

InDiPres Membership Meeting Minutes
April 24, 2019

Present: Cinda May, Ryan Roberts, Amanda Hurford, Meaghan Fukunaga, William Knauth, Julie Miller, Janice Gustafarro, Eric Spall, Wendy Knapp, Jill Black, Heather Rayl, Tricia Gilson, Jordan Orwig, Michella Marino, Malissa Renno

- I. **Call to Order:** The meeting was called to order by A. Hurford at 1:11 pm and the agenda approved with the addition of a discussion of a grant C. May is working on, and discussion of the nominating committee.
- II. **Approval of Minutes:** August 24, 2018 minutes approved by unanimous vote with no changes. A. Hurford/ J. Miller, All-0-0
- III. **Tech Host Transfer Process to Butler University**

Hurford, C. May, and J. Miller discussed the current transfer of technology host duties from Indiana State University (ISU) to Butler University.

- The Memorandum of Understanding between InDiPres and Butler is being drafted and finalized. Should be signed in the upcoming weeks.
- Tentative equipment transfer from ISU to Butler is scheduled May 6, 2019.
- Documentation on data ingest will need to be updated. J. Miller and W. Knauth are working on these updates. New instructions and procedures should be forthcoming in late summer/early fall.

IV. Leadership Transition at State Library

Connie Renfield, InDiPres's ISL representative has retired. M. Marino is currently filling in until a new Digital Initiatives Librarian can be hired. New membership applications will be forwarded to W. Knapp until a new hire.

M. Fukunaga suggested that InDiPres governance documents be examined for provisions to account for loss of institutional memory and knowledge. M. Fukunaga, W. Knauth, and A. Hurford volunteered for this task.

C. Renfield's contact information is currently on InDiPres's website. H. Rayl will update to a InDiPres email, and have it forward to M. Marino.

A discussion of an InDiPres archive commenced. Right now, there is no central place for documents. Currently, InDiPres will use an already established Google Drive, and look for a permanent archival home in the coming future. H. Rayl will send access to the account to W. Knauth, M. Fukunaga, A. Hurford, C. May, and M. Marino.

V. InDiPres Transparency and Communication

A. Hurford started a discussion on the modes of communication for member of InDiPres.

M. Fukunaga suggested establishing an Annual Report to be published shortly before the annual Fall meeting that would include new members, amount added to MetaArchive, financial statement, and reports from individual committees.

M. Fukunaga also suggested more documentation around existing practices, like the InDiPres billing cycle, submitting content, etc.

An ad hoc Governance Committee will also be established to review existing governance documents to reflect current practices, and revisit the structure and duties of the Finance Committee.

H. Rayl will investigate establishing a list serve for InDiPres members.

VI. InDiPres Website

Content of old site has been transferred to new WordPress based site.

Vigo County Public Library donated three years of web hosting, and one year of domain name registration for the new site.

T. Gilson has volunteered to serve as webmaster of the new site.

Members suggested that an organizational chart to visualize the working parts of InDiPres be placed on the site. M. Fukunaga, A. Hurford, W. Knauth will work on this.

VII. Discretionary Fund Development

H. Rayl initiated a discussion of increasing the member registration fee by \$10-20 to cover incidental costs like web hosting, domain name registration, postage, printing, booths, and other related costs. Some discussion also referenced need for a procedure to approve spending this money.

C. May indicated that the current \$100 membership fee is being paid to MetaArchive. This new amount would be in addition to that fee. C. May also said that if InDiPres has

been long established with many members, the \$100 fee may be waived at the discretion of MetaArchive.

J. Orwig moved that InDiPres amends the Membership Agreement to state that \$100 membership fee is paid to MetaArchive, and \$25 is paid to InDiPres for operating expenses, dependent on approval from the Indiana State Library Foundation (fiscal agent). All existing and new members would be required to sign amended agreement. Orwig/Knauth, All-0-0

VIII. MetaArchive Steering Update/Upcoming Meeting

J. Miller will be attending the upcoming MetaArchive steering committee meeting. One of the topics for the meeting will be discussing the results from the Supernode Pilot. Sam Meister has sent a preliminary report with results that suggests that MetaArchive moves forward with the process. C. May will share the report with InDiPres.

C. May noted that if MetaArchive continues pursuing a supernode structure, then the overall membership structure, member categories, and fees will change.

IX. Supernode Pilot Project Update

W. Knauth used [Exactly](#), an open source file transfer product from AVP, to both bundle and send files to the Supernode. He transferred about 1.1TB and was able to continue ingesting during InDiPres's hiatus. He found that while the product worked, it slowed down his workstation considerably, and was a little slower than he would like. He indicated it was more efficient for him to create Bags, and physically send them to the InDiPres staging server.

J. Gustafarro reported on Butler's experience. They used Bagger to create the archival units and [OwnCloud](#) to transfer data to the node. Gustafarro did experience some delay as the set up was not well-documented and she needed a lot of guidance to walk through the process. Butler also initially experienced a lot of time out issues with the connection, which were resolved when they created a virtual machine that connected directly to OwnCloud.

X. Membership Outreach Update

C. May reported that Wabash Valley Visions and Voices (WV3) has recently disbanded. As part of the dissolution process, they agreed to purchase a three-year membership to InDiPres for all interested organizations. As part of this arrangement, Princeton Public Library has submitted an application to join and will be accepted. A few more libraries and organizations from WV3 have been send applications and should be joining soon.

New applications will be sent to W. Knapp, who will distribute them to the InDiPres Steering Committee for approval.

With the inclusion of former WV3 members, InDiPres now has 21 members!

Eckhart Public Library (in attendance), is hoping to join this summer, but they have applied for grant money for the initial joining fee.

Members discussed allowing members from outside the state if Indiana. MCLS's new director expressed an interest in future collaboration, and the Illinois State Historical Records Advisory Board (ISHRAB) has also expressed interest in sending institutions to InDiPres. Also discussed were the stance the ISL Foundation would have on accepting out of state members, and establishing InDiPres as a non-profit independent organization.

At this time, members have decided to not accept new participants from outside Indiana. InDiPres will wait until MetaArchive makes a decision on the status of moving to a Supernode model, and InDiPres completes its move.

XI. "Beyond the Repository" IMLS Grant

C. May is participating in a recently awarded IMLS grant, "Beyond the Repository," designed to establish guidelines for storage networks (like MetaArchive) that are interoperable so that if migration does need to happen, it's not too complicated.

The grant consists of two teams, one discussing interoperability, and the other creating a curatorial tool kit, of which May is a member. Part of the tool kit team's mission is to develop a set of guidelines to help small libraries and other institutions choose which materials to preserve on these networks, and how to preserve them. The team is hosting a series of information gathering calls regarding the types of challenges that smaller institutions face, like choosing materials, preparing materials, and using the storage networks. May invites InDiPres members to either send her their ideas and challenges, or participate in one of these calls.

XII. Nominating Committee

A. Hurford suggested that the nominating committee remain the same for the fall meeting, which is A. Hurford, J. Gustaferrero, and T. Gilson. New nominating committee members will be chosen at the fall meeting.

XIII. Meeting was adjourned at 3:07 pm by A. Hurford.

Minutes approved November 15, 2019