

# 25/01/17 SIG DL Officers Meeting Minutes

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Tuesday, January 20, 2017 3:00 PM EST

25/01/17 Meeting Agenda'

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

**Officers Present:** Alyson Gamble (Chair), Nushrat Khan (Chair elect), Anna Maria Tamaro (Secretary), Danielle Pollock (Treasurer), Virginia Dressler (Communications Officer), Lyne Da Sylva (Membership), Anna J Dabrowski (Website), Karen Miller (Webinars), Chris Cunningham (Digital Liasons)

**Officers absent:** Zachary Frazier (Newsletter)

Call to Order: 3:00pm

**Goals from last next meeting:**

- Discuss featuring digital libraries in newsletter
- Email new members
- Update wiki page
- Discuss student travel award for 2016

**Officer Reports**

**Chair (Alyson):** Introductions: Nushrat & Anna New things this year: Secretary and Treasurer have been split Forming Digital Initiatives (Eka's project)

**Goals for 2017 Stuff from last year:** Deborah Barreau Award Student Engagement Award

Digital Liaisons - Unconference style again?

Webinars (how many, topics, etc.)

Newsletter / Publication

SIG DL Yearbook

New initiative for this year:

Connecting with other chapters

Connecting with membership

Ginnie & Anna work together on list-serv?

Open call for attendance to SIG-DL meetings

Anna: Can this handle a large group?

Eka: Yes, not sure of limits. Maybe stream directly to YouTube, allow people to comment. Recorded last Annual Meeting.

Nushrat: Does everyone have Twitter?

Eka: Different access for different people?

FY 2017 Business Calendar provides general outline of upcoming events

Anna: Move calendar to calendar on website? Eka gave details about how to do.

**Chair-Elect (Nushrat):** Nothing to report

**Treasurer (Danielle):** Getting acclimated, AG will send reports

**Secretary (Anna Maria):** Nothing to report

**Communications (Ginnie):** Suggest changing passwords on Gmail and social media accounts Will update us with changed passwords (Doc in shared folder -- will share) Twitter seems to have most interaction; list-serv second most Eka: Slack channel?

**Membership (Lyne):** Members : 412 as of today - up from 400 in November, and up from 387 last January!

**Webmaster (Anna):** Wordpress website updates (<http://www.asis.org/SIG/sigdl/>) Any changes requested, please contact Anna Added DLF community calendar Will update Wordpress password

**Committee Reports Digital Liaisons (Chris):** For newbies, ASIS&T panel went over "okay." People there were relatively engaged, but there were not a lot of in-person attendees. Last year, used Twitter chat with outside panelists; what digital librarianship looks like. Twitter chat was good response. Eka: Low attendance was due to being double-booked with the awards luncheon and fancy cake being served outside of the room (major distraction!) Chris: Double-booking with the luncheon is frequent This year, March/April: have a longer, broader Twitter chat, if people have ideas/suggestions/recommendations, Chris is open to receiving them. Karen: Plan a webinar to lead into the chat Use Twitter chat to feed in -- calendar

**Webinars (Karen):** Webinar leading into the March/April DL Chat (February/March) Webinar leading into annual meeting None planned yet -- taking suggestions! Nushrat: Archive of webinar topics? SIG DL shared folders

Next Meeting: February 22, 2017

**Goals for next meeting:** Discuss featuring digital libraries in newsletter

Email new members

Update wiki page

Discuss student travel award for 2016

Lyne & Danielle may not be able to make next meeting.

Meeting Adjourned: 4:03pm EST

## 22/02/17 SIG DL Officers Meeting Minutes

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*Wednesday, February 22, 2017 8 PM GMT*

*22/02/17 Meeting Agenda'*

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

[edit]

**Officers Present:** Alyson Gamble (Chair), Nushrat Khan (Chair elect), Danielle Pollock (Treasurer), Virginia Dressler (Communications Officer), Lyne Da Sylva (Membership), Anna J Dabrowski (Website), Karen Miller (Webinars), Chris Cunningham (Digital Liasons)

**Officers absent:** Zachary Frazier (Newsletter), Anna Maria Tamaro (Secretary)

### **Chair (Alyson):**

Board organization: met with Nushrat about Chair duties, talked with Anna Maria about Secretary duties and emailed financial information to Danielle, Anna Maria was able to finally gain to admin access the Wiki.

- SIG Onboarding project: working with a team on improving SIG on boarding, for all SIGs, onboarding for all new SIG exec members
- FY 2017 calendar: Any updates? Connecting with other chapters, would like to invite the European Student Chapter, Indiana State Student Chapter, and the Indiana Chapter to a meeting about connecting for the next Digital Liaisons chat.
- Student Engagement Award

**Chair-Elect (Nushrat):** Met with Alyson, Reviewed past webinars - What's the process of initiating the webinar? Contact the speaker first?

■ Linked Data of possible interest? - Interesting project from UIUC - "Exploring the Benefits for Users of Linked Open Data for Digitized Special Collections" - Can contact Ryan Dubnicek

■ Following up on a prior webinar they did, Nushrat will send Karen info and help coordinate, Things to think about - Can/should we conduct a survey/ twitter chat? Questions:

- How different libraries are incorporating the ideas of being digital?
- What different tools are they using?
- What are some of the big active projects?
- How do we identify the trends and keep up with them as digital librarians?
- What does it mean to be a digital library?
- If a new digital librarian wants to bring something new into the field where should they start?
- Goal is to identify helpful guidelines for new digital librarians
- Good fit for the group and possible an opportunity to publish through ASIS&T
- Maybe could be a part of the first Digital Liaisons UnCommons - Alyson's suggestion
- Begin with designing a survey; use the twitter chat to supplement
- Possible timeline?
- Nushrat will think through a timeline and update on that after March 16th
- Digital Liaisons in Feb / March; survey either before or after

**Treasurer (Danielle):** ○ FY17 allocation is going to be \$1486 ○ At the end of FY16 we were looking at \$3600

**Communications (Ginnie):**

- Created Slack account

**Membership (Lyne):**

- Current membership: 418 members (up from 411 last month and up from 388 last year - go DL!), sent Alyson a list of new members (by month, starting last December) to enable Ginnie (I suppose) to send an email to new members.

**Webmistress (Anna):**

- Password changed and SIG-DL calendar page .

### **Committee Reports**

#### **Digital Liaisons (Chris):**

- Currently meeting to discuss Digital Library stuff with Digital Librarians at Southern, Trying to peg down relevant informations, Shooting for a March Kickoff after February promotion. Will recruit at #code4lib

**Webinars (Karen):** No updates to report. Please send ideas for webinar topics and/or presenters to Karen (millerk8@email.sc.edu)

#### **Treasurer (Danielle):**

- FY17 allocation is going to be \$1486. At the end of FY16 we were looking at \$3600

#### **Communications (Ginnie):**

- Created Slack account

#### **Membership (Lyne):**

- Current membership: 418 members (up from 411 last month and up from 388 last year - go DL!)
- I have sent Alyson a list of new members (by month, starting last December) to enable Ginnie (I suppose) to send an email to new members.

#### **Webmistress (Anna):**

- Password changed.

### **Committee Reports**

#### **Digital Liaisons (Chris):**

- Currently meeting to discuss Digital Library stuff with Digital Librarians at Southern
- Trying to peg down relevant informations.
- Shooting for a March Kickoff after February promotion.
- Will recruit at #code4lib

**Webinars (Karen):** No updates to report. Please send ideas for webinar topics and/or presenters to Karen (millerk8@email.sc.edu)

**Next Meeting:** March 22, 2017

### **Goals for next meeting:**

- Set up for Twitter
- Promotional materials
- Outreach to the participants
- European Student Chapter, Indiana State Student Chapter, and the Indiana Chapter
- Nush will design logo
- Meeting Adjourned: 3:37pm

## **22/03/17 SIG DL Officers Meeting Minutes**

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*Wednesday, March 22, 2017 8 PM GMT*

*22/03/17 Meeting Agenda'*

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

[edit]

Call to Order: 3ish pm

Goals from last meeting:

- Set up for Twitter -- Interested folks, please stay after close of this meeting.
- Date for chat
- Promotional materials
- Outreach to the participants
- European Student Chapter, Indiana State Student Chapter, and the Indiana Chapter
- Nush will design logo
- Webinar topic and contact

Present: Anna, Lyne, Danielle, Nushrat, Alyson, Chris, Karen

Absent: Virginia, Anna Maria, Eka, Zachary

Officer Reports Chair (Alyson): Contacted new members -- no replies, but worth a try. Updates from ASIS&T regarding communications Per Yolande: "SIGDL is fine on the website and FB [...] with FB and twitter, you need to maintain a constant presence. In addition to SIG DL news, you should be posting ASIS&T news as well. General rule of thumb is to post 5-10 times weekly for FB and 3-5 times daily for twitter. Best times to post on FB are Thursdays and Fridays between 1-3 pm; twitter is Wednesday, Saturdays and Sundays at 12 & 6 pm. I know that as a volunteer this may seem like a lot to do, but there are platforms that allow you to schedule your posts. Would it be possible to share these tasks with others to lessen the burden on one person?" Anna will investigate: Set feed on the website?? Ginnie will investigate: Tweetdeck?? Ginnie will investigate: Auto-retweet all ASIS&T?? As an update on this (3/23): We all think the number is high. Will try to do a post a day and retweet ASIS&T posts. Ginnie will be working to have our message go out on all of our media. Start thinking about DL proposal: draft due May 2 Student Engagement Award - any updates/changes? Do we want to publish something in a special section in the ASIST Bulletin? Q: Can we create a Google Calendar for SIGDL board from to allow easy integration? I noticed #critlibs has made theirs available and found it quite helpful. That may be too many calendars again, though. We can try. (DLF, main ASIS&T) Chair-Elect (Nushrat): Contacted Karen about webinar idea and sent email to the UIUC LOD for Special Collections group Talked to few folks at Code4Lib about their interest in conducting a twitter chat. Treasurer (Danielle): Nothing new; no changes Secretary (Anna Maria): Not here; no report Communications (Ginnie): Sorry to miss another meeting- I have an out of town work meeting, and may be able to call in from the road depending on the time the meeting wraps up. Not much update here- I still see the most interaction on Twitter with the SIGDL social media channels. Membership (Lyne): Number of members as of today : 413 (compared to 418 last month and 381 last year) Webmistress (Anna): Question about Annual Reports (<http://www.asis.org/SIG/sigdl/about/>) (<https://drive.google.com/drive/folders/0B0Mme2ID1OlcUHdaUHh5LWpHTWs>) Follow-up: Set Twitter feed on the website; merge and embed calendars (DLF, ASIS&T)

## Committee Reports

Digital Liaisons (Chris): ← still is awesome

Reaching out to digital librarians

Folks stay to talk DL Chat after this meeting

Newsletter (Zach):

Webinars (Karen):

Chris put me in touch with Elizabeth LaBeaud, the Digital Lab Manager at USM Libraries. Elizabeth volunteered to present a webinar on digital preservation. One of the USM projects was the preservation of oral histories from the civil rights movement (see <http://news.usm.edu/article/southern-miss-leading-way-preserving-oral-histories-civil-rights-movement>) so this should be a very interesting webinar

ASIS&T reserved May 18, 2017 (Thursday), 3:00 PM to 4:00 PM (Eastern) for the webinar the formal webinar proposal was submitted to ASIS&T on March 21st.

Chris kindly agreed to moderate the webinar.

Nushrat is following up with her contacts to see if they are interested in presenting a linked data webinar. I'll work with them on the webinar proposal, etc. if they are interested in presenting.

Please send your webinar ideas to me at millerk8@email.sc.edu. Many thanks!

Anna will post to website

Next Meeting: April 26

Goals for next meeting:

Meeting Adjourned: 3:37pm

## 26/04/17 SIG DL Officers Meeting Minutes

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*Wednesday, April 26, 2017 12PM GMT*

*26/04/17 Meeting Agenda'*

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

**Present:** Alyson Gamble (Chair), Nushrat Khan (Chair elect), Anna Maria Tammaro (Secretary), Anna J Dabrowski (Webmaster), Karen Miller (Webinars), Lyne Da Silva (Membership Officer), Chris Cunningham (Digital Liasons), Virginia Dressler (Communications Officer)

**Absent:** Danielle Pollock (Treasurer), Eka Grguric (Past Chair), Zachary Frazier (Newsletter)

Call to Order: 3:10pm

### **Goals from last meeting:**

Follow up from #SIGDLChats. Review

- When do we want to do another one? Need more participants
- Different, more convenient time. In what time zones do most of our members reside? Lyne can find this out



- Advertise farther in advance
- Consistently offering (more regular -- once a month)
- Send questions to people who can't participate separately
- Post favorite answers to website as follow-up to the chat

Next #SIGDLChats Tuesday, May 30 Storify by Chris. Send to Anna who will post on website

**Chair (Alyson):** Updates from ASIS&T regarding communications. Ginnie had a great idea for ASIS&T to fund an auto-updater (e.g., HootSuite). Seems like HQ may agree. Per Yolande: "Just wanted to touch base to let you know this is still being determined. It's been discussed between Board President and the SIG and Chapter liaisons. I'm now writing up a proposal to the board. In the proposal would be the suggestion that until this becomes an offering to the groups and included in the budget, we allow SIG DL to piggyback on our account since you are the only request we've received. Will keep you in the loop as things develop!

Need to get DL proposal in ASAP: draft due May 2 Danielle and Virginia will help Chris, Nush will help with review, etc.

Student engagement award [\[1\]](#) - any updates/changes?

Crestos Leadership Award - any nominations?

**Chair-Elect (Nushrat):** Plan for next #SIGDLChats - Date/ time/ topic/ questions? Will be out next meeting, but working remotely. Will add comments/ideas from remote location. Will be able to help Chris with DL proposal. Karen -- do you need help for webinar? Tuesday, June 6, 1 Central. Proposal form is in for work. Do we need to create a new logo for SIG DL?

**Treasurer (Danielle):** We have neither spent nor brought in any money. Chris suggested publicizing award. Student Engagement Award. Anna will post after next chat.

**Secretary (Anna Maria):** Will keep updating Wiki with notes. Bring European element to us -- trends, issues, etcetera. Lyne -- we have 124 non-US members; a lot in Canada and a lot in Europe. Anna Maria can involve colleagues -- European director, digital libraries to be members of the SIG. Lyne -- if we have a chat in the afternoon, this excludes the European. Best time would be 5pm in Europe, which would be AM in US. Otherwise, we could have two chats. Webinars: Karen definitely interested, ASIS&T more flexible with time zones now. Example: Munich Digital Library or Europeana

**Communications (Ginnie):** Brainstorm more ideas on where to send out announcements. Will create a “cheatsheet” for the next event, with projected communication dates (one month out, two weeks out, etc.) and details of where communication is going. Noticing a recent drop in our SIGDL listserv numbers- Not sure if it's a coincidence of the recent HQ push for more traffic on all the various communication channels? (Maybe people are getting annoyed with listservs? Don't know, but noticed 8-10 people dropping off in the last month, which is higher than usual. But maybe just coincidence)

**Membership (Lyne):** Roster : currently 405 members (down from 412 last month, but up from 382 last April). Co-organizing “Exploring the Contents of Digital Libraries” conference - lots of great information on NLP, text mining, ways to study contents of digital libraries. Housed within an annual conference. 2 day workshop in French -- speakers from France and Montreal

**Webmistress (Anna):** Post Storify follow-up from Twitter chat, soon. Post upcoming webinar info to website, May 3rd? Post announcement for next Sig-DL chat following webinar, May 18th? Post awards announcement to website, June 1st?

**Digital Liaisons (Chris):** Per Eka: submit the storify of #SIGDLChats as a poster/storify in that new category ASIS&T 2017 has instead of "Posters". Storify login info is in the SIGDL account info. New questions brain storm? Digital preservation -- piggyback off of webinar. Linked data -- upcoming data (Lyne suggested adding to chat). Set speakers? Draft proposal due May 2

**Webinars (Karen):** Emailed ASIS&T about the scheduled May 18th webinar with Elizabeth LaBeaud on digital preservation - - the webinar does not appear on the ASIS&T events web page. Will be up tomorrow 4/27. The Urbana-Champaign linked data webinar is tentatively scheduled for Tuesday, June 6th at 1:00 Central. The webinar proposal is being prepared

**Next Meeting:** May 24

Goals for next meeting: Keep being the best SIG :)

Meeting Adjourned: 14pm

## 31/05/17 SIG DL Officers Meeting Minutes

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*Wednesday, May 31, 2017 3:00 PM EST*

*31/05/17 Meeting Agenda'*

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

**Officers Present:** Alyson Gamble (Chair), Nushrat Khan (Chair elect), Anna Maria Tammaro (Secretary), Anna J Dabrowski (Webmaster), Karen Miller (Webinars)

**Officers Absent:** Danielle Pollock (Treasurer), Virginia Dressler (Communications Officer), Lyne Da Silva (Membership Officer), Eka Grguric (Past Chair), Chris Cunningham (Digital Liasons), Zachary Frazier (Newsletter)

Call to Order: 3:08 pm

Goals from last meeting:

Follow up from #SIGDLChats

- Not many participants; needs more participants: 3 people during the first time; 1 in the second round. Maybe the time zone problem? Link to time zone conversion site
- Better ways to do outreach
- Post same questions next round. Next #SIGDLChats 06/14 - 3pm ET

**Chair (Alyson):** Thanks to Ginnie, we have been added onto HQ's Buffer account so that we can schedule our social media postings.

**Chair-Elect (Nushrat):** SIGDLChats - need more participants

**Secretary (Anna Maria):** Finishing webinar proposal - will send to Karen tomorrow - suggested date in September

**Membership (Lyne):** 402 members (down from 405 last month; up from 377 last year)

**Webmaster (Anna):** Regular web posts To do: post on June webinar, post on Twitter chat, post on student awards

**Webinars (Karen):** June 6 webinar, Dry run June 1, Last webinar had most people registered -- over 100! Good feedback. Will post list to Drive

Next Meeting: June 28

Goals for next meeting: Keep being the best SIG :)

Meeting Adjourned: 4:21pm

## 26/07/17 SIG DL Officers Meeting Minutes

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*Wednesday, July 26, 2017 12:00pm PDT - 1:00 MDT - 3:00pm EDT - 8:00pm CET*

*31/05/17 Meeting Agenda'*

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

**Officers Present:** Alyson Gamble (Chair), Nushrat Khan (Chair-elect), Danielle Pollock (Treasurer), Virginia Dressler (Communications), Anna Maria Tammaro (Secretary), Lyne Da Sylva (Membership), Chris Cunningham (Digital Liaisons).

**Absent:** Lyne Da Sylva (Membership), Eka Grguric (Past Chair).

**Call to Order:** 3:00pm

**Goals from last meeting:** Follow up from #SIGDLChats Have at least one more before October August 14 - 5:00pm CET Can involve students, potentially Asian chapters Focus Q: What is the global vision for digital libraries? 5 year vision of sustainability

**Officer Reports Chair (Alyson):** We have HQ access for Buffer for social media - yay! Thanks, Ginnie! Need to publicise the Student Engagement Award When is the next #SIGDLChats? July 31st is the last day to apply for Project and Reserve funds Panel is due August 9 -- please stay after if you want to help Chris SIG Annual Activities Reports are due by August 15th Congratulations to Nush!

**Chair-Elect (Nushrat):** Went through the SIG-DL questions and added one. Updated the main file with all the questions discussed after April. Does Research Data Management fall under the rim of DL? Should we include that in our survey/ discussion topic? All the other SIGs don't seem to be connected to that area. Anything needed before the Annual Meeting?

**Secretary (Anna Maria):** I have updated the SIG-DL Wiki and think that the meeting minutes have to be approved.

**Communications (Ginnie):** Learning Buffer- Looks like a lot of functionality for scheduling social media communications (very nice!)

**Webmistress (Anna):** <http://www.asis.org/SIG/sigdl/> Posted student engagement awards on website Twitter feed in sidebar, showing last 4 tweets Question: Removing email info from annual reports before posting?

**Committee Reports** Anna Maria and Nush are working on the questions for the next #SIGDLChats Nush will make another beautiful graphic for #SIGDLChats

**Webinars (Karen):** Anna Maria received confirmation from her Europeana contact that she will present a webinar in September. I invited the IIF team at U of Md. to present a webinar but they never responded. Due to finishing up my dissertation for a Feb. 2018 defense I will not be able to serve as the webinar committee convener in the new year.

Next Meeting: August 23 @ 3EST

**Goals for next meeting:** Research Data Management as part of digital libraries

Meeting Adjourned: 3:55pm

## 23/08/17 SIG DL Officers Meeting Minutes

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*Wednesday, August 23, 2017 12:00pm PDT - 1:00 MDT - 3:00pm EDT - 8:00pm CET*

*23/08/17 Meeting Agenda'*

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

**Officers Present:** Alyson Gamble (Chair), Nushrat Khan (Chair-elect), Virginia Dressler (Communications), Lyne Da Sylva (Membership), Chris Cunningham (Digital Liaisons), Anna J Dabrowski (Webmaster), Eka Grguric (Past Chair).

**Absent:** Karen Miller (Webinar), Danielle Pollock (Treasurer), Anna Maria Tamaro (Secretary).

**Call to Order:** 12:00pm

**Chair (Alyson):** Congratulations to Nushrat who was selected to be a live-in Graduate Assistant at Simmons.

Nominations for the Deborah Barreau Memorial Award: Virginia Dressler for outstanding service to SIG-DL over many years, including this one, where among other things, she spearheaded our social media compliance with ASIS&T HQ guidelines with innovative solutions that were accepted by ASIS&T HQ.

Our Annual Report was submitted 08/15.

**Elected Chair (Nushrat):** Follow up from #SIGDLChats SIG-DL Chats happened and discussion is needed about how can we potentially increase involvement. (Anna) Informal way to remind themselves - add calendar

invite to add automatically to people's calendar or possibly register (might require little bit of effort) Possibly next chat will be about data management (Chris) We could get another well known person and see if we can do every other month. Do 1/1.5 years?

**Communications (Virginia):**

Trying to plug student engagement awards every week on social media channels- I have not seen any applications in the SIGDL gmail account yet (will check tomorrow AM too)

**Membership (Lynne):** Current roster : 396 members (down from 398 last month, up from 373 last year) How does being a SIG-DL member benefit others (who are not in exec)? (Anna) Can we have open community meetings? May be a quarterly meeting will open up more involvement. (Nush) We may have potential members applying for SIG-DL exec committee election Perhaps we should hold some kind of "virtual cocktail hour", on Twitter, for casual talks?

**Webmistress (Anna):** <http://www.asis.org/SIG/sigdl/> Annual reports for 2010–2016 are all online (<http://www.asis.org/SIG/sigdl/about/>) Will add new report

**Digital Liason (Chris):** Final submission was submitted to ASIST. Awaiting final approval. 3 final submissions (?). Hopefully it will get through AM presentation - storify presentation and make it interactive

Add planning for next years submission for our business meeting.

Once we have a structured idea for annual meeting we should post it online and explicitly invite people to join  
Eka is buying us drinks at the annual meeting (woo-hoo!!)

**Next Meeting:** September 29

Goals for next meeting: Plan about having a open SIG-DL community meeting (virtual cocktail hour?)

Brainstorm for next Twitter chat Come up with a formal structure for the business meeting

Meeting Adjourned: 13:00pm

## 29/09/17 SIG DL Officers Meeting Minutes

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*Friday September 29, 2017 8:00am PDT - 9:00 MDT - 10:00 CDT - 11:00am EDT - 4:00pm CET*

## 29/09/17 Meeting Agenda'

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

**Officers Present:** Alyson Gamble (Chair), Nushrat Khan (Chair elect), Eka Grguric (Past Chair), Virginia Dressler (Communications Officer), Anna J Dabrowski (Website), Chris Cunningham (Digital Liasons)

**Officers absent:** Anna Maria Tamaro (Secretary), Danielle Pollock (Treasurer), Lyne Da Sylva (Membership), Zachary Frazier (Newsletter), Karen Miller (Webinars).

Call to Order: 11:31am

**Goals from last meeting:** Plan about having a open SIG-DL community meeting (virtual cocktail hour?)  
Brainstorm for next Twitter chat Come up with a formal structure for the business meeting Business meeting will be Tuesday, Oct. 31 from 11am-12:30pm in the Lincoln Room at the Hyatt.

Folder: <https://drive.google.com/open?id=0BwqIpaKFVUo7QXNZRjFZUV9zdzA>

**Officer Reports Chair (Alyson):** Annual Report is into headquarters and it's online: <http://www.asis.org/SIG/sigdl/wp-content/uploads/2017/08/2017-SIGAnnualActivitiesReport.pdf> Woot thanks! Need to do a call for elections Virginia has sent; Alyson will revise and send back to go through list-serv, out to website, social media Nominations 10/30 - Annual budget and activity plan due and Goals for next year

**Chair-Elect (Nushrat):** Annual meeting planning + reviewed past year's AM planning documents Run another chat? Early October October 17 @ 1300 EST (Nush) Need better planning for contacting people to attend Virginia will look at people who attended the past ones and invite them Calendar invite Theme: Lifecycle of Data in Digital Libraries Brainstorm questions - post in this document <https://docs.google.com/document/d/1VRvHyZ9JRi5Y8zIalA5IzQQ-ugg4NCZVUthQgm6RNok/edit> Alyson will do Storify of this chat

**Communications (Virginia):** (in case i have to dip out early from meeting): No big updates here. No applications for student award :(

**Webmistress (Anna):** Did you all know? "The Corporation for National Research Initiatives suspended routine publication of D-Lib Magazine with the July/August 2017 issue." (<http://www.dlib.org/about.html>) Will post Election and Chat announcements online once ready.

**Committee Reports** Digital Liaisons (Chris): Prepared notes to plan Digital Liaison with Eka, Alysin and Nushrat

**Webinars (Karen):** Karen will not be continuing in the role next year. Nominees welcome! This could potentially turn into a Committee on Data Skills Training.

**Next Meeting:** Alyson will send out WhenIsGood

**Goals for next meeting:** Are there any changes we want to make to next year's budget? Officer reports from Treasurer, Membership, and Communications will need to be in before the annual meeting.

**Meeting Adjourned:** 12:00pm (Nush, Chris, Eka, and Alyson stayed to plan Digital Liaisons)

## 20/10/17 SIG DL Officers Meeting Minutes

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*Friday, October 20, 2017, 1:30-2:30EST*

*20/10/17 Meeting Agenda'*

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

**Officers Present:** Alyson Gamble (Chair), Nushrat Khan (Chair elect), Anna Maria Tamaro (Secretary), Danielle Pollock (Treasurer), Lyne Da Sylva (Membership), Karen Miller (Webinars), Virginia Dressler (Communications Officer), Zachary Frazier (Newsletter).

**Officers absent:** Anna J Dabrowski (Website), Eka Grguric (Past Chair), Chris Cunningham (Digital Liasons)

Call to Order: 13:40pm

**Goals from last next meeting:** Follow up from Twitter chat (Nush): Storify. Not a lot of participants; more SIGDL people represented than others; Eka's boss joined Overall input from different institutions, May move conversation to a different platform since Twitter may not be the best platform. Something to consider for next year A place for open questioning over time (e.g., forum) Lyne curious if people see this as a necessity; they will participate if they think it is necessary Anna Maria thinks promoting this to RDM groups might be helpful Danielle: do we want to keep the focus on library practitioners? I work with a lot of students who are interested in the topics but may not be currently working in libraries, so a lot of the questions don't necessarily apply Maybe a restructure on "What do you think about...?" or "Do you have any experience with...?" instead of "Does your library...?"

Structure for business meeting (Alyson) Business meeting will be Tuesday, Oct. 31 from 11am-12:30pm EST in



the Lincoln Room at the Hyatt. Who will be able to attend in person? Virtually? Virginia, Danielle, Nush, Alyson in person; Anna Maria virtually

**Officer Reports Chair (Alyson):** Elections are open! Please submit your nominations. 10/30 - Annual budget and activity plan due What are the goals for next year? Any major changes to note? Deborah Barreau Award - we did not select any nominee Student Engagement Awards - Virginia: No submissions that I saw on the mail SIGDL gmail account to date. In addition to the SIGDL channels, I pushed this to my local SLIS listserv a couple times in hope for at least a few applications!

Thank you to everyone for being supportive and flexible this year. It has been a great pleasure to work with you on SIG-DL and I am excited for the future of this SIG!

**Chair-Elect (Nushrat):** Moderated the chat on Oct 17

**Treasurer (Danielle):** Need to come up with next year's budget Nothing new to report

**Secretary (Anna Maria):** Wiki will be updated. Nothing new report

**Communications (Virginia):** Should we keep Slack? Set it up last fall, but no use (admittedly, for me this feels like "one more place" for me to look over the course of a regular work day, and I really didn't get into the practice of using it at all...). We could also leave it up to next year's committee to decide as well.

Nush: Slack is potentially a way to include other community members and serve as a place to share reports outside of the website. May also be a way to solve the participation problem in #SIGDLChats. Problem is having to use a new platform for each Slack. Maybe do a Google group?

Alyson: Good topic for next year's executive board.

**Membership (Lyne):** Latest roster : 380 members (down 22, from 402 last month - was 443 in October 2016) - it seems quite a big drop to me Does this have drop have anything to do with the ASIS&T international meeting last year (e.g., did people join last year in order to attend the meeting and leave this year)? European chapter has grown this year Anna Maria will be doing outreach to the European chapter for SIG DL; Anna Maria has been elected secretary of the European chapter and will survey the present members How can we find out about the general membership in ASIS&T?

## **Committee Reports**

**Newsletter (Zach):** Has not attended all year; no newsletters last year Nush will reach out to new candidate

**Webinars (Karen):** From email: I will not be attending the annual meeting or continuing on the webinar committee in the new year. My only regret is that we could not complete the Europeana webinar during my time of service, but I am sure that Anna Maria will be able to get it scheduled in the new year. It has been a pleasure working with all of you." Nominees welcome! This could potentially turn into a Committee on Data Skills Training.

**Next Meeting:** Annual Business Meeting, Tuesday, Oct. 31 from 11am-12:30pm EST in the Lincoln Room at the Hyatt

**Goals for next meeting:** Have a successful business meeting!

**Meeting Adjourned:** 2:19pm EST