

## InDiPres Membership Meeting Minutes August 24, 2018

**Present:** Amanda Hurford, Seth James, Jamie Wilson, Jennifer Noffze, William Knauth, Julie Miller, Cinda May, Sally Childs-Helton, Janice Gustafarro, Eric Spall, Wendy Knapp, Ryan Weir, Jill Black, Heather Rayl, Tricia Gilson

**Call to Order:** The meeting was called to order by A. Hurford at 1:11 pm and the agenda approved with the addition of the item "Technical Infrastructure" to be discussed after "Envisioning the future."

**Approval of Minutes:** April 2, 2018 minutes approved by unanimous vote with no changes. All-0-0/T. Gilson/R. Weir

**Election of Steering Committee Officers:** A. Hurford presented the slate of candidates:

Chair: Amanda Hurford (PALNI)

Chair-Elect: Julie Miller (Butler University)

Communications Officer: Heather Rayl (Vigo County Public Library)

Slate of Candidate approved by unanimous vote All-0-0/E. Spall/T. Gilson.

**Committee Appointments:** No current nominations for current standing committees: Nominating Committee, Technology Committee, and Outreach Committee.

Current membership is:

- Nominating Committee: Amanda Hurford (Chair), Janice Gustafarro, Tricia Gilson
- Technology Committee: Sudha Anand, Heather Rayl, William Knauth, Ryan Weir
- Outreach Committee: Meaghan Fukunaga, Cinda May, Connie Rendfeld, Amanda Hurford

Committee composition will stand as is.

**Envisioning the Future of InDiPres: Where do we go from here?**

- C. May updated on current ingest projects. Indianapolis PL is uploading approximately 1Tb of content, with more forthcoming. Lebanon PL is also working on uploading materials. Butler University has materials that are still waiting to be

- uploaded. Working with current uploads has identified issues in the process originally laid out and it is being refined. Ingests that have happened have gone well.
- Indianapolis Children’s Museum has joined InDiPres as a new member. InDiPres now has 15 members.
  - A. Hurford encouraged members to serve on a committee or board. Anyone in the member institution would be welcome to serve, not just the person handing the digital files.
  - In August 2018, C. May hosted a webinar training on using Bagger at individual institutions. The video of the training will be sent to the email list. If institutions use Bagger before sending them to the staging server, it saves a step on the ingest end. One “bag” will become one archival unit for ingest purposes.
  - InDiPres members have presented, or will be presenting at conferences in the region about the project to generate interest:
    - Ohio Valley Group of Technical Services Librarians (OVGTSL) – Indiana State University presented, and Notre Dame attendees expressed interest in joining.
    - Society of Indiana Archivists Annual Meeting – Butler University, IndyPL, and Bartholomew County Public Library presented a panel, and Indianapolis Children’s Museum’s addition is a direct result.
    - Several groups will be presenting at Indiana Library Federation’s Annual Conference and will mention InDiPres. C. May will write an information article for the Wednesday Word about our two year anniversary and how to join.
    - C. May will work with the Indiana State Library to host a free webinar on digital preservation and digital collection and can mention InDiPres.
    - PALNI will work on advertising their subsidized membership through its own member libraries.
  - Other states are interested in emulating the success of Indiana. Illinois and Michigan are using InDiPres as a model to begin their own cooperative digital preservation cooperatives.

**Technical Infrastructure:** Currently the LOCKSS box and the NAS server is housed and maintained by Indiana State University. They will no longer be able to support this service, and so the equipment and maintenance will need to be relocated as soon as possible.

- C. May will write a document with requirements for hosting the servers, and with A. Hurford will issue an official call for new hosts. Potential hosts will need to demonstrate appropriate infrastructure and personnel support.
- A. Hurford will revise governance document language regarding who hosts the equipment, as well as the composition of the Technology Committee, which currently requires a member from the hosting institution to be the chair. While the hosting institution will still require a representative on the committee, they will not need to be chair.

### **SuperNode Pilot Project Update**

- InDiPres has continued to work with MetaArchive to pilot the SuperNode concept, a process that should make ingesting content easier. Three InDiPres members are participating.
  - Indianapolis Public Library will be using Exactly (<https://www.weareavp.com/products/exactly/>) to bag content, create archival units, and submit content directly to the ingest server.
  - Butler university will be using Bagger to bag content, and loading content via a product called OwnCloud.
  - Indiana State Library will be using Exactly to bag content and load it onto the NAS server for later ingest into the node.
- MetaArchive indicated there has been a delay in getting the nodes ready for testing, but they should be ready soon, and the pilot can officially begin.
- C. May has requested that MetaArchive develop a better reporting tool to let participating institutions see where their content is being stored, which is currently not available to members.

### **Membership Outreach Update**

- Member institutions continue to give presentations and write articles to reach out to potential members.
- While new handouts/printed information sheets might be beneficial, we do not currently have the budget for it.
- Indianapolis Children's Museum has offered to reach out to other Indiana museums about membership.

### **InDiPres Website**

- Website is currently on Bluehost, and the fee for hosting is coming up for renewal.
- Technology committee will work on getting a new host. Considering hosting at wordpress.com, for the free version. IMDPLA is currently using it for their site.

### **Writing a Digital Preservation Policy Mini-Workshop**

- C. May led the group in a discussion about the importance of having a digital preservation policy, and guidance on how to construct one.

Meeting was adjourned at 4:04 pm by A. Hurford.

**Approved 2019-04-24, Hurford/Miller, All-0-0**