

# MDOS Steering Committee Meeting Minutes

2024 February 26, 3:00-4:00 p.m. EDT

## Agenda

1. Announcements/updates
  - a. Julie's new position and MDOS resignation
2. Approval of January 18 meeting minutes
3. Review MDOS Leadership Handbook Draft
4. [Metadata samples](#) review
5. Re-Envisioning MDOS data analysis check-in
6. Annual joint meeting offer with Electronic Records Section
7. Next meeting

## Attendance

### Present

- Cobourn, Alston (Member, 2023-2024)
- Friedman, Marissa (Social Media Coordinator, 2023-2026)
- Friedman-Shedlov, Lara (Immediate Past Chair, 2023-2024)\*
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)
- Tang, Lydia (Council Liaison, 2022-2024)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

\*Minute-taker

### Absent

- Lambert, Warren (Member, 2023-2026)
- Larson, Julia (Member, 2023-2026)
- Rosier, Julie (Web Liaison, 2022-2025)
  - Note: Resigned position, Web Liaison TBD
- Russano-Simpkins, Danielle (Member, 2022-2025)
- Serrao, Jessica (Co-Chair, 2022-2025)

## Minutes

1. Announcements/updates

- a. Congratulations to Julie Rosier’s new position as the Supervisor of Information Services at the Nashua Public Library! Due to her new position that no longer focuses on digital archives, Julie is resigning from her MDOS service as Web Liaison.
  - b. Need to discuss our options for filling this position.
    - i. According to the [MDOS bylaws](#), “Should a Steering Committee member not complete their term, the position will be filled by an interim member selected by the Steering Committee and Chair(s). Interim members would be allowed to run for their position when the interim period expires.”
    - ii. Option 1: Committee selects an interim member from MDOS membership to begin their term as soon as possible.
    - iii. Option 2: Add Web Liaison position to May ballot for position to fulfill Julie’s remaining term (to 2025) and begin immediately after election.
      - 1. The preferred solution for now is (i), and hopefully whoever is recruited will run for the position in 2025. Advertise on the mailing list and promote as a good entry-level way to get involved in the Steering Committee. Make sure they know about the plan to revamp the education resources page.
  - c. In the meantime, we’ll need to continue covering her duties, mainly updating minutes on the microsite and any other necessary postings. Is someone interested in volunteering to take on these duties until the position is filled?
    - i. Main thing is to get minutes posted. Jaime is willing to do this for now. Will deal with election planning if the position is not filled in time.
2. Approval of January 18 meeting minutes
- a. Approved
3. Review MDOS Leadership Handbook Draft
- a. Jessica completed formatting clean-up, any additional suggestions are welcome.
  - b. Review comments on draft
    - i. We’ll shift the editing focus to the draft outline that Lara created and emailed the Steering Committee about, but continue to address some of the comments and conversations in the draft linked above.
4. [Metadata samples](#) review
- a. Warren provided an update via email that he reached out to Carlos Salgado with SAA to inquire about MDOS demographic information. Carlos stated that most of the membership does not complete the demographics page in their profile, so Warren was unable to get this information. Carlos suggested we create a Google Form survey and post it to the MDOS discussion list. Warren is looking for our input on what next step to take.
  - b. Jaime update on Google submission form
    - i. Added: “ We are particularly interested in sharing metadata from a variety of institution types, including: academic, government, public library, and

historical society. We would also like to highlight any documentation you have which lays out crosswalks from one type to another (e.g. EAD to MARC). As such, submissions of various types from the same institution are highly encouraged.”

- ii. Will use own email address as contact in text
  - iii. Submission mechanism? Google requires login for document upload feature (unless 3rd-party plug-in installed)
    1. Possibly create a folder in the “Libraries” section of our “community” on Connect for people to upload files. Make sure to have people also upload an explanation of the data alongside it.
    2. Could still create a Google form with required questions, including filenames and info about the files. Then the form gives them the link to the Library to upload the files at the end. Jaime will share a draft form.
    3. Encourage people to include crosswalk info from one data standard to another in this round of submissions (i.e. how are people doing that)
5. Re-Envisioning MDOS data analysis check-in
- a. Still in process. Try to make progress for March.
6. Annual joint meeting offer with Electronic Records Section
- a. Electronic Records Section chairs Brenna Edwards and Tyler Cline reached out via email about teaming up for the section meeting this year. They’re considering a version of an unconference mixed with something like the BitCurator Great Question session. They’re conducting a survey beforehand to see what people might be interested in talking about with each other.
    - i. Yes the Steering Committee is on board with this idea
    - ii. Lara shared example of Air Table used in BitCurator Forum
7. Next meeting, Thursday, March 21, 2-3 PM ET
- a. Minute taker Warren Lambert

## Action Items

- Put out a notice on the email list soliciting a volunteer to fill the Web Coordinator role on the Steering Committee thru 2025 - JAIME
- Update microsite with most recent minutes - JAIME
- Continue to work on updates to the section handbook (use Lara’s version) - ALL
- Set up a library on Connect to receive metadata sample submissions and create a Google form to solicit them, along with descriptive info - JAIME
- Continue to work on any assigned tasks for Re-Envisioning MDOS project - ALL
- Follow up with ER section on joint annual meeting idea - JAIME and JESSICA