



Minitex
University of Minnesota
Room 60, Wilson Library
309 19th Avenue South
Minneapolis, MN 55455

GOVERNANCE COMMITTEE MEETING

3:30 PM-5:00 PM, Monday, February 28, 2022

Minutes

In attendance: Greta Bahnemann, Keith Cich, Rebecca Ebnet-Desens, Jolie Graybill, Stephanie Hess, Molly Huber, Carol Kussmann, Tami Lee, Elizabeth Lincoln, Zach Miller, Laurie Probst, Sara Ring, Shawn Rounds, Jason Roy, Jill Smith, Maggie Snow

Note taker: Kay Kirscht

Absent: Katie Craven, Carla Lydon.

Zach Miller (*standing in for Rebecca Ebnet-Desens, who would arrive later*) called the meeting to order.

Consent Agenda

Rebecca Ebnet-Desens

Rebecca Ebnet-Desens moved, and Jill Smith seconded the motion to approve the [Agenda](#) and [Minutes](#) from the November meeting. The motion passed unanimously.

FY22 Budget ([Budget Document](#))

Jolie Graybill

Jolie Graybill gave an update of the \$427,000 budget approved last year. Goals are in the first column (and the key) and actual expenses are in the second column.

Expenses included Minnesota Historical Society and University of Minnesota digitization services, transcription outsourcing, preservation services, South Dakota Libraries, ContentDM access to the libraries, travel and supplies, and staff development. Expenses for marketing and technology are slightly over budget but are well-spent dollars.

We are looking to add web content for Scan for Keeps. We receive requests through our website.

Operations Report

- FY20-21 Biennium Report

Molly Huber and Sara Ring introduced the MDL Biennium Report, with data from the last Biennium, now available on the [MDL website](#). A PDF version of the report is also available.

- Call for Project Proposals, Phase 18

Molly Huber

Round 2 has been approved, and is being digitized now. A very strong year!

Round 3 was just approved and includes the continuation of Mid Century Buildings from Dakota County. We have some great materials from MNDOT on MN highway planning and items regarding temperance from the Norwegian American Association. Whitewater State Park is a new contributor. Returning contributor Bethany College will add their mid-century college newsletters.

The first application for Round 4 is for Rondo Days from the Rondo Neighborhood History organization. They will be working with library students from St. Kates. Their plan is to set up an on-site research center and archive.

- K-12 collaborations

Molly Huber

Stephanie and Molly met with Katie Craven to expand our K-12 collaborations. We are looking into 6th grade Minnesota History, 7th grade U.S. History, and 11th grade U.S. History. The plan is to use MDL for primary-source material.

We will work with ROI (Reference, Outreach, and Instruction) to coordinate Minitex efforts to reach K-12 audiences.

- MDL Exhibits Published

Stephanie Hess

We are up to 6 exhibits. We also have stand-alone exhibits including three that explore the experience of Minnesota immigrants, a one-stop-shop for History Day resources, and Quotable Minnesota (quotes about Minnesota and Minnesotans). In the coming years, we will do exhibits in sets of three.

Our main exhibit landing page has been landed on over 2,000 times. We have been promoting these online exhibits using social media. We are simultaneously working to launch the next set of three exhibits. Online exhibits are found under the "Projects" tab on the bar at the top. There is a brief description of each exhibit on each square. The look and feel of each exhibit is consistent in design and content.

Stephanie then did a walk-through of the "[Farm To Table](#)" exhibit. "The software we chose really cut down on the amount of work needed." Exploring the use of maps, storytelling on exhibit pages. Keith Cich stated his appreciation for native people being "built into" the exhibits.

- Rights Statements *Molly Huber, Greta Bahnemann*
 Molly: We are providing 1-on-1 training. One hundred contributors (over half of MDL contributors) have completed Rights Training and seventy-seven have completed their rights assignments. As a result, 59% of our collection has rights statements assigned. Returning Contributors also need to assign rights statements to their uploaded items.
- Native American content *Jolie Graybill, Greta Bahnemann, Sara Ring*
 We are in the midst of figuring out what content we have that is Native American, and making contact with the Tribal Historic Preservation Officers (THPOs) for all 11 nations in Minnesota. We have content from each one. We are almost halfway through the list of officers to help with content.

We also have content that is not attributed to a tribal community. We are gathering THPOs to go through the content and apply traditional knowledge content labels created for tribal communities.

Greta: I exported our contributor information into a spreadsheet to share with officers, and keep track of information. Going forward, we hope for better identification via tribal officers. Jason Roy noticed many of the unattributed items are from the University of North Dakota and will reach out to THPOs and UND to fill in the information. Greta did research on Traditional Knowledge labels, verified that they are familiar labels from the THPOs. One officer, who is new, was not yet familiar with the labels.

Sara Ring reviewed each tribal nation's website to find the THPO officer. She found the [National Association of Tribal Historic Preservation Officers](#) (NATHPO) to be helpful at identifying officers from various tribes.

Jolie noted that there are a couple of conferences that will enable MDL staff to learn more about how traditional knowledge labels are being applied. Greta suggested the [Indigenous Knowledge Conference](#).

Maggie noted that Ignacio Mendes, the new Library Director for the Red Lake Tribal College, is now a member of the Minitex Policy Advisory Council.

Difficult Content process, action item ([document](#))

Carol Kussmann, Greta Bahnemann

We need more content built around our policy. The Green sections are proposed as additions to our website. A link to the form itself (rather than a PDF to download) would be preferred for accessibility. The Operations Committee is also reviewing existing policies. The Selection Committee is reviewing the proposal. Shawn Rounds (MNHS) stated that the materials look good. Maggie added that recent action by parents groups shows that policy can go a long way in supporting our work in the face of challenges.

Laurie Probst moved to accept the language and her motion was seconded by Jill Smith. The motion passed unanimously.

Strategic Planning

Jolie Graybill, Maggie Snow

Maggie began by noting that Tami Lee, the new Director of State Library Services, was in the meeting.

The [current Strategic Plan](#) runs from 2020-2022. We felt we didn't need to do a complete overhaul - more of a refresh. We pulled a [document](#) together. Today, we'd like to focus on the "reflection" portion of the document. We'll go through the two remaining sections in our May meeting.

Jolie reviewed progress on the objectives in the current plan. The new content viewer makes us an innovator of emerging discovery system. We pulled together a marketing plan to expand audience and raise awareness. We need to work on a report to the Governor's Group. An NEH grant team invited MDL to become a partner, so we pulled together content for grant submission, but the proposal was not accepted.

Molly stated that MDL is expanding and diversifying funding and wondered how we can support organizations who are in the first stage of digitization. We could define it a little more broadly.

Maggie wondered whether there were any threads missing when this plan was first reviewed. Molly stated that the pandemic made things very different. We need to take this into consideration. Shawn opined that the landscape for funding may be more cautious or careful about social efforts than they were a few years ago. Rebecca suggested that since MDL is a digital service, the grounding of the pandemic could help with funding. Elizabeth Lincoln commented that there is an extraordinarily large funding surplus (this time around). Jill Smith remarked that pre-2022 we had a huge racial reckoning, which adds urgency to priority #3.

Rebecca added that we have opportunities to use collections to support teachers and curation helps students use the collections. Stephanie suggested that we have the expertise, know-how, and the platform to build up partnerships one project at a time. Rebecca warned that MDL will need to maintain the core of what we're doing and avoid taking on too much. Jason Roy added that we should begin with our core competence and expand from there. Creating a digital collection: that's what the Legislature is going to see.

Rebecca wondered if that is the threat, that the Legislature does not recognize what we need. Jason responded that at the end of the day, we are selling it to senators who represent a constituency. He continued by suggesting MDL concentrate on fewer partners rather than courting overhead by reaching out to too many partners. Maggie asked whether it is to our benefit to work with fewer organizations, or many partners with smaller collections. We're at over 200 contributors, and there's a strong case for cultural organizations.

Rebecca opined that we need to expand the collection's diversity, but wondered how to ensure the depth of conversations. Jason suggested exploring relationships with community organizations we haven't yet worked with.

Maggie intends to gather these ideas for our May 16 meeting at which the group will work with the Refresh and Refocus sections.

New or Other Items

Sara stated that DIME is planning for the Upper Midwest Digital Conference. It will be a joint effort with MDL, and will replace the annual MDL conference. Molly and Sara will chair the planning committee. We are looking at early fall for conference timing. Rather than a 100 percent virtual conference, they are planning on a hybrid conference. Jolie added that there will be a regional get-together in the summer.

Maggie added that History Day at the Capitol would take place on Thursday, March 3. MDL has attended all the planning meetings. Molly has requested time with her legislators and plans to send thank-you notes and a calendar to all legislators.

Adjournment

Rebecca Ebnet-Desens