

# Minutes of the MOBIUS Digitization Committee

August 14, 2023 1:00PM, via Zoom

Members Present

* Donna Bacon, MOBIUS
* Adrienne Detwiler, MOBIUS
* Rebecca Hamlett, William Jewell College
* Bathsheba Love, Missouri Valley College
* Sarah Messmer, Goldfarb School of Nursing
* Samantha Perkins, Missouri Valley College
* Robert Powers, William Jewell College

Members Absent

* Paul Huffman, Lindenwood University
* Jill Mahoney, William Woods University

Meeting Minutes

1. Introductions
	* Committee members were introduced
	* New members this year:
		1. Robert Powers (William Jewell)
		2. Jill Mahoney (William Woods University)
		3. Bathsheba Love (Missouri Valley College)
	* Craig Kubic has stepped down, Davina Harrison’s term was up at the end of June
2. Old Business
	* This was the initial meeting of the 2023-24 committee to discuss activities from last spring and summer and the transition into the new year, including updates about the grant.
	* 2023 grant wrap-up: The grant last year involved collecting metadata, training, and working with NEDCC. This was originally proposed as a 3 year grant, but without vendor information in the RFP for the digitization of content, that part was put on hold and we focused on collecting metadata. The collection of metadata is complete and this year we are transitioning into a new phase (Year 3) of the grant. This year we will be migrating from Vital to Hyku.
	* We will be using Basecamp this year for sharing committee documents. Rebecca added a to-do list and the 2023-24 grant application under Grant Docs. All documents from previous years are available on Basecamp, including agendas and minutes from earlier meetings.
3. New Business
	* We submitted and were accepted for the 3rd year of the grant (2023-24).
	* The primary purpose of this year's grant is to migrate content from Vital to Hyku and to train libraries on the new platform. The platform will be hosted by Scientist.com.
	* We signed a 3 year contract for Vital, but we are migrating to FOLIO and Vital is through Innovative. Innovative sent back an 8% annual increase for Vital. Participating members had difficulty with Vital, as it did not have enough flexibility and functionality. So the decision was made to move to Hyku. The Hyku platform is new to most of us.
	* The grant this year will be to migrate, implement, and train on the new platform. 15 MOBIUS libraries will move to Hyku (we started with 18 but 3 are not participating as we move forward). The cost for the platform will be shared between these 15 libraries and it is very affordable, about half the cost of Vital.
	* Hyku can support documents, images, and files. This addresses the concerns of some of the member libraries, as we needed a platform that could host a number of different formats.
	* Donna heard from Innovative and they are ready to start the migration work. Someone at Innovative has been assigned to the project, and we will now begin working with them to get the data out of Vital.
	* The data will be sent to Scientist.com and they will import the data into Hyku. Once it is ready, the libraries will look at the data and review.
	* The LSTA grant reporting schedule has been entered into the calendar on Basecamp. Donna will write the reports with input from the committee.
	* One of the main goals of the project is to share content. Some libraries are interested in an institutional repository, but the project is really about sharing content with the public. It is meant for content to be open and freely accessed.
	* PALNI and PALCI spearheaded Hyku and already have training materials available. We should take a look at their training resources. Our training will be MOBIUS-specific but we should see if we can decide upon some best practices before moving forward with public launch. We will need to decide where the training documentation will live.
	* Hyku has an informal watercooler meeting (Wednesdays at 2:00?) Donna will find out more and send Zoom link.
	* Thirteen libraries have objects in the Vital repository to migrate. Southwestern Baptist has content in Vital but they are going with ContentDM and are not participating in the migration to Hyku. It's not a lot of data and most of the work will be on the Scientist.com end.
	* One of the State Library requirements is increased participation, so one of our goals this year is to bring in new members and submit new content to the platform.
	* As part of our promotional efforts, libraries will use a required statement in all publicity. The State Library was concerned that the work we did last year didn't have any promotional value. They want the project promoted and we need to promote this exactly the way it is worded in the LSTA grant. All participants will need to promote the Hyku project.
	* The State Library also had some requirements for increasing participation and increased marketing and branding. The surveys were not completely filled out last year. Participants will need to be aware of the purpose of the grant and showing participation throughout the process is important, as well as marketing and branding. Some ideas are adding promotional statements or press releases to library newsletters or library websites.
	* We need to keep the following four questions from the State Library in mind:
		1. What are the expectations of participating institutions?
		2. What consequences will there be if institutions fail to meet those expectations?
		3. What does the applicant anticipate the next few years will look like for the platform - in particular, what is the anticipated growth rate, and will it be sustainable?
		4. Will any steps be taken to mitigate the possibility of having to migrate platforms again?
	* Donna will send the short answers that were submitted for the four questions to the group.
	* The grant project timeline is as follows:
		1. July: Sign contract with Scientist.com and work order with Innovative to migrate data
		2. Aug-Sept: Work with Innovative on plan for migration, setup of 15 Hyku repositories, and migration of data begins
		3. Oct: Final migration of data from Vital and data importer for Hyku created
		4. Nov-Dec: Outline a training plan for libraries new to Hyku and training documentation
		5. Jan-Mar: Training the libraries to use Hyku and customize data and Go Live
	* Although this was originally proposed as a 3-year grant, it was agreed that we will submit a grant for Year 4 (2024-25). Last year, Amy Carr gathered metadata from participating institutions, but we need to get the content online, so the grant for Year 4 will be to outsource and digitize the original materials to be contributed.
	* Next steps: Rebecca's goal as chair is to have feedback from participating libraries. The committee should review the documents on Basecamp, but at the end of August/beginning of September, we should have a meeting with participating libraries and the committee to make them familiar with timeline and grant documents. We will schedule this after Labor Day. Rebecca will make a presentation highlighting the main points and then we can set up a planning meeting.
4. Minutes submitted by Adrienne Detwiler