

InDiPres Membership Meeting Minutes April 4, 2018

Present: Sudha Anand, Jill Black, Sally Childs-Helton, Cindy Frederick, Meaghan Fukunaga, Tricia Gilson, Janice Gustafarro, Ann Hecht, Amanda Hurford, William Knauth, Cinda May, Jordan Orwig, Heather Rayl, Connie Rendfeld, Steve Smith, Katie Warren, Ryan Weir

Call to Order: The meeting was called to order by Jordan Orwig and the agenda approved.

Approval of Minutes: The Minutes of the September 20, 2017 were approved with the following additions:

- Added the List of Attendees: Connie Rendfeld, Stephen Patton, Eric Spall, William Knauth, Janice Gustafarro, Julie Miller, Meaghan Fukunaga, Autumn Strahammer, Jordan Orwig, Ryan Weir, Jake Speer, Wndy Knapp and Amanda Hurford.
- Noted Amanda Hurford was elected as Chair Elect for 2017-2018

Ingests & Storage Fees Updates: Cinda May reported that Archival Units for the Lebanon Public Library and DePauw University had been prepared and ingested into MetaArchive. She was currently working on IndyPL content for ingest and would be addressing some anomalies of previous ingests. InDiPres members can now prepare & transfer additional data for preservation either directly to the NAS or via portable hard drive. May asked members to let her know which transfer path they wished to pursue. In addition, May informed the members that they had the option of bagging content locally and transferring the bags for ingest. ISU will continue to handle the Conspectus and Archival Unit creation. She noted that this change required that the Technology Committee revise the Guidance Document. Members received generic logins that enable all members to access the Conspectus and view the status of individual Archival Units.

Connie Rendfeld reported that an invoice for storage fees had not yet been received, but that the State Library would be sending out storage fee invoices to InDiPres members. She distributed a membership list and asked that everyone to review the list for accuracy.

MetaArchive Steering Committee Meeting Update: Cinda May summarized the proceedings of the annual meeting of the MetaArchive Cooperative Steering Committee that met at the Indiana State Library March 12-13, 2018. There are currently 22 members and 60+ participating institutions (includes collaborative members). Topics of discussion included the establishment of a new Membership Services Committee to focus on member satisfaction, needs, and orientation for new members. The Outreach Committee is charged with promoting the

Cooperative to prospective members. The Cooperative is considering a new membership structure and fees based on the results of the upcoming SuperNode Pilot Project intended to provide a means for small and mid-sized institutions to participate in a Lockss-based preservation network. The pilot project will give a better sense of the cost factors of data transfer and storage. Proposed SuperNodes are Oregon State University, Virginia Tech University and Boston College; proposed content providers are InDiPres, the Historically Black Colleges and Universities (HBCU) Green County Public Library and Auburn University. The final agenda item revolved around aligning MetaArchive with other preservation communities.

Membership Development Discussion: Sally Childs-Helton, Janice Gustafarro, Meaghan Fukunaga and Tricia Gilson talked about their upcoming session at SIA concerning InDiPres and LOCKSS preservation. Conversation revolved about how to promote InDiPres to other institutions and specifically with other PALNI libraries. It is important to grow the InDiPres membership to 20 participants this year in order to retain the \$325.00 annual fee. Otherwise, all members will out of necessity be assessed a higher membership fee as this is the last year of the LSTA grant funding. Promotion ideas included repeating the SIA presentation for at a future PALMI meeting; placing articles or information in SIA & MAC newsletters; stressing that InDiPres meets the need to address long term storage questions on LSTA grant applications; direct appeals with packets of information. Potential members suggested were: Benjamin Harrison House; small museums and historical societies; IUPUI; Indiana Genealogical Society; Daviess County/Washington Genealogy Society; Marion County Genealogy Society; Bartholomew County Historical Society; the Yellow Trail Research Center; and the University of Indianapolis. Outreach to SIA Committees on Digital Archives and Digital Preservation; an IM DPLA Round Table session and IMA conferences were also mentioned.

Data Recovery Demonstration: Sam Meister, Program Manager for the MetaArchive Cooperative provided data recovery demonstration via web-conferencing. Requests for data recovery need to be coordinated through ISU infrastructure as the data will be returned to the staging server. Recovery is based on ID titles and identifiers and the time required depends on the size of the files. MetaArchive can do restoration tests. One test is pretty much standard to test functionality, but an institution needs to be cautious about continued testing.

SuperNode Pilot Project: Meister also gave an overview of the SuperNode Pilot Project, which is basically an expansion of storage with drag & drop to a staging server and subsequent ingest by a member node. The purpose of the pilot is to conduct additional testing and analysis to determine the feasibility and requirements for a SuperNode network. The objectives are to ingest 2-4TB of new content, collect, analyze and summarize data on related costs of transfers, ingests and preservation storage of new content. Also part of the test is the evaluation and recommendation of the tools used to transfer content to staging servers at the SuperNodes. The Working Group conducting the pilot seeking to determine resource requirements and what additional technical development is needed. The pilot has 3 phases: 1. Install, Test, Train; 2. Ingests, coordinated & Scheduled; 3. Analyze, evaluate & recommend.

Web Site Hosting & Management: Members discussed the current website and suggested that the InDiPres officers and committee members be listed. In addition, members felt that the site should be converted to Word Press to facilitate maintenance and updating with member logins. May agreed to investigate moving the site to the NAS.

Committee Appointments:

- 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

Upcoming Presentations & Workshops

- Society of Indiana Archivists (SIA) (Sally Childs-Helton, Janice Gustafarro, Meaghan Fukunaga & Tricia Gilson)
- Midwest Archives Conference (MAC) (Cinda May)
- Ohio Valley Group of Technical Services Librarians (OVGTSL) (Cinda May & Stephen Patton)
- ALA/ALCTS Digital Preservation Chapter (Community Lockss Networks—InDiPres, Cinda May, Summer 2018)
- Indiana Library Federation (ILF) Proposal—Creating Preservation Ready Digitization Projects (Cinda May)
- Proposed Digital Preservation Policy Creation Workshop for InDiPres members / SIA Collections Workshop, ½ day Big Picture, ½ day Hands on

Adjournment

Approved August 24, 2018