinar again.
20. Lyne recommended making sure to follow the rules for when to have elections.
21. Ginnie will put out push for SIG-DL webinar on social media channels.
22. Ginnie requested people reach out if there's anything else coming up to promote. Twitter and the listserv seem to be the best channels for communication.
23. Matthew submitted no report.
24. Lyne reported membership stats for the month of September 2016: 384 members (up from 376 in August) - stats for the past year show relative stability (between about 376 and 402)
25. Chris reported he is focusing on lining up mentors for virtual unconference.
26. Chris is ready to meet with Eka and Alyson at 16:30 EST on Friday
27. Lyne is willing to help with the panel and will try to make the meeting

28. Eka reported Zach hopes to have the newsletter ready in time for the Annual Meeting.
29. Karen reported IIF: Interoperability of Image Content, Scholarship and Annotation, Dr. Robert Sanderson from the Getty Trust and W3C Web Annotation working group. Held September 21, 2016, 2-3:00 pm.
30. Karen will follow up with Christine Borgman for after the annual meeting.
31. Next meeting will be held October 4, 4:30-5:30 EST
32. Meeting Adjourned: 4:59pm

08/24/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

08/24/16 SIG DL Officers Meeting Minutes

Thursday, August 24, 2016 4:00 PM EST

Officers Present: Eka Grguric (Chair), Alyson Gamble (Chair-Elect, Secretary/Treasurer), Lyne Da Sylva (Membership), Matthew Murray (Webmaster), Chris Cunningham (Digital Liaisons), Karen Miller (Webinars)

Meeting called to order at 4:37pm.

1. Eka and Alyson attended all SIG call hosted by Lyne Westbrook. Goal of call was to discuss in-depth definition of virtual SIG. No resolution made.
2. Eka talking to Dick Hill about changing SIG-DL constitution
3. Eka emailed Heather also about constitution
4. Eka submitted website & wiki presence for Publication of the Year. We were complimented/commended by the award committee for “communicating in a regular and transparent manner” From the judges: “SIG DL's Wiki and Website are impressive; Overall, the SIG must be applauded and encouraged to continue improving both the Wiki and Website, in terms of design and content; I would like to commend the effort in communicating with SIG members in a regular and transparent manner.”
5. Alyson updated award and sent to Dick Hill with no response. Travel award lack of response may be related to timing of communications. SIG-DL can start the conversation on getting more applications.

6. We will put up restructured leadership (i.e., co-chairs) to vote at annual meeting. Eka is looking into necessities for changing SIG-DL's constitution.
7. Alyson reported we are still doing okay on \$\$\$.
8. Alyson needs to put notes into Wiki from last month.
9. Ginnie is back from maternity leave.
10. Ginnie has been monitoring the listserv this summer
11. Ginnie is somewhat behind on monitoring the social media channels.
12. Matthew has been checking on this in her absence.
13. Lyne reported roster : Aug 2016 : 376 members Down from 384 in July 2016 (Aug. 2015 : 409). Appears to be dependent on overall ASIS&T membership
14. Lyne reported we may be second largest SIG.
15. Chris' move is complete and classes started this week.
16. Chris will be emailing all mentors
17. Chris said last check 8-10 people.
18. Chris, post-annual meeting, discuss improvements and any potential growth.
19. Eka mentioned larger variety of people would benefit future.
20. Eka wants to make sure students are promoted no matter how many mentors participate.
21. Eka will schedule meeting on further solicitation and publicizing the event. Meet 9/1 @ 1-2. Will create timeline in shared document for who to contact when.
22. Chris has noted demand/interest from people. Let's publicize it on the list-serv.
23. Eka is checking in with Zach soon (probably tomorrow) about the yearbook.
24. Eka reported can submit for SIG Publication of the Year.
25. Karen reported 61 people registered for the tDAR webinar that we held on August 17th! The American Museum of Natural History, Yosemite National Park, Qatar National Library, Midwest Archaeological Center, Institute of Aegean Prehistory Study Center for East Crete, etc. were represented in the audience.
26. Next webinar: Robert Sanderson (one of the founders of IIF: <http://iif.io/>) will speak on IIF and W3C Web Annotation Working Group on September 21st at 2:00pm assuming the proposal is completed in time to advertise the webinar. ASIS&T has the date and time reserved.
27. Next Meeting: September 21 @ 4:30-5:30
28. Meeting Adjourned: 4:57pm

08/04/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

08/04/16 SIG DL Officers Meeting Minutes

Thursday, August 4, 2016 4:00 PM EST

Officers Present: Alyson Gamble (Chair-Elect, Secretary/Treasurer), Chris Cunningham (Digital Liaisons), Karen Miller (Webinars), Zachary Frazier (Newsletter)

Meeting called to order at 4:40pm.

1. Meeting held early August because no convenient time for all members in July.
2. Alyson reported no applicants for award.
3. Karen says send to Dick Hill.
4. Award needs to be updated prior to sending. Alyson updated and sent to Dick 8/9.
5. Alyson and Eka would like to have co-chairs rather than chair/chair-elect next year. Will put up to vote at annual meeting.
6. Eka says we have to submit something to make this change. We will need to change SIG-DL's constitution. Eka will look into what is needed to make this change.
7. Alyson and Eka would also like to have more input from members over the course of the year.
8. Karen suggested holding a meeting using the ASIS&T GoToMeeting software for \$50
9. Question about if virtual attendees count for quorum at annual meeting. Eka says yes.
10. Need to make sure we publicize our meeting time for virtual attendees
11. Alyson reported we are still doing okay on \$\$\$.
12. Alyson will make sure these notes go onto the Wiki.
13. Chris reported submitted proposal is in the shared Drive.
14. Chris will draft an email for the mentors.
15. Zach needs membership list.
16. Zach reported newsletter design is almost complete. Working to wrangle content.
17. Karen reported Webinar is up for August
17 <https://www.asist.org/events/webinars/archaeological-digital-data-management/>
18. Karen reported it is getting good coverage on the website <https://www.asist.org/events/>

19. Next Meeting: August 18, 2016
20. Meeting Adjourned: 5:11pm
21. Transcript from chat is available.

06/16/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

06/16/16 SIG DL Officers Meeting Minutes

Meeting held virtually

1. Eka reported Chris' section, but: Digital Liaisons Panel Proposal Accepted! "39 panel submissions and accepted only 24, for a 61.5% acceptance rate for panels." To maintain acceptance, one author needs to attend the annual meeting -- who's able?

Should make a push for publication of the year -- we have 1 month in which to put out a yearbook! Possible components: webinar reflections, showcase of SIG DL members and what they do as professionals, storify of social media activity from SIG DL accounts, articles that are already in the works, short and sweet aggregation of stuff

1. Eka Set up Storify account via sig dl gmail and sent credentials to Zach.
2. Eka Volunteered to help out with ASIS&T communications; in touch with Nicole at McGill to get started on this.
3. Alyson would like to nominate Eka for the Crestos Leadership Award. It is due July 15.
4. Alyson announced the SIG Publication of the Year award is due July 15th. Do we want to submit anything?
5. Alyson reported we are still doing okay on \$\$\$.
6. Alyson reported Student Award still has no applicants.
7. Alyson reported two people have requested to be joined to the SIG-DL Facebook group: Mike Tomas and Önne Mets. Do we have a policy about adding people to the group or removing them when they are no longer members?
8. Lyne reported latest roster: 370 members (down from 377 last month - was 396 in June 2015)

9. Chris reported will need to review and re-format for final submission by ? It would be nice if the proposers can report the outcomes of this activity at the panel and/or after the conference.
10. Karen reported our t-DAR webinar is tentatively scheduled with ASIS&T on Thursday, July 28th at 2:00pm eastern.
11. Karen reported the speakers are working on the abstract of the webinar and I hope to have it for everyone by July 1st.
12. Twitter Chat Hashtag: #hastagtryout ← a hashtag no one would ever use.

05/26/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

05/26/16 SIG DL Officers Meeting Minutes

Thursday, May 26, 2016 4:00 PM EST

Officers Present: Eka Grguric (Chair), Alyson Gamble (Chair-Elect, Secretary/Treasurer), Lyne Da Sylva (Membership), Chris Cunningham (Digital Liaisons)

Meeting called to order at 4:07pm.

1. Eka attended SIG chairs meeting to discuss inter-SIG communication. Take aways include plenty of funding options to support infrastructure tools (e.g., communication) and SIG projects. Proposal process for these funding opportunities is rather informal.
2. Eka submitted Digital Liaisons proposal. Looks good and has plenty of input from potential mentors. Mentors are excited about the project.
3. Eka needs to follow up on SIG Committee email. Will keep the rest of the executive board posted.
4. Alyson had no report for Chair-Elect.
5. Alyson reported we have plenty of money left in this year's budget.
6. Chris asked about whether there are any proposals for the Student Award. Eka checked SIG-DL email; no submissions.
7. Regarding Student Award, there may be no submissions because there is too little money being offered.

8. Lyne suggested awarding this to students who have submitted papers. Would tailor our audience.
9. Chris suggested hosting a contest for best webinar idea. Offering smaller amount for webinar ideas could be beneficial.
10. Eka suggested increasing the award to \$1000. Increasing award funding may inspire more applications.
11. Eka wondered if we have promoted the award to European I-Schools.
12. We need to contact Jan to ask if we can raise the amount of the award. If she can't help, then she can direct us to someone who can. Eka will email Jan.
13. Lyne reported latest roster: 377 members. These numbers are 5 less members than last April. Down from 420 in May 2015. Not sure if these numbers are worrying or if they reflect overall ASIS&T membership. Lower numbers may be explained by not having Digital Liaison panel last year or not enough of us SIG-DL folks were at the annual meeting. The decreased visibility may have negatively impacted our membership.
14. Eka suggested a membership drive being paired with the mentorship event. If the panel is not accepted, then we should still hold the mentorship event as part of a formalized membership drive.
15. Chris suggested reminding people that it doesn't cost more to join extra SIGs.
16. Lyne curious if we can apply for money from ASIS&T to help increase membership to SIG-DL. Do we need money to support our mentorship event?
17. Eka suggested coupling webinar award with the mentorship event to create a broader project. Chris suggested perhaps funding a membership.
18. Eka suggested funding "social media archiving," but her boss has already created a free and open source tool for this. A Khan Academy type library environment came up during the SIG-III meeting, but Eka isn't clear what happened with this idea; may have been too expensive to pursue.
19. Chris suggested maybe a learning management system (e.g., Moodle, Canvas) that could make communicating between SIGs easier; could be indexed and made searchable.
20. Chris reported has not heard back about the panel submission yet. Is currently in review; Diana let Chris know about this. Chris has heard back from a couple of mentors who are excited about joining us, including one of the potential speakers from last year. Mentors are very open about our plans. Chris let them know once we have structure prepared, we will keep them posted with the schedule.
21. Eka suggested having a practice Twitter chat for the panel. She has done it once as a recruitment method for the NC State fellowship with success. Other successful Twitter

chats are #critlib and #medlib. Both Eka and Alyson use Twitter for conferences. Maybe we have our second half of meeting on Twitter?

22. Eka mentioned that during the all SIG calls, we are one of the only SIGs who have monthly meetings. Eka and Alyson sent all of our organizational materials. Apparently our SIG is well run. Chris has seen communication gaps in other SIGs. Chris suggests fixing the ASIS&T Handbook to help make it more understandable; Eka presented Matthew's bylaws document as a good example of comprehensible administrative material.

23. The next meeting will be held June 16 at 4pm EST with Twitter chat to follow

24. The meeting adjourned at 4:42pm.

4/21/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

4/21/16 SIG DL Officers Meeting Minutes

Thursday, April 21, 2016 4:00 PM EST

Officers Present: Eka Grguric (Chair), Alyson Gamble (Chair-Elect, Secretary/Treasurer), Lyne Da Sylva (Membership), Chris Cunningham (Digital Liaisons), Karen Miller (Webinars)

Meeting called to order at 4:13pm.

1. Eka and Alyson reported that ASIS&T Annual Panel Proposal is due on 5/3.
2. Panel proposal draft is back with reviews. The draft with comments is available in the SIG-DL Panel folder.
3. Karen filled in background from meeting about the proposals.
4. Proposal needs to be submitted along this year's theme. Having the panelists and the posters is too time-consuming for the time frame. Virtual symposiums allow for poster presentations, which would allow time for both things. If not going virtual, then drop the posters and ally with the conference theme and carefully select panelists.
5. Chris, Eka, and Alyson will meet to work on the revised draft.
6. Eka recommended extending deadline on award.

7. SIG Chair's call coming up in the next month. Chairs will discuss unique nature of annual meeting. Will find out more about requirements for virtual events there. Hopefully will inform our proposal re-working.
8. We need to rewrite the proposal to align with the 2016 meeting theme. It is strongly suggested we omit the posters and add a virtual component. (Livestream + chat forum? Youtube could be a good venue.)
9. Alyson reported on the current financial report (quarter two) from Jan.
10. The 2/26/16 "A Hub of Activity" webinar net was -\$29.50. We made \$35 from the webinar and spent \$64.50 in fees.
11. We currently have \$1,016 available from our allocation funds to spend by September 30.
12. There are still no response on the Student Engagement Award. Applications are due 4/30.
13. The group suggested extending to 5/30 to allow students to apply, with Lyne expressing concern about students having time to book flights.
14. The announcement needs to be distributed to the main ASIS&T list-serv.
15. The New Leader Award Applications are due mid May(15) -- also a travel award. Follow that timeline?
16. Announcement of award went out on UBC iSchool listservs (thanks Matthew, I think?)
17. Alyson will send to LSU and USF listservs.
18. Eka asked the NCSU Fellows to spread the word (iSchools at UBC, Illinois, Toronto, Maryland, Austin)
19. Lyne reported the current roster is 382 members (up 1 from March - was 418 in April 2015)
20. Membership changes may be from natural fluctuations.
21. Lyne is curious if the European meeting location may change our membership.
22. Existing members have been receiving more emails.
23. Lyne confirmed that mentioning SIG-DL at conferences is a good way to recruit new members via word-of-mouth.
24. Chris suggested using free webinars as a good reason to join SIG-DL. Worked well for him in SIG-ED.
25. Lyne requested everyone please share any ideas for recruitment.
26. Chris is tacking down graphic design person from SIG-ED, or will reach out to graphic designer friend for logo.
27. Chris reported the SIG-DL Panel has generated interest from people. Revisions from the pre-review task force need to be made by 5/3.

28. Karen suggested focusing on current conference theme.
29. Zach has proposed a publication schedule he wants us to vote on -- twice a year. More info at next meeting.
30. Karen reported she has been working with Fiona and Angie on Information Architecture webinar. Could launch in May.
31. Karen has discussed with Christine Borgman, <https://mitpress.mit.edu/big-data>. Borgman has been active since the beginning of digital libraries.
32. Karen is very excited and amazed Borgman is willing to work with us. Her involvement in a webinar would generate a lot of attention, especially if held before the annual meeting, since Borgman is internationally known in the field.
33. Potential dates for Borgman's webinar are in late August, September, or November. September is ideal because of holding before annual meeting.
34. ASIS&T is hesitant about having webinar in October due to preparing for first international meeting.
35. Goal of the webinar: 6 provocations for inspiring discussion about the usage of data in scholarship
36. Chris curious about having free copies of the book, which is unlikely, but Karen said it can be interlibrary loaned
37. Other upcoming speakers for webinars: TDar archaeology repository; IIF (Stanford); Kevin Beswick at NC State is interested in doing a webinar (runs the quicksearch tool -- search engine w/ virtual browse interface + just open sourced it; represents a virtual library)
38. The next meeting will be held April 21 at 4:00EST.
39. The meeting adjourned at 4:41pm.

3/31/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Further Business
- Next meeting time

3/31/16 SIG DL Officers Meeting Minutes

Thursday, March 31, 2016 4:00 PM EST

Meeting was not held due to scheduling conflicts. Officers provided updates to shared doc.

1. Eka reported setting up meeting with Chris and Alyson to go over Digital Liaisons proposal before the deadline on April 4th.
2. Eka reported an e-mail to not-so-new members is drafted, about to be sent, currently sitting in the SIG DL Gmail.
3. Alyson thanked team for help on the Student Engagement Award.
4. Alyson checked SIG-DL email on 3/22 and we have no submissions for the award.
5. Alyson should get copy of Quarter 2 Financial Report on 4/1.
6. Alyson reminded team our pre-conference panel review is due on 4/4.
7. Ginnie asked if she can help send a blast out for another call the Student Engagement Award via social media and email channels
8. Ginnie will be on maternity leave soon and will keep the team posted on tentative dates. Doc wants her to be ready for an early leave.
9. Matthew did not provide a Webmaster report.
10. Lyne has provided Eka with a list of new members.
11. Lyne reported we currently have 381 members - down 7 from last month.
12. Chris provided no Digital Liaisons report.
13. Zach provided no Newsletter report.
14. Karen reported Frank McManamon and Leigh Anne Ellison have agreed to present a webinar on The Digital Archaeological Record (tDAR) repository in July.
(<https://www.tdar.org/about/>)
15. Karen reported Robert Sanderson, one of the architects of the International Image Interoperability Framework (IIIF) (<http://iiif.io/>) and Chair of the W3C Web Annotation Group (<https://www.w3.org/annotation/>) has agreed to present a webinar in August.
16. Karen reported it would work better for Fiona to postpone the IA webinar until April. Coordinating with Angie to find a new target date for either late April or May.
17. The next meeting will be held April 21 at 4:00EST.
18. Updated notes were posted April 6 at 12:52 EDT.

2/18/16 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Further Business
- Next meeting time

2/18/16 SIG DL Officers Meeting Minutes

Thursday, February 18, 2016 4:00 PM EST Meeting held via Google Hangouts

Officers Present:Eka Grguric (Chair), Alyson Gamble (Chair-Elect, Secretary/Treasurer), Virginia Dressler (Communications), Lyne Da Sylva (Membership), Karen Miller (Webinars)

Meeting called to order at 4:05pm.

1. Eka reported she emailed Heather about award options and membership drive contacts.
2. Eka reported she emailed Kevin about legacy graphic materials for SIG-DL.
3. Eka has drafted an email for new members, but is behind in sending it out.
4. Eka will send out a call for graphic artists.
5. Alyson had nothing to report as Chair-Elect.
6. Alyson has updated FY 2016 calendar with Pre-Proposal date.
7. Alyson hasn't heard back conclusively about tiered spending.
8. Alyson asked for group to review the Student Award once more before distribution.
9. Alyson should get quarterly financial report from Jan this month.
10. Alyson requested rescheduling next meeting.
11. Eka learned we can offer two awards from the same pool.
12. Ginnie sent out webinar information for 'Hub of Activity'. Asked for members to let her know if they'd like one more social media and email blast again before event (and before the 24th).
13. Ginnie will be offline Feb 24-March 4th.
14. Eka asked if the \$5 fee was mentioned in email blast. Opportunity has to be offered to everyone.
15. Ginnie reported the mention was at the bottom of the email in bold.
16. Group discussed re-blast of email and agreed to re-blast.
17. Matthew was absent, but Eka reported he quickly updated the webinar info on the website.
18. Lyne reported current roster contains 388 members in SIG-DL.
19. Lyne reported membership is down from 491 in December, but SIG-DL is holding the same level of membership since January.
20. Lyne will be giving list of members from last annual meeting to Eka. Should be able to pull latest members.
21. Eka reported she has message ready to send to new members.

22. Lyne gets lots of emails with SIG-DL in message line and is glad to see many messages.
Good work! Nice way to show dynamic work by SIG-DL.
23. Zach was absent, but Eka reported Zach sent a great newsletter promotion.
24. Karen reported she is working on next webinar; aiming for end of March. Skeleton of proposal for abstracts is ready.
25. Karen will be contacting others to make sure webinar is together in time. Working on what to do after March. No response back from DPLA.
26. Eka reported Karen is doing an awesome job; very fast.
27. Ginnie asked about the turnaround once Karen submits a proposal.
28. Karen reported turnaround is very quick, especially when sent to Stefan at headquarters.
He's very responsive; may need to email more than once, since he's busy, but he is very helpful during webinar.
29. Eka offered she can send more people Karen's way for webinar potential. Doesn't want to overload from same institution.
30. Eka will promote SIG-DL at #Code4Lib to help attract additional webinar presenters (and SIG-DL members).
31. Alyson brought up further business: Student Award.
32. Group worked collaboratively in real-time on Google Doc on fixing award language.
33. Award will be distributed February 22.
34. Ginnie asked about U Maryland iSchool she has received. A student sent promotional materials about professional education program, and would like to include them in webinars.
35. Eka thinks might be useful for ASIS&T sponsorship.
36. Ginnie reported student will be sending course information and dates ASAP. Student is seeking local chapters of ASIS&T in Maryland.
37. Karen reported Christian James is trying to resurrect chapter at University of Maryland.
38. Eka reported SIG-III is creating space for learning objects into the ASIS&T community.
This would be a reason to reach out about whether this space has been created to show student-created work.
39. Lyne reminded group that people using our resources should be members of SIG-DL.
40. Ginnie will pass along information and U Maryland contacts.
41. The next meeting will be held March 24 at 4:00EST.
42. Meeting adjourned at 4:45pm EST.

- Call to Order
- Officer Reports
- Committee Reports
- Next meeting time

1/14/16 SIG DL Officers Meeting Minutes

Thursday, January 14, 2016 4:00 PM EST Meeting held via Google Hangouts

Officers Present:Eka Grguric (Chair), Alyson Gamble (Chair-Elect, Secretary/Treasurer), Virginia Dressler (Communications), Matthew Murray (Webmaster), Chris Cunningham (Digital Liaisons), Karen Miller (Webinars), Zachary Frazier (Newsletters)

Meeting called to order at 4:05pm.

1. Eka reported she met with Karen for Webinar info sharing. During this meeting, they went over the state of the Webinars and brainstormed some more options. Eka will connect Karen with existing contacts.
2. Eka will connect Edwin from SIG-MET with Zach. Edwin wants to be a content creator for the newsletter.
3. Eka will email new members.
4. Alyson had no report from Chair-Elect.
5. Alyson held on Secretary/Treasurer report until later in meeting to allow time for discussion on proposed student travel award.
6. Ginnie request help for potential maternity leave coverage (mid May-August). While away, she will not be checking email frequently. She can use her personal email account and will have Dick Hill add it to listserv account.
7. Matthew updated the Membership page of our website.
8. Matthew copied over some old reports from our website to our Google Drive.
9. Lyne's report was read by Eka.
10. Lyne reported we currently have 387 members (down 10, from 397 in December). Lyne received an inquiry from a new ASIS&T member who was thinking of joining SIG-DL and wanted more information on our activities; this person was also interested in participating in ongoing projects; I had nothing specific to suggest, but I did tell her/him (Robin) that we would be holding webinars, and to watch out for these; this person may be interested in volunteering for something. Keep Lyne posted about activities and she will pass these along to Robin.
11. Lyne requested suggestions for the planned membership drive.

12. The group suggested these places to target: RDAP, SIG-MET, Code4Lib, international student chapters (using SIG-III model and SIG-ED).
13. The group suggested highlighting webinars, panels, newsletters featuring digital libraries.
14. Lyne requested the group keep her informed of conference attendance or other places to advertise the SIG.
15. Eka will be attending Code4Lib.
16. Eka will reach out to Dick.
17. Alyson suggested materials, such as flyers, that can be distributed to groups. A brief-one page summary of group and opportunities would be nice.
18. Eka send solicitation to list for graphic design when composing new member email.
19. Chris will reach out to someone who makes attractive posters.
20. Karen reported the pre-proposal assessment announcement will be distributed soon.
21. Zach added a draft call for newsletter submissions to Google Drive.
22. Eka suggested the newsletter could make a good candidate for Publication of the Year. Nominations are due July 15.
23. Karen has reached out to some individuals, including DPLA, regarding webinars. She will be reaching out to someone at Clemson.
24. Alyson directed conversation to discussion of Student Travel Award.
25. Matthew's timeline for announcement of the award in January was agreed upon by the group.
26. The group discussed criteria for award.
27. Eka and Matthew suggested need and involvement would be necessary.
28. The group agreed.
29. The group decided on a 250-500 word essay for submission.
30. Eka suggested using the Code4Lib diversity scholarship for basis.
31. Group suggested requiring recipient to Tweet during conference about activities. Suggested 6 tweets (2 per day) as example
32. Recipient would be required to write section in newsletter if awarded.
33. \$500 suggested as award amount.
34. Karen stated group will need permission from board to award more.
35. Suggestion was made for second-tier award being free membership.
36. Alyson will check with Heather Pfeiffer to check if this takes group over spending limit and will send out draft award announcement to group.
37. Kevin suggested covering pre-conference student workshops attendance.

38. Eka will check notes to see if this has been proposed beforehand.
39. Group will brainstorm about these workshops at the next meeting.
40. The next meeting will be held February 18 at 4:00 EST.
41. Meeting adjourned at 4:35pm EST.

12/17/15 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next Meeting Time

12/17/15 SIG DL Officers Meeting Minutes

Thursday, December 17, 2015 4:00 PM EST Meeting held via Google Hangouts

Officers Present: Eka Grguric (Chair), Alyson Gamble (Chair-Elect, Secretary/Treasurer), Lyne Da Sylva (Membership Officer), Matthew Murray (Webmaster), Chris Cunningham (Digital Liaisons), Karen Miller (Webinars)

Meeting called to order at 4:03pm.

1. Eka reported goals for 2016, including webinars, Digital Liaisons panel, and newsletter.
2. In response to question from Lyne, Eka reported regarding Digital Liaisons proposal being denied in 2016 was in part due to too many (good) submissions being entered to ASIS&T in 2015. SIG-DL speakers needed to be organized before submission; considered to be less developed than other submitted proposals. A feedback committee/framework is being set up for 2016.
3. Chris reported regarding panel that the loss of extra day caused increased competition among proposals. Chris recommended looking for opportunities with other sigs / student chapters SIG-ED is actively looking for collaborators. Recommended sending a poll for others to participate.
4. Eka discussed creating an easier access point for archived webinars to provide possible collaboration area. Chair of SIG-MET expressed interest in collaborating.
5. Eka will send out Doodle poll for next meeting
6. Eka introduced FYCalendar for 2016. This provides general outline of upcoming events. Asked attendees to please contact group with ideas to add to FY2016 calendar
7. Alyson reported as Chair-Elect she met with Eka about this year's activities.

8. Alyson reported as Secretary/Treasurer that the group finished 2015 with \$2,522. ASIS&T allocated us \$1,580. We spent \$500 on the Deborah Barreau Award. This leaves us with a 2016 budget of \$3602. These funds need to be spent by end of September.
9. Eka recommended spending on student travel award (maybe \$500?). Send out call in August. (Eka)
10. Matthew commented students may not see in August.
11. Chris suggested publicizing award as soon as possible.
12. Matthew recommended student membership awards as another possible way to spend funds.
13. Matthew reported on Webmaster activities.
14. Matthew discovered we didn't have a spam filter set up for our blog/site so set one up and cleared out spam comments. In the process of doing so discovered that I wasn't listed as the contact email for our site in wordpress, which he fixed. He updated Wordpress install to 4.4 (didn't really do anything...)
15. Matthew is curious about old SIG-DL page. Chris suggested it might be part of the mirror site from website revamp. Matthew will contact Jan to find out. Alyson provided Matthew with Jan's email.
16. Matthew asked for suggestions for updating the facebook group cover image? Currently old SIG Chapter of the Year.
17. Alyson suggested using SIG-DL website banner
18. Lyne reported SIG roster says 491 members; down 11 from 402 in October.
19. Lyne suggested running elections in early September, with first call for elections in August.
20. Lyne will investigate membership drive in February.
21. Eka recommended sending call to student groups, link with webinars
22. Eka offered that webinars are part of support for value statement of being ASIS&T member
23. Chris mentioned three-part webinar: first one free, second two free to members. There is some hesitation from corporate to offer free webinars.
24. Chris will discuss getting a debrief from ASIS&T
25. Karen will advertise for additional members.
26. Karen announced a task force is being formed for webinars, with approximately two years for development to surface.

27. Eka will send information from webinar speakers. Mentioned Skylar Lindberg, whose focus is on linked data work behind open collections, would like to hear about linked data from DPLA.

28. Karen suggested including SPARQL Query at the British Museum for a European spin. Together with DPLA, these would make a multi-part webinar series.

29. Goals for next meeting: Discuss featuring digital libraries in newsletter, Email new members, Update wiki page, Discuss student travel award for 2016

30. Meeting adjourned at 4:40pm EST

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