

InDiPres  
Inaugural Membership Meeting  
Lebanon Public Library, August 11, 2016

Agenda

1. Welcome & Introductions
2. Approval of Agenda
3. Additions to Agenda
4. InDiPres Governing Policies
  - a. Discussion
  - b. Vote
5. Election of Steering Committee Officers
  - a. Slate of Candidates
  - b. Nominations from the Floor
  - c. Vote
6. Committee Appointments
7. Project Updates
  - a. Metadata Specialist Position
  - b. Ingest Pathways Working Group
  - c. Digital Preservation Policies and Plans Workshop
  - d. Membership
  - e. Other
8. Open Discussion / Other Business
9. Adjournment

InDiPres Inaugural Membership Meeting  
August 11, 2016, Lebanon Public Library  
Minutes: Unapproved

Present: American Legion Auxiliary (Cathi Taylor); Lebanon Public Library (Eric Spall); Rose-Hulman (Ryan Weir); Sullivan County Public Library (Jordan Orwig); Indiana State University (Cinda May ex officio); Indiana State Library (Connie Rendfeld & Jill Black, ex officio).

The InDiPres Inaugural Membership Meeting was called to order by May. The draft governance policy document was presented for final review and approval. One alteration was made: the phrase “opportunity for renewal” was deleted from the term for the Steering Committee Chair as the Chair-elect serves for two years with the second year serving as chair. Weir made the motion to approve the document with this change. Orwig seconded the motion. The Governance Policy was approved unanimously.

The slate of nominees for Chair and Chair-elect was presented to the Membership. There being no nominations from the floor, Taylor moved that the nominees be affirmed and Spall seconded the motion. The nominees as presented were affirmed unanimously. For 2016-2017, the Steering Committee Chair and Chair-elect are Ryan Weir (Rose Hulman) and Jordan Orwig (Sullivan County Public Library) respectively. There being no candidates for Communications Officer the post remained open. Members agreed to hold a subsequent election for the Communications Officer electronically using SurveyMonkey.

The following Standing Committee appointments were presented:

Finance Committee: Cathi Taylor (American Legion Auxiliary); Connie Rendfeld, ex officio (ISL)  
Outreach Committee: Eric Spall (Lebanon Public Library); Sister Marianne Mader (Sisters of Providence)  
Technology Committee: Stephen Patton (Chair, ISU); Eric Schmidt (Butler); Sudha Yegyanarayanan (DePauw)

Orwig moved that the committee appointees be approved as presented; Weir seconded the motion. The appointments were approved by unanimous vote. May noted that the governance policy requires two members to serve on the Finance Committee. Anyone interested in serving on this committee should contact Ryan Weir.

May updated the members on the InDiPres grant project:

Metadata Specialist: A hire for the Metadata Specialist position is in process with an offer made and accepted—just waiting for the paperwork to be completed. The Metadata Specialist will be based at ISU and will begin work on September 1, 2016.

Ingest Pathways Working Group: Invitations to serve on the Ingest Pathways Working Group will soon be distributed. The WG will be chaired by the Metadata Specialist and will include the members of the technology committee as well as individuals with expertise in this area. Anyone

interested in being a member of the Working Group should contact May. The group will be forming in September to begin its work.

**Digital Preservation Policies and Plans Workshop:** A workshop to assist InDiPres members and other interested parties with the development of digital preservation policies and plans will take place at the Indiana State Library on Thursday, September 15, 2016. This will be a hands-on opportunity to begin developing local policies and plans. Matt Schultz, Metadata & Digital Curation Librarian at Grand Valley State University Library, and former Program Manager for the MetaArchive Cooperative, will lead the free workshop. Limited to 30.

**Membership:** InDiPres currently has 10 members with 3 other institutions expressing interest. The overall goal of 20 foundational InDiPres members by the end of the year is within reach. Promotion of InDiPres to prospective members is the responsibility of all members.

The Open Discussion centered on the promotion of InDiPres. May and Rendfeld noted that conference presentations about InDiPres were being given at the National Digital Stewardship Alliance meeting in Milwaukee, and the Indiana Library Federation annual meeting. May distributed InDiPres bookmarks created for promotional purposes. The Indiana State Library will distribute the bookmarks at the Indiana State Fair. Orwig, as chair of the ILF Small and Mid-sized Libraries Committee, offered to distribute the bookmarks at the committee's meeting in September. Another suggestion was to have bookmarks placed in the ILF conference bags in November. Placing an article in the Wednesday Word is another way to reach out to potential members.

Rendfeld announced that the Indiana State Library Foundation, which is serving as the fiscal agent for InDiPres, was ready to accept membership fees and to join the MetaArchive Cooperative. [The LOCKSS server was purchased in June and is being prepared for upcoming ingests].

There being no further business the meeting was adjourned.

Respectfully submitted,

Cinda May, ex officio