BHL Technical Meeting

April 2-3, 2014

**Action Items**

**Full text:** William will start on ingesting structure and provide a rough timeline for completion installation already done.  **William Ulate will have plan ready for review by May 1.**

**Macaw Segment** **Module:** Joel will create a module in Macaw for assigning article level metadata. Mike and Joel will coordinate on how to transit the data. **Joel Richard will write a one-paragraph plan on how we expect to go forward, including a rough timeline, by April 21.**

**Collections Analysis:** MK and BC will work with the Collections Committee to identify requirements for conducting a Collections Analysis, including how we use Collections in BHL. They will then come back to the Tech group to determine how to move forward. **Martin Kalfatovic and Bianca Crowley to discuss how to present to Collections Committee at their next meeting. Bianca Crowley to add to the Priorities list.**

**Ingesting content from Global Nodes:** How to get content that they’ve scanned into BHL? **Martin Kalfatovic will create a list of ways people can give BHL Central content (e.g., they give us permission to scan = green light) by June 15.**

**Macaw Documentation:** Joe DeVeer and John Mignault to review Joel’s current documentation for Macaw in the Cloud. **Joe DeVeer is actively using and can comment on the documentation by May 1.**

**BHL Australia:** They are holding a backup copy of the metadata but no dedicated staff. MK, WU, CR, and ML will set up a call with Ely to discuss what they want to do. **Martin Kalfatovic and William Ulate to compose the message and cc CR and ML by May 1.**

**Multilingual Portals:** This is part of our future goals and is on hold until we rethink the BHL environment. **Martin Kalfatovic will communicate that to the Members by the next Members’ Call (April 24).**

**Workflow Tools: Serials Bib List**

One recommendation has been to terminate the serials bib list and Use Gemini for serials requests going forward. BC will coordinate with ML on the timeline for that. In the meantime, **Mike Lichtenberg will stop shipping data to Wolfgang as we await the transition.** **Martin Kalfatovic and Bianca Crowley will schedule one last discussion with BHL Staff for the next appropriate Staff Call.**On that call, they will convene a smaller group to work out details on how to move forward and will come up with a timeline.

**CiteBank Sunset:** Action items for the CiteBank sunsetting include bringing in the AMNH content, decisions on how to handle contributed citations, redirecting notice, GNA report. **Trish Rose-Sandler will work with William Ulate and Chris Freeland to write up a plan and timeline (NTE Oct 31, 2014) and will report back by May 1.**

**User Generated PDFs:**  Our plan is to get rid of PDF retention. **William Ulate will contact Rod Page by May 1 to ask his input and unless there is a compelling reason, we will dump the PDFs.  Connie Rinaldo and Bianca Crowley will lead a discussion with Staff on how to roll out and rephrase the PDF letter** (May Staff Call).

**Life & Lit Web Presence:** We need to determine if we want to archive or migrate any of the Life & Lit online presence (Facebook page, blog). **Carolyn Sheffield will lead that discussion with the BHL Staff.**

**BHL Meetings & Events:**  There has been interest in having another Life & Lit or similar event. **Martin Kalfatovic will present the idea of organizing an unconference for discussion with EC group at the next call at which they are all available.**

**Public Wiki:** A working group will look at possible solutions for easy reskinning of the public wiki or other lightweight solutions for collaborative editing of rapidly changing content for the public. **Keri Thompson will assemble a full team (including Carolyn Sheffield, John Mignault, and others) by May 1. Timeline of implementing recommendations will be submitted to the EC by June 1.**

**DOIs:** If we wish to scale up the number of DOIs being assigned to BHL content, we need to consider other DOI providers. It is a financial question, user question, technical implementation, collection question - what do we want to, and what can we, assign DOIs to?  **Martin Kalfatovic will assemble a DOI working group by June 1. By September 1, the Working Group will have a recommendation to the EC.**

**Planning for Gemini Update:** Changes have been made and just need to be pushed to production. **If all is ready to go, just give ML a day’s notice. Martin Kalfatovic and Keri Thompson to discuss with Jackie Chapman by May 1 to come up with a timeline and communicate that back to Mike Lichtenberg.**

**Impact of Grant-funded Projects:** We will need a short summary document on goals, impacts and timeline for Global Names, Art of Life, Purposeful Gaming, and Digging Into Data to share with BHL Members. **William Ulate, with Trish Rose-Sandler and Mike Lichtenberg as needed, will put the brief summary of all four together by May 30.**

**Projects & Initiatives:** Review and update list, including moving all completed items to a separate page. Once completed, will be merged with list from BHL Technical Functions. **Martin Kalfatovic, Carolyn Sheffield and Bianca Crowley will work on all non-technical items on the list. Martin Kalfatovic and William Ulate will work on all technical items. Both by June 1.**

**Private Wiki: Carolyn will remove inactive accounts from the private wiki by September 30.**

**Portal mirror:** Review the status of documentation, look at Mike's documentation on github.  **Joel Richard and John Mignault to review, GBHL on GitHub.  Second step is Keri Thompson to get access for Mike Lichtenberg to servers by September. Keri Thompson to work with the rest of the TAG to create project management timeline going through September 1 or so, with the internal facing BHL set up by end of December.**

**Tech Calendar: Carolyn will work with John Mignault to set up a shared calendar for Tech timelines. Keri Thompson will look into if we can sync with iCal.**

**Project Management Plan: William Ulate to share with group on a monthly basis.**

**Documentation of Data Model: Mike Lichtenberg will add to GitHub by June 15.**

**Externally Hosted Content:** This needs to be an up-down policy decision and tech team needs to come up with meeting the requirement that people know at point of getting info, that they won't have BHL tools if they go to an external site.  **Martin Kalfatovic will discuss at the next EC call where they're all there and Communicate back to tech team.**

**Action Items from Members’ Meeting:** Existential question part of strategic planning.  There were a lot of action items from members’ meeting. **Martin Kalfatovic will discuss those action items and who will be responsible for those at next EC where they're all there.**

**Infrastructure Issues:** Are current name finding tools inadequate? **Martin Kalfatovic and William Ulate will bring up at the next EC call where they’re all there.**

**TAG Team Meetings:** TAG will set up a regular phone call on some basis and maintain annual face-to-face meetings.  **William Ulate will organize monthly calls until EC discussion on Chair of TAG.**

**Mailing list for TAG: Carolyn Sheffield to set up by May 1.**

**Tech Team and TAG Communication:** How best does the Tech Team and TAG communicate internally?  Should we have a TAG Chair that is not the Technical Director or have the Technical Director remain the primary contact point?  William can weigh in at that group. **Martin Kalfatovic and William Ulate will bring up at next EC meeting where they're all there.**

**Staff & Tech & EC Communication:** We need to establish a checklist of communication workflows on decisions from EC, BEFORE a blog post goes out. MK to help conduct all of those flows. Part of that will involve Carolyn asking if we need a blog post or coordinating a press release. **Martin Kalfatovic and Carolyn Sheffield will come up with a checklist of where we need to notify world of decisions, by June 1.**

**At next EC call where they’re all there, we'll review the communications strategy that we've discussed.  EC can make a decision, or instruct on changes, and report back.**

**Tech Team Funding Distribution:** EC will discuss and look at excel spreadsheet in more detail.  Push back to completion of big list of priorities and initiatives. **EC to discuss at the next EC call where they’re all there.**

**Technical Functions:** Other tech goals to be added to BHL Technical Functions document, around line 140. **William Ulate will update once Carolyn sends out minutes.**

**External content providers: Trish Rose-Sandler will work with Willam Ulate and Mike Lichtenberg on timeline for final ingest and for report for May.**

**Down Times and Performance Issues: John Mignault and William Ulate will come up with Action Plan for down times and performance issues by July 1.**

**Minutes and Action Items: Carolyn Sheffield to clean up minutes and send around, ALL will review and send any revisions to due dates for their action items before April 15. On April 15, Carolyn will remind all of their deadlines, especially those with May 1 deadlines.  The next TAG call could also be reminders and status updates on deadlines.**

**Minutes, Day 1**

**Attending**

Martin Kalfatovic, Carolyn Sheffield, Joel Richard, John Mignault, Trish Rose-Sandler, Doug Holland, Mike Lichtenberg, William Ulate, Chuck Miller, Chris Freeland, Siang Hock Kia, Keri Thompson, Connie Rinaldo, Bianca Crowley

**Full Text -**

William: Virtual Machine, Solr installed, Looked like one advantages of "Elastic" search, can divide tasks between different servers easier but we don't have different servers.  EOL assigned 40GB of ram for their installation of Solr, which is very simple.  Looking at how much space we have.  They're increasing RAM to allow for this.  Mike Westmoreland is working on that.  Our goal is to try to work with Solr first.  It's a more known installation.

Include full text search with simpler fields. We'll need to ingest the text files. We need a structure to get into one, it takes xml files.

Chris:  How long will it take to build solr index?  In early days of IA, it could take days.  "acceptable loss"

Martin: Step 1: Software Build.  Step 2: Ingest files into Solr.  Step 3: Then user interface portion.

William -- risk might be virtualizing the machine.  other risk is just having one machine.

Martin - acceptable risks because we can consider it beta for a while.

William will be lead on this.  Anyone from TAG interested in helping out can jump in later

**\*\*Implementation** -- we need a Rough timeline -- installation already done.  William will start on ingesting structure.   William to write up needs and give TAG and EC a timeline and resource needs to implement this.  WU has what he needs. Within timeline is testing, speed.  Also think of resources of what you need from everyone else.  Maybe TAG does initial testing, Staff does next round of testing.  Any UI issues.  Whole plan needs to fit within larger plan. Storage, RAM, should be enough, should be covered.  TDWG discussions of storage space, MK we need to focus on core development that is wanted, prefer implement what works vs interesting experimental approach. **Goal to have plan ready for review by May 1.**

**Metadata Model for Segments**

Connection to Macaw for article level metadata, so can ingest articles using Macaw.

So we need to make sure there's a module in Macaw

William - for new content, if Macaw could push, we could do it.  But for content that is already in IA, and BHL Australia has some article data.  Might have to approach those two things differently.

Multiple levels - there is pre-existing content not articlized, and pre-existing content that is processed at the segment level.

**\*\*Macaw** -- Joel will create the module so folks can create the article level metadata.  Mike and Joel will coordinate how to transit data.  Macaw will write data, BHL will need to ingest data.  We can decide how we want to do that.  Joel to write one paragraph plan on how you expect to go forward and rough timeline.  **April 21**

We also have third party publishers with signed agreements, they have article content but they're not members.  They also stand to benefit from this functionality.  If there is a policy decision that could accept their content.  This is for content scanned by them.  To do this, they would need to use Macaw.

Australia issue -- they've ingested it but we don't have the article level metadata.

William - talked to Cornell.  We proposed a roundabout way, put content in BioStor,  Put content in BHL, provide to BioStor, we would then harvest article level back from BioStor.  They didn't like it much and we didn't move forward from there.

\*Parking Lot:  In the past, there have been some discussions about the possibility of running a BioStor instance from MBG.  If moved from parking lot, first step would be to discuss with Rod Page.

Spreadsheet load, a way to ingest all without doing the normal 39.50

CR: would this help with China not having MARC records?

MK: Probably not too much because they have already uploaded their stuff

MK: We may need a tool to create that for people who have MARC records already

MK: What are we doing with content from BHL China?

BC: It's in a BHL Collection without MARC records.  It's difficult to search for.

Macaw asks for MARCXML to be uploaded

It's possible to export as a MARCXML if we have enough metadata

Tricky part is the leader and making that work.

Z39.50 is that set up to local scanning catalog? - yes.

KT:  we can't do OCLC but we have done LC

For search and browse, you really need very few fields

IA used to use the LC Z fetch

It causes problems with rare materials but better than meaningless records

BC: There's a possible policy component.  Once content is brought, who uploads and paginates.

MK: Pagination would be the responsibility of the person loading into Macaw

ML: There is a way to approve an item without MARC.  They get stopped and so we just go in and say go ahead

MK: Could we do a pre-approved process by say Pretoria?

\*Parking lot: Table as a question and concern going forward

**Collections Analysis:**

Data mining & analysis of content to answer these questions

Ways that we can analyze what we have so we now what we're missing

Useful for Reports for funders, identify Target disciplines and strength of collections and areas for collection development

\*\*MK and BC - work with collections committee on requirements

\*\*Come back to Tech group, to see how we will do that

MK and BC to discuss at next meeting.

\*\*Add that to the priority list as placeholder so we remember it is coming down the pike

Gap analysis by subjects? Or years? MK: primarily first, some of second may come out of that

Do we match against Hathi trust to see what we're missing

One of the goals was to get a CLIR fellow.  Have someone, a biology post-doc.  Work with collections committee, then come back to Tech group,  Impact on Tech Team unknown at this point

CF: Does that include gap analysis?  MK: Yes

MK: might need to do in a more robust cluster

CR: We need to talk bout DLF meeting, when we get to this.  We should compare ourselves to Hathi Trust

OCLC can compare collections to Hathi Trust

CF: TL-3?

JR: TL-2 in stasis now.  We have downloadable file.  Next steps will be to turn into a database.  Publishing it as LOD.  Hopefully parsing on more data in corpus.  For herbaria, times, places.

Index Anim - expansion of journal titles.  problematic

WU: Topic -- what people call collections in BHL.  They were done for iTunesU.  People thinking collections can work with a lot of things.  We might have to rethink that.  What collections are.  They're not dynamic.  "Collections are web page for global nodes" Not necessarily what we need

\*\*MK: Action Item - how we use collections in BHL.  Collections Committee and Staff -- put together needs requirements.  Then we come back to WU with what we really want to do.

**Book Viewer Enhancements**

For example, People really want to rotate image on screen

\*Parking lot: MK - go back to Collections group.  What do we really want.  Come to Tech, identify what are issues with those?

Bigger rethinking of BHL.  Parking lot and watch list.

Move to build on IA book viewer

CR: Manuscript material.  Important to be able rotate, writing on side, etc.  Also sideways plates

WU: More than just rotation.  In terms of resources, might require a graphic designer to step in to work with us on improvements to book viewer.  Not just programming, but visualization itself

International Operability Framework is the group

\*Parking lot: Needs Assessment - tabled as part of above

**Ingesting content from other Global Content Nodes including backup of BHL Australia metadata**

WU: BHLE ended in 2012 but they try to keep it working.  If it was ingested, very slow.  Even after closed, still ingested.  Trying to get the portal to run at a good pace.  The problem is that people moved to other projects.  Chris Sleep is doing this on his spare time.  Jiri, others, got together.  See how to move forward.  Some time here preparing content to ingest.  The plan was "Once we have it ready, we'll move to IA"  They have encountered a lot of issues.  Wolfgang is also moving to another job.  Losing even the people working on volunteer time.  Gregor from Berlin. This is not going to work.  Set up a cloud on their side that would synchronize with a cloud on our side.

MK: We've invested a lot of time in global synchronization and we don't seem to be any further along.  Rather devote resources to making sure we have content backed up at SI.  How we can get content that they've scanned into BHL?  Is that possible before they try to synchronize our content somewhere?

WU: they continue to have real issues

MK & BC having conversations with individual partners to work on getting content into BHL Central

MK: we can observe and partake in limited assistance. If not in IA, it's a non-starter.

WU: hasn't been able to get copies of the agreements

**\*\*MK - we'll work with coalition of willing, individual partners in Europe**

We don't actively engage with BHL-Europe on solutions that could be long term resource commitments

If we get it in contact with one who is interested, we can evaluate what they have against our available resources

**Communication line:** MK, BC, and CR - anyone contacts should be directed to these three

BC we also need good communication from tech development. How we can know how quickly we can really work with them. \*\***MK by June 15, list of ways people can give us content (e.g., they give us permission to scan = green light).  We'll modify existing document, for international partners as well as U.S.**

WU: europeans, they told BHL-E that contributing too much content from outside europe

To update, we've had to delete it and ingest again

Leaves us stuck at a point where can't update what we have already and so not updated since 2011

Africa is coming online, since they're just really starting with a lot of stuff.  Scribes just arrived.  Training team going there.  Australia has a known set of issues.  Egypt is a blank slate.  Alexandrina, politics, on hold.

SciElo, digitization, problem with Macaw.  ML: they're up.  WU: last I heard they were having issues with how to get MARC record to Macaw.  WU recommended looking at MARC Edit.  Process of getting that.

JR: Heard that too.  Let's catch up at break.  ML: formatting of the records was wrong.  3 of them had similar issues. Very manual process.

**Macaw in the Cloud is a go.**

**Macaw documentation** in pretty good shape.  Turn over to John and Joe to update / questions based on their experience.

**\*\*Joe and John to review and work on documentation.  Joe is actively using, can do by May 1.**

Singapore - interested in uploading.  Team of tech staff, Likely going to use Macaw

\*\*Maybe a quick Macaw demo during this meeting

WU - you've kept same code?  JR: Yes

Kenya tried but ended up not using it.

WU: Australia - central, portal, IA.  Kept modifying code.  To have a copy of the metadata.  Every change that was done in structure of database. Last meeting we asked if could keep up with that, and apparently not.  Decided to only do periodic copy of over there.  Turns out they are not using it.  Australia is holding a backup copy of metadata.

\***\*MK, ML, WU and CR will set up call with Ely.  No dedicated staff.  See what they want to do**

**MK and WU compose message and cc Connie.  If you don't want, neither do this/**

**May 1.**

Multi-lingual portals are important.  Portuguese, Asian, Arabic,

EOL did completely different website for Arabic, who layout changes

If Western, more easily switched out.  Someone if they want, will field that Czech or whatever language

MK:  Hold off on multilingual until rethink BHL environment.  Not shoehorn in at this point

Better to rethink things from scratch and include multilingual as part of that rethinking

**\*\*MK will communicate that to members (Hold off on multilingual until rethink BHL environment.  Not shoehorn in at this point. Better to rethink things from scratch and include multilingual as part of that rethinking) by next Members phone call**

Book Viewer

How portable is code?

ML: It's not really modularized.  The code is all out on github, tried to document how set up.  Not sure anyone other than ML has tried to use it.

**\*Parking Lot:**Maybe Joel, John, and Siang take a look at documentation by June 15 and come back with feedback.  JM: We're not talking about modifications to code, just if can follow documentation

ML Before reimplementaiton, when we redid book viewer is more baked in now

WU can we update book viewer if there is a new on

ML it would probably be difficult

**UI Implementation / Wishlist**

Illustration filtering -- technically easy, boundary of what metadata is.

ML:  Search now does not go down to page level.  So not terribly difficult but not trivial either.

If you want to show only illustrations, book viewer isn't set up that.

MK: Parking lot that for future discussion and prioritization

Inserting new pages or repaginations

WU: Manual process now.

ML: No way to fully automate.

MK: Procedures for requests and methodologies - table for communication

BREAK

**Workflow Tools**

**Serials Bib List** -- only 10 out of 19 Participating libraries are currently represented on the BibList.

Pretty much the same as it was when started.  On BHL Staff Call, we talked about maybe not using any more.

Still need some method for claiming materials for scanning to avoid duplication.

One thought that was presented was using the issue tracking system. Difficulties in terms of getting data from people

One recommendation -- to terminate serials bib list.  Use Gemini for serials requests going forward

\*\*Let ML know when that happens bc there is a process at MBG that is shipping data over to Wolfgang's things

Global - \*\***Mike - stop shipping data to Wolfgang now**

Need to be on board something.

\*\*MK Let's have one last discussion from Staff group, and from Global. **MK and Bianca will schedule for next appropriate Staff Call.  With smaller group, work out details on how to move forward.  BC and MK will figure out timeline**

BC and MK will determine what to tell Staff call

**Monographic Deduper**

KT - we didn't talk about killing it completely.  Because we're using differently now, post-scanning,  Many not using beforehand.  Still thinking of keeping but other inclinations for Global

BC - people agreed to upload lists prior to scanning

KT: It's working for now.

BC: it's done.

Given other discussions about it being hosted at Woods Hole, in library though, not in cluster.

**Infrastructure Needs for BHL**

i.e., Machines for full text search

Always a mention of the Cloud as repository.  Visited this idea before and determined cost of loading and maintaining was not worth it. Proposal from Europe…

Cluster and computing infrastructure we used to have.  MBL not continuing.

For NEH, we've used what IA offered for free.

Cluster at SI could help with these kinds of projects, or with a cloud environment.

Mainly what people are doing now, Biodiv Informatics, downloading, assigning DOIs

MK: let's keep a running wish list

JM: As Macaw in Cloud, there are probably going to be infrastructure needs

JR: If more people start using simultaneously, some issues.  But we still have room to expand

WU: Not a pressing issue, One of servers.  Configured with two partitions, normally one big and one small now.  This one, however, had the server running on the small one. The big one is empty.  Being fixed now

Current needs, ok.

Future needs, there will be issues we'll have to deal with.  Macaw speed and performance, especially when contributions coming all the way from Pretoria. In some instances, the needs might not be for infrastructure on our side.

MBL Cluster - all intents and purposes is dead.  Anthony moved to another job.

Joel is downloading all the content. Got one iteration of MBL

Joel - we're at 55-60%

Process will recheck them

**CiteBank**

Today is the last day that we will ever talk about CiteBank!

How do we sunset?

Anything we need to migrate?

What can just be shut down?

Trish -- 3 oak feeds.  SciElo, Pensoft, and RGB are providers. Divided into bringing in through OAI and manually. As far as other stuff,

SIL not doing that any more.  Digitizing from scratch

\*\*AMNH - needs to be brought in.  Are we going to talk to them? BC - need to have content in BHL, matter of getting back to them, on how to plug OAI feed into BHL.  MK, I think just setting up OAI feed.

Connie - - they actually want that content in BHL.  Just haven't had Macaw to do it. OAI isn't final resting point.

Bianca -- I think both.  AMNH has content that is OAI, and also digitized content that they want to Macaw.

Martin -- the serial publications that were in their repository that we can address

Martin - we go forward to shut down CiteBank.  Work with AMNH to get what we can easily, once shutdown, we'll have to work with them on a case by case basis

Chris -- GNA, bc we extended, ends May 31.  Report by end of June.  NSF, all along the way talked about CiteBank.  So need to keep running through early Fall.  We would need to redirect CiteBank.org to BHL.

\*\*AMNH - needs to be brought in.

MK -- put aside.

We'll have a redirect page , thank you for your support, everything now moved

\*\*Writing the documentation for that

\*\*KT - write up a plan, timeline for all of this.  Chris will work with Trish and William on this.  NTE Oct 2013.  before TDWG

**SHUTDOWN OCTOBER 31**

Administrative functionality in portal.  TRS will get back to testing importer for manual stuff

JSTOR stuff we were trying to figure out if we could get their stuff from IA.

Special download of their stuff for biodiversity

MK -- let's talk about how to approach.  Might be an IA question

\*\*Trish - by May 1, report back with timeline of plan for doing this.

Moving forward how to incorporate content

**Contributed citations**

WU- We're not putting in IA.  Should we be backing up somewhere? MK - let's put on question list.  What commitments have we made to people?

CiteBank Collection in IA

\*\*MK - CiteBank Sunset Team.  Action Items.  Timeline.  If fall for actual shutdown.  Group can get together in June. COntinue work on migration, documentation, then convene in June for list and timeline.  Need to first start in May, when Chris is writing grant.

CF, TRS, WU

**User generated PDFs**

Bianca: User contributed PDFs and moving those over to BHl

ML: When i have time.

MK: What's priority?

Connie: Depends on quality. Not high priority.  More concerned, about things moving things we have permissions group

BC: We had this discussion.  Agreed that coming in.

MK: Future of that.  Is this a ROI?

WU: We're turning into segments.

MK: PDFs, we're not keeping those?

Re-request rate is higher for BHL Central.  Metadata for user generated PDFs will continue into the future.

Mike should proceed with turning those into actual segments

We want to revisit if we keep the PDFs afterwards. Revising what we promise

Keri - could we just send them to IA?

User generated PDFs, Keep, turn into segments. Then, offer the service of keeping the PDFs

If you have the metadata to recreate the PDF, you don't need to keep it

BioStor is creating those PDFs

Rod was thinking PubMed

Also people from Europe generating, CERN offered

Create PDF, run it through parser. Not the repository.  Should be as a publisher

pro iBiosphere

MK: OSTP repository element

Content, and access

MK - if we're storing metadata for PDFs, we can always recreate, we can store for users in case PDF generator is down.  Don't know if we want to commit to being repository for duplicate

CF: If has cover page and blank page, its not to the standard that you want to assign DOIs to

Do we need to store beyond 3, or 6 month period

No data on re-accessed

In some ways would be good to have

CF: Ask Rod Page

TRS: We haven't got any feedback

**\*\*William to ping Rod.  Tell him we are thinking about getting rid of PDF retention.  See what he thinks.  May 1 - will have contacted Rod.  We don't want to keep it.  Unless Rod has a compelling reason, we're going to dump them.**

\*\*Connie, Bianca, discussion with Staff.  We'll rephrase that PDF letter.

**May Staff Call**

Connie - do we need a broader discussion?

CF: We don't have a tangible reason to hold on to them

MK: Let's decide now and just discuss in terms of rolling out

**Ancillary Web Properties**

BHL web properties out there.  Some more alive than others  Archive or transition plan

Public wiki.  Active and important, doesn't really mesh with canonical site

**Life & Literature** event.  Blog, Facebook page, people still liking and following it

Domain name on that expired.

MK: Recommendation - do we want to archive?  Do we want to migrate those posts into Blogger?

**\*\*CS to lead discussion with Staff**

**Have social media people look at Facebook page, Kill Facebook Page?  Decide what think is best.**

WU: When would next one be?

MK: Hold that thought

For william, Mike, make sure not referencing L&L anywhere on main pages

Mike - 99% sure we're not

Next Members Meeting, "pre-Day" Open to a wider group of people

One day open meeting as part of Members Meeting

2016 could be a bigger event

10th Anniversary

ThatCamp umbrella -- they could help with the event

Successful unconferences have been in Bay Area.  Have to have big spaces and big pieces of paper.

**\*\*MK will discuses Members meeting format on next EC call**

**Public Wiki**

This was set up to be an easy way for multiple people to edit for things that change rapidly

Is there another lightweight solution equivalent or better than Wikispaces?

MK: objecting to look and feel

DH: could we pay for something?

KT: maybe we should try to tweak it a little more.  As part of the group looking at it

Or WordPress would be super easy, too

**\*\*Working Group: First job to look at skinning.  Keri will assemble full team by May 1. Timeline for EC by June 1. Carolyn, John.**

We encourage more people to work on content.

**DOIs**

Day before yesterday, Josh Greenberg at CNI.  Convo about unique identifiers

Why choose one over the other?

YADI - Yet Another Digital Identifier, plethora, BHL would be agnostic

ARC is in IA files, never brought into BHL

CF: Could we talk to CrossRef.  It's all Smithsonian, BHL prefix.

When user says why doesn't BHL have DOIs?  What are they really asking?

Is it more than unique persistent identifier?

DOI, digital object

Less IDs

DataCite - option in which we would mint our own DOIs

7,500 for CrossRef

Only for BHL contributed monographs

DataCite - cost?  Working in a bigger DOI environment of other similar large digital library projects. CDL is a Data Cite member.  Sustainability?  We'd be responsible for it ultimately.  With CrossRef, we are committing to CrossRef being the responsible agent.  Theoretically, we could just mint our own DOIs, Now there is more of an ecosystem.

EasyID from CDL - lower cost.  7,900 a year. Piggy backing with CDL

It means for our own use or for others.  We'd have to handle the resolving portion

Only for our own generated ones.

Everyone in group to actively think about DOIs.

What are users expecting?  Something beyond persistent identifier?  Do they mean the same thing?

What's the effect of having the ones that we already have and switching to another?

Josh proposes that big persistent orgs should step up to plate to be managers of digital identifiers

Comfort factor - DOIs, a thought that this is a persistent thing  DOI talk at ALA, 6000 views

Interesting topic

DOI is the thing for us to stick with

There is a cost of moving, too

Now that we have a lot of articles

If we have to move to Data Cite, CrossRef DOIs that we already have should still work

Budget - CrossRef will not scale assigning DOIs to every page

If we want to ramp up, at any level, we can't afford it on CrossRef

If CrossRef can't handle scaling up, switching makes sense

Financial question, user question, technical implementation, collection question - what do we want to , what can we assign DOIs to?

**\*\*MK will create DOI working group by June 1 to assemble team. By Sept 30, will have a recommendation to the EC**

**API development**

At Research Sprint, The users wanted Repository

Wanted taxa, Everything underneath the taxa

Recommended go thru EOL, they have those hierarchies

Taxonomic access to content

Same as looking for taxa and has a synonym.  We don't do that.  It's up to them

Pointing people to data downloads

NEH - Purposeful Gaming -- will it require changes to APIs?  Most likely

Is there a way to capture changes in response to projects?

A couple of attributes to author info, we remember to add to API.

ML - might just be part of the system that needs to be updated.  Part of the process

One  Low priority is reimplementation of API, just because there is new technology is available

Waiting for feedback from GN partners

**Planning for Gemini Upgrade**

What issues that might generate?

BC: Don't know that there are any issues, make sure timing-wise with Mike's time

ML: Changes have been made, just not pushed out to production

Just need to coordinate the time to push those and switch over

What kind of warning?  A day.

Jackie was in charge of finalizing.  As far as BC knows, ready to go.

**\*\*KT to discuss with JC to come up with timeline, to come back to Mike. Will decide by May 1.**

**Technical Impact of Various Projects**

Global Names - Wrapped up with this one.

Once we solve CiteBank migration, we'll be done.

- Completion of admin site changes.  This could be a place to bring in BioStor rather than build into BHL.

- Migration of data from CiteBank to BHL.

Done except for CiteBank cleanup

**Art of LIfe - Trish**

Just got a one year extension, through next April

Personnel issues at IMA, cluster issues

Deliverables - schema for illustr. Tool for id which pages have ills; List of pages that have ills; JR has modified for Macaw for interface for classifying illus. ; All pages identified will be classified into broad types; Pushing out to Flickr and Wikimedia Commons; User interface changes to portal so folks can search on that metadata

Then taking and making available through APIs.  Share content out more widely since most is open and public domain.  Flickr.  WIkimedia.  EOL.  ArtStor.

Talking to Dustin Wies.  We need to be careful about putting content in closed, commercial.  They do have Shared Commons, openly available

Concerns - running algorithm over corpus on limited amount of computing space.  Is it possible to do in a timely manner?  JR - 62,000 by Thurs.  We're looking at another 100,000 pages a week.  Running one other place.  Upwards of 400-500k a week. Year of extension shouldn't be a year of work, a year of algorithm of running.  Push content.  Classification requires people.  Using Macaw.  And volunteers.  Depending on process on how automated we can do it.

MK: 80 weeks.  Analysis not finished in a year.  Unless farm out to other servers.  Would require additional resources.  Will need to scale back expectations for amount finished by end of extension

Time needed for classification

User interface changes once we do that.  Realistically we can't deliver that within one year.

Trish -- not explicitly stated in proposal so its not something we would have to explain.  We've gotten info from algorithms.  We could take that information and make available but would still need to make changes to UI.  Levels of confidence.  Different factors -- two algorithms, if both, then yes.  Ave number of words on full text vs page with image, some level of confidence.  Or if we actually give users some indication.

MK: WU we need to look at which are mandatory or non-mandatory.  No NEH funds to do those funds.  Don't want to spend Central funds on this if its not priority somewhere else.

Map this priority to the list of priorities from Members' Meeting

Automatically assigned won't override what's manually done.

MK Once we get crowdsourced data, methodology to get into BHL

WU Flickr, Wikimedia.  Moving images into Flickr, automated.  After substantial amt classified. We're talking to other folks about their experience.  Going to be different from manual stuff.  Figuring out millions of images in bulk.  Bookplates.  We knew we didn't want bookplates from scribes, so those will be filtered.  Person has to classify before goes to Flickr.  Automated

Extract - classify - scribe -- flickr

Goes back and forth to portal before next stage

Delivering millions of images not happening in near future

Instead of linear process that we were imagining.  We're chunking things now

**\*\*MK: One things we'll need is short summary document that summarizes this convo to give to Members. WU, and he will pull in tech team as needed.  May 30 for all four of those.**

Estimate the workflow for other staff.  Are we expecting any volunteers from BHL community? Vs pagination?

TRS: preferred method is BHL Staff.  CF: You might need to let that go.  It's too many images.  Have a more controlled population with a focus.

SHK: Could you automate classifications?  TRS: Possibly but we don't have funds to do that.

MK: Everything identified as algorithms into Flickr, then people can tag and help us filter out.

WU: It has to go to staging place, and will have to go to different place.

MK: looking to scale down reliance on people

CF: There may be some way to work existing Flickr stack into AofL workflow

**Purposeful Gaming**

Began in Dec 2013, ends Nov 2015

Deliverables include:

93,000 of horticultural catalogues

2 OCR outputs

Transcription tool

Going to implement 2:  From The Page and ALA tool

2000 pages transcribed pages of field books,

Across all of BHL corpus

DBL OCR on 90,000 pages

We're doing a proof of concept whether can be used.  Testing out how effective it could be

Promotion, also some from game co

Article or two out when public

MK: Real impact will fall on Mike in terms of building

People from iDigBio, Code is available

Things that will occur in parallel

The framework development is started while waiting

WU: Yes.  Some of this is not new.  We can already see some examples of what works and what doesn't

\*\*Short summary, goals, impacts timelines.

MK -- see if we can rebalance timelines to spread out

**Digging Into Data**

Jan 2016.  18 months

Involvement distributed over 14 months, in different stages of process

Deliverables, how people think we can use semantic search.  What do people expect

Partners in other countries

N gram methods, OCR correction estimation (Canadian group)

Not only corpus some sort of service that we can run

Project in US works with EOL, Jen Hammock, helping us to terms and ontologies.  To train tools to extract concepts and entities

Several ideas of where to get them for marine and other groups

Have to go and crowdsource the initial seed that will help software create entities

Result is data semantically annotated, referenced to different thesaurus or groups of terms

Types of entities: people, places, species, organizations, time; & relationships

NY Times

Experience comes from bioinformatics

PubMed,

Event relationships

They have created search engines for that kind of information.  Different facets

Protein.  Do you want to know what inhibits? Where found?

Social Media Lab -- develops things for social media

Text Mining -- Texas

\*\*Summary document - indicate who is responsible party

Helping with crowdsourcing, Jen and William

Multi-faceted search engine (NACTIM) but Mike has implement

After the full text search (dependent on)

Value added on top of the Full Text Search

Showcase by TDWG 2015

William - Also includes a community Manager to help us use this and promote usage based on entities and relationships.

First check of relationships, Then Will use machine learning

Disambiguation?  Not sure if we'll be able to implement those tools?

uBio: Botanicus uses, Spain uses

**BHL Projects & Initiatives**

William Tools & Services, very useful

MK: would like to keep maintaining

Have to make sure responsible parties are updating

We can pull out action items to make sure that they're covered in this list

In addition to Tech Team, make sure others also keep thtis updated

Go over a Summarized version of this list, periodically. with Members and EC

CF: Would be valuable at appropriate intervals, repackaging as reporting, maybe quarterly or annually

**\*\* P&I - Secretariat on all non-technical;  MK & WU on all technical.  Secretariat by June 1.  Technical by June 1.**

Middle step is putting them together.  Appropriate visualization.  Resources needed, timelines, impacts.

**\*\* Move completed ones to another list**

**\*\*Private Wiki** - do we want to clean people out?  CS by September 30.

Henning, Tom Garnett, Marcia from Brazil

Maybe Graham Higley

If organizers, yes.

\*\*Make Siang Hock an organizer

BREAK

Portal software Mirror

Timeline, resources

**\*\*Status of documentation, tentative action item to look at Mike's documentation on github.  Joel and John, GBHL on github.  Second step is Keri to get access for Mike to servers by September**

What will timeline be?

Goal - running inside SI firewall, inward facing.  Easy part.  Once we make it outward facing, lots of security issues.  Policies. Etc.

Is there a problem accessing services outside?  No

Issue is about things that are accessed from outside

Coordination of changes.  Iterative changes.  If suddenly added something major, we'd need to revisit

**\*\*MK asked Keri to do project mgmt for discussion for time period going forward through Sept 1 or so**

**KT can work with rest of TAG team.  Access for Mike Needs requirements and timeline.   Start timeline.  Probably want to get ML certified to work on SI servers**

**\*\*Tech Calendar - John and Carolyn,  find the Tech Calendar is a timeline.  Keri will look at if we can sync to iCal.**

\*\*WU: Project Management Plan on monthly basis

\*\*CS: Calendar.

MK have KT start working with group now

Internal facing BHL by end of December

Start getting Mike a badge, summer

Going to need to install it. JM will

Full documentation of the data model

WU: we have the circles and arrows and boxes.  we need to make digestible and put on public wiki

**\*\*Might belong in Github, and we can point to from public wiki.  Mike.  June 15**

Full data dictionary, even more than ER diagram

Data Model - is flattened representation for exports

One of my goals for this meeting

Where all projects are, where we want to go, where Membership wants us to go.

Really moved from project into being infrastructure for biodiversity community

What are things that move us forward?

What are skunkworks or experimental things that could become core right now, vs what are lab activities

**We need to identify those core elements and maintain funding for those core**

3 layer cake, Full data dictionary, Transparent proceses for digital library community

**Checkbox to externally hosted content**

Do we want to have a checkbox, only show me what you have with full text

Rather see a checkbox to include links out, rather than don't show me the links

User is getting full text of things we consider high quality

Hide content hosted

MK - I see this as human interface.  RP needs something for his RSS feed

We can make a distinction for the RSS feed

Why make distinction?

Maybe we need a reminder.  Not all content hosted, so not services

Box with an arrow

First time you click on a link to an external site, Cookie is set so it doesn't happen every time.

Opens a new window

More of a policy discussion

**\*\*Needs to be an up-down policy decision and tech team needs to come up with meeting that requirement**

**Only requirement that people know at point of getting info, that they won't have tools if .  MK at next EC call where we're all there.  Communicate back to tech team.**

No check box.  We'll see everything.  Buttons, View External or View Book

Part of discussion of external portion.  Filter out

John Mignault: is it possible to have this be a setting.  Chose I never want to see external content.  We don't have anything like that.

Connie: we don't need to filter as much as we need to announce

Tool tip over button "View Book (External)"

Connie: make sure people know where they're going

No Checkbox

View External + Tooltip

**\*\*Existential question part of strategic planning.  A lot of action items from members meeting. We'll discuss action items at next EC where we're all there.  We'll go through and start talking to those responsible.  MK**

How do we want to proceed with these kinds of requests?

**Communications Workflow for Tech Development**

Who do we run it to?  Requests that come in from Gemini

Do we ask Collections Committee? Users? EC?

Segway into tomorrow.  One of the kinds of feedback that we've gotten, imperial decision making,

MK tried to be more inclusive,

Communication methods and decision points need to be less messy

Bigger thing, things of a technical nature also a point of this

MK will take Tech recommendations to EC to approve process

Decision Making process and Procedure

Codified set of rules

EC will approve or modify

Might get approval for mockups or for building

WU: Having set times. In User Design, for example, open up spaces for discussion, i.e., on this day we're getting your input.  Involve everyone who has something that could stop the process.  In past life, did a whole media document, when got to the Director, wanted to change color, buttons here and there

This minimizes that kind of after the fact changes.

Onus of implementing, providing feedback is on everyone.

Sometimes people will miss the boat and they will have to live with it

Plans to extend usability testing

External with website redesign

Maybe we should plan to do this periodically

**Minutes, Day 2**

**Attending:** Martin, Keri, Siang Hock, Doug, William, Mike, Trish, John, Joel, Carolyn, Bianca, Joe, Connie

**Minutes**

Infrastructure: Name finding machines at Woods Hole/  For tomorrow / uBio might be phased out.

WU: Second box set up and is working.  Clarify some of those roles and responsibilities.

Digging deeper into any things that we have questions about.

But! It wasn't responding enough for name finding on fly.  The service does not respond as fast as the old service.  NetiNeti and TaxonFinder are hitting 50 data sources as opposed to one. Solutions were suggested for on our side.  Caching information.  We told them no.  So we may not want it to do more.

We need to maintain ongoing communication with EOL team and recognize service is not doing all we want.

Should we be running our own server at MBG?

Resources already stretched thin.

OTOH are we depending on a something inadequate for a feature that distinguishes BHL?

**\*\*MK and WU to bring up with next EC call where all there**

**BHL Technical Communications**

* Internally with Tech Team
* with the TAG group
* with BHL Executive committee
* with BHL Program Director
* with BHL staff: What are the best method(s) and tools to use for communicating issues to Tech Team? Note: yearly increase in tech related Feedback tickets.

**Internally with Tech Team**

How does communication within Tech Team currently work?

WU: Tech Team used to be a Technical Director, Project Manager, Data Administrator, Programmer. Also Global

After MacArthur finalized, BHL joined Global Coordinator + Technical Director positions.  Decided not to go on with a Data Administrator and keep the Programmer.  Went from 5 to 3.  During that time, Global Names started.  Which supported some of these positions. And then what we did, when 2 years ago some of positions not funded, we looked at Priorities document to put together a proposal to finance Trish. That was NEH (Art of Life) and Purposeful Gaming. Then NESCent approached us to do Digging Into Data. 1st and 2nd starts covering Trish's salary, Mike's salary on the 3rd. Mining Biodiversity also covers 1/2 of Trish.

We hold weekly meetings as the Tech Group, invite Bianca to those.  We discuss things that have to do with BHL writ large and things to do specifically with the grant projects.

Since the projects have had certain delays, set particular meetings for groups, including IMA for transcription, so throughout the week, there are also particular meetings for different tasks and projects.

We talk about what's pressing, then round robin.  Take notes and put in wiki

PI = Trish, PM role = WU, ML = partially funded too

Requests from Gemini, ML reviews periodically. Recently, we defined a wish list for items of interest but tabled for later.  Urgent things, we respond to asap.  ML also runs maintenance.  Issues, etc.

Altogether, averages to 1 day a week to Gemini requests

WU meets w PD weekly and attends the monthly Staff mtg, Collections calls, and EC meetings. TRS also attends collections and staff

**With BHL Staff**

Increased number of Gemini requests, need to focus on Triage.

Need to establish a communication code so that JC feels comfortable not responding directly to some of those un-urgent requests.

JC will assign all technical issues to William and then WU can do a level of review

William would be in charge of triaging and responding to those.

KT: leaning towards having JC not responding to user

MK: WU also doesn't need to respond back to user unless it is relevant

If 12 requesting full text searching, roll those into an FAQ list

Maybe create a message in auto responder, we may not respond to all requests.

WU: also happy to invite PD to join for technical discussions especially when relevant

Trying to prioritize general ones for conversations with BHL.  Good that BC is attending

BC: I do think it’s useful to participate in tech meetings.  Or tech folks to join collections call as needed.

ML: I've seen things on minutes from Collections Call when I thought it would have been nice if someone from Tech had been involved in discussion.  Maybe rotate a tech team member on all collections calls

CR: Or if you see something, even after the fact, let us know.

MK: have tech rep on collections, BC look out for things that will impact the different groups.

**Between TAG and TECH TEAM**

MK: TAG has been good for project things, with specific things. Hasn't really gelled yet as sounding board for WU.

TAG hasn't always been able to be responsive to WU's requests

WU may need an immediate answer for some things

JM: It would be fine for me to spend an hour or 2 on any day, but still we do need to be very careful about scope.

MK: Might be good to have Member on TAG team, could be on weekly tech call as well.  More overlap on collections and staff

CR:  Maybe have a regular TAG meeting.

**\*\*MK: Careful of too many meetings.  Would be good a regular phone call on some basis.  Come up with something amongst yourselves on how often you should have a call. Also, meet f2f at least once a year**

**Monthly William will organize starting now until EC discussion on Chair of TAG**

Transcription Tool coordination is working quite well

Joel and John and Hackathon kinds of things

Should, or could, the TAG be involved in questions of enhancements to BHL and if they make sense?  Things coming in from users.  Then consensus from a group of us internally.

**Workflow for requests:** JC triages to WU, WU parking lots non-immediates; Those parking lots go back to TAG for analysis.

MK: hoping TAG as a group will be able to say that’s the kind of thing that could be easily implemented with x money or y resources, or no that's not feasible.

TAG review would be recommendations.

TAG: Joe DeVeer, John, Joel, Keri, Siang H, + Tech Team + Jenna Nolt may be coming back

Maybe Betsy Krueger might join from Illinois

\*\*CS take Frances off the list

Meetings that are not necessarily all inclusive, if you have a quorum of members just go forward with the phone call.  Want people that will actually be contributing or bring a skill set to it.

10 or 11pm for Singapore

MK: Make sure notes from tech meetings go out and have SH on calls as appropriate

Might be good to email to group until set up on wiki

**\*\*Would be good to have an email for the TAG group.  CS to create**

BC: from my experience, it’s really important to have someone responsible to make sure that communications continue to flow.  Responsible for scheduling, recording, sharing notes.

MK: WU could do serve as Chair, In terms of scheduling, coordinating, disseminating.  Another possibility would be a TAG member would be chair, for example, John could be Chair and coordinate the meetings.

CR: It makes sense for WU to be chair but don't know if it might be too much of a time thing.

MK: One reason it wouldn't be WU, would be a way for a TAG member to step up and coordinate with WU.

DH: Have set time limits.  Concern is that it is not TAG member's main job.  It is, though, William's dedicated job.  Make it a finite period of service as Chair.  Rotating thing, quarterly or biannual.

CR:  I thought TAG was advisory group to Tech Team, don't understand what role of a Chair there would be.

MK: WU already has a lot of communication responsibilities.

CR: What is the value?

MK: It would be better to have someone else help keep TAG group on point to have decision-making.

JM: Sounds like a logistical thing.  This would be someone who for some period of time, periodic check-ins, keeps communication open.

MK: Tech Team is now 3 people instead of 5 people.  I'd like to have more assistance from TAG, this would be someone who is helping out.

WU: To be fair, TAG has changed in recent months.  Lately it has been focused on a topic and we work through it.  It's going to be a tricky part to determine what is outside.

JM:  As TAG, we don't have access to everything and can't implement any changes.  It's an advisory role often.

MK:  Tech Team here is managing core stuff.  Increasingly ancillary systems, mono deduper, macaw.  Seeing lots more modular elements off central core - TAG is more active on those.

Had good discussion on topic. Communication discussions become recommendations to EC. For example, "We had good discussions for various options.  CR has heard discussion.  We can finalize decision in EC."

**\*\*For EC discussion:**

How best does Tech Team and TAG communicate internally?  Should we have a chair that is not TD or have TD remain primary contact point?  William can weigh in at that group. MK and WU will bring up at next EC meeting where you're all there (April TBD)

**Executive Group and Technical Group**

WU attends EC calls and gives reports.  To take those to a higher level.  Nancy and Susan tend to be less informed, Graham and Kathy had kept up with, as has Connie.

MK & WU to do some prep work for tech things that are decision points

TRS and ML - are your questions to EC group being appropriately addressed?

TRS: Not always clear what needs to go to EC

CR: This sort of having the priorities list, pointing out and having EC look at it from time to time and ask questions is probably helpful

MK: Sometimes questions of content ingest.  EC took a little longer and time waiting for a decision.  We need to be more precise about timelines for decision making, the process that Connie walked through

BC: The third party links example, staff or collections people were asked put together a written paper and tech group contorted, we presented it and didn't get any feedback until there was a blog post.

MK: Hold that thought for next topic.  How should EC communicate back to Tech Team?

CR: EC calls are the most direct way to get the info to them.  If we have a decision point, we should write it up and make sure everyone gets to see it.  We do need to communicate decisions more directly and broadly.

CiteBank ramifications were surprising.  Real impact was never really made known outside of small group.

Consider ramifications, anticipate but don't take it too far because you can't anticipate everything. Better to have broader transparency but balance with flexibility. Other groups have this problem, too

TRS: If we bring issue to EC for approval, can we expect a date by which they can give a decision by?

MK: I work to prioritize these, and try to put action times on these things but we can't always all make every meeting.  We've also been increasing email approvals.  Sometimes though we need all three there to talk it through.

**Members & Tech**

DH: I don't see any problem

MK:  Link outs was one problem.  We told folks that CiteBank was rolling in.  But we didn't spend time on what that meant in terms of ramifications.

**Staff + Tech & EC communication**

Staff are putting together input and opinions and not hearing back.  Audience was EC for a decision.  Maybe wasn't shared more widely.

EC to make a decision, and then need to share with everyone.

Bianca's earlier question - how come we didn't disseminate?

MK: EC didn't really tell Members or Staff that we made that decision.  Basically told WU.  Next thing, WU went ahead and did it and didn't tell EC or anyone else.

CR: Yes, I agree.  Other piece is, decision was made years ago when grant was taken on.  As an EC member, we didn't feel that we had any choice because that grant was already underway.

**\*\*Checklist of communications on decisions from EC, BEFORE a blog post goes out.  Action item for MK to help conduct all of those flows MK and CS by June 1 will come up with a checklist of where we need to notify world of decisions**

**\*\*CS to ask if we need a blog post or press release.  For example, press release for full text searching**

**Gemini shift in types of feedback**

Steady decrease in scanning requests, steady increase in tech requests

Bug fixes immediately - WU to Mike

Enhancements - WU to TAG and to Members

JM: We don't always know what's being worked on.  Would help with prioritizing.

MK: We'll try to have more coordination with William and TAG and Tech Team

EOL development stuff is transparent to a wider group

On weekly basis, list and timelines for week, monthly, quarterly

BC: that info empowers us to answer on behalf of BHL as a project

MK will show WU the EOL thing

**\*\*At next EC call, we'll review the communications strategy that we've discussed.  EC can make a decision, or instruct on changes.  CR - and we'll report back!**

BREAK

**Technical BHL Functions**<https://docs.google.com/spreadsheet/ccc?key=0Ai2lhiKtqDMgdDFYN1c5YmQ2dEJMOUJhMWFXazFLUVE&usp=sharing#gid=0>

WU: list of technical functions, google doc

Divided tech support and operational tasks (enhance, debugging, testing)

Tech Dev Tasks (Deving something new)

Global BHL Coordination

BHL Technical Direction

Tasks & Subtasks

Responsible parties

List of where each is funded from

2012 and 2013.  Already there

Showing funding sources and percentages over time for Tech Team

Money goes to January 2015.

For example, bc of timeline, Trish's full salary there.  Half time though on PG.  DiD supposed to use half of her time.  So should correlate to that time

WU through June 2014.  3 and 3 months extensions

Mike - Money to end of April and then 9 months from PG

Second tab - more specific

How salaries were charged to MacArthur

WU: one option, After July, half time DiD and half BHL

TRS: NEH, August 2013 to now.  After, we have 10 months of PG.  Could be modified to be percentages of time.  NEH extended to April 2015.  PG to Dec 2015

ML - 2013, charged to different projects.  GN, was extended until Oct 2013.  Switched to NEH, full salary.  For 2014.  Part NEH, ends April 2015.  As soon as he finishes, 75% of his time on PG, 25% on BHL.

**Issues here --**

20% of ML time, on normal maintenance.  Leaves 5% of his time for wish list and any other BHL things, especially new.  Timelines have some flexibility in terms of distribution but need more funds to extend

PG has workflow and some tools to be done.  OCR text and corrections, requires development.

Legal commitments because of funding priorities

**\*\*EC group will discuss and look at excel spreadsheet in more detail.  Push back to completion of Big List**

We have identified some funds that could supplement WU and ML through 2015

Funds were coming from Members, Members had to approve funding for Tech Director

WU: For GN, we had to make decision on order of things.  For NEH, bc some processes were delayed and bc Joel helped out w viewer, ML has had time to help with BHL.

MK: In Members group, if skill set in Members institutions if we can offload some of things appropriately to other people that will free up Tech Team

WU: Third tab.  In-Kind salary money.  If he wasn't being paid by Central, MBG would have to cover in-kind.

**Technical Functions**

<https://docs.google.com/spreadsheet/ccc?key=0Ai2lhiKtqDMgdDFYN1c5YmQ2dEJMOUJhMWFXazFLUVE&usp=sharing#gid=0>

Weekly Tech Team meetings, Collections Calls, Staff Calls, TAG meetings as needed, quarterly reports to CiteBank for EOL (no more CiteBank reports!)

BHL presentations and conferences

Attend BHL staff or technical meetings

Provide updates via blog posts

Some blog posts are more documentation, less about generating traffic

TRS: Review the tasks, confirm we still want to do these

CiteBank migration - complete!

Managing portal editing volunteers -- TRS was doing last year. Not really a need for.

Starting with line 140 - "wish list" items.  Priority enhancements for when resources are available. List of things to do, but at slow pace.  Look to TAG on which should go first which second

William

Global Technical stuff

BHL Technical Direction

EC & Members will review through advice of staff and collections committee.  Important for TAG group to help advise

John can help brief Susan

Keri can coordinate with NG

MK: A priority list, roughly what's in BHL Technical Functions + Priorities

Certain amount of discretionary time from Tech Team, with assistance of TAG, EC and Members will prioritize new development

**\*\*Add new header around line 140.   WU will update .  CS to send minutes to WU and he will update**

Unfunded tasks -- are these things that someone needs to do?

Participating in meetings.  "In-kind" contributions

CiteBank migration, committed to but finishing up.

EBSCO -- aggregation of our data thru OAI, and Summons,

Dealing with 3rd Party Aggregators -- Suzanne Pilsk will take the lead on this now, off Trish's plate.  Some will come back to Mike

Portal editing volunteers -- it's a gap that we will accept that we have.  Theoretically, Christine Giannoni could do that.  If we're not willing to fund it, that task has to be deprioritized, and delisted, and EC and Members need to know we're not doing that and what implications will be.

Ingesting content outside of normal BHL workflow -- link outs.  IF EC and Members say yes, resources will have to be found to cover that activity because right now there is no fund.

BC: For current providers, we do have a process?

TRS: All of that current content is moving forward.  Need to set up OAI feeds, need to import AMNH, and do manual stuff

**\*\*TRS will work with WU and ML on timeline for final ingest and for report for May**

What about commitments or decisions we made years ago?

Need to separate out project funded, with start and end dates.

NH Paris - options exploring for born digital content.  MK and BC need to explore what needs are and what is required and if there is any discretionary or in-kind time

**To have just the one list, integrate into the other list.  Whatever we choose from here, has to go to the other one. This list is really 2014, 2015.**

TRS - we need to know ahead of time what our funding situation is a couple years out.  Otherwise, we need to know if there are funds and we wouldn't be committed to all of these grants.  If we can project better more long term, we can plan accordingly in proposals.

MK: When PG and NEH, we didn't know if we would have funds.

MK: We can be more careful and strategic about how we apply for grants.  If we can envision a cushion for central funding, grants could be bring in more staff to help out.

TRS: What is our confidence for 2016 and 2017?

MK: We have a cushion but Part of it depends on membership voting.  OTOH, we can start to plan assuming $XX Member dollars with plan for tech support funded for X years.

TRS: Data specification stuff.  Digitization specifications for CiteBank

BC: We already need stuff that is up to date.  We don't have a way to communicate with new members on how to get their content into BHL

TRS: Functional specifications.  For example, importer tool.  Migrate over to basic portal documentation

MK: Put in portal documentation bucket

TRS: Testing - for UI overhaul

BC: If we design image searching, that will require usability testing on new UI

TRS: Question is would it need to be a data analyst specifically?

**Down times and Performance**

For website

1. when IA is down and images don't show up. Happened several times

2. Lately, issues have been with electricity.  Bc of weather, snow and a storm.  electric supply was cut off.  Battery went down and MBG had to shut down servers.  Took a lot of time to switch to other substation.  People in IT turn on servers, took time to get back up.  Some issues, but recovered.

What users see - BHL is not working.  One server not working, was email server.  We tweeted, made announcements, got it back, went down again.

Second time - message on front of BHL, having problems.  PDF generator.  Changed one email server to another, messages weren't coming out.  You request PDF, you get a message, PDF will come later.  Already waited, nothing coming up.  People from IT reviewed server,

Sent emails to lists, EC members committee

Vice President of MBG has asked for quote for generator for the building with the servers

MK: Lot of confusion.  Not really clear what to do

When to put on website, when to put on blog,

What we need is a checklist, like old school phone tree

Action Plan - a way to evaluate seriousness.  PDF down = bad, not critical.  Main portal down = critical.

Volunteers from TAG to come up with an action plan.

Categorization of seriousness of outages and action plan for responses

**\*\*John Mignault and William Ulate will  come up with Action Plan for down times and performance issues by July 1**

Where I should go and look for it, Primaries and backups for out sick or vacation

WU: many people were asking about PDF issue.  Not that it's critical. Whoever is receiving might feel is critical

People had expectation of 24/7 service with short time of response

MK: Burden of core infrastructure in a global community

ML: Since new UI, number of PDFs being generated really spiked upwards

Key issues and topics

**CS - cleaning up and sending around**

**Option to revisit due dates after CS send around**

CR: Global nodes have asked for page that links out to global nodes for those that do have their own pages.

MK: We fixed up public wiki.  But don't think that's what people really wanted

CR & WU & MK to discuss to offline

Bianca -- We do tend to have a lot of these meetings, with action items, and then we walk away.  Might be good to schedule to a follow up

**CS sends, CS pings all on April 15, reminder of May 1, Apr 15 is last opp to revise.  Next TAG call could be reminders and status updates on deadlines.**

Bianca – to that Tech Functions List, add future ingest of OAI content

WU: Wishlist is for things that we said requires a lot of work.  William will review, TAG will receive the wish list and look at every few months. Discussion of wish lists on TAG calls.  Those are going to require resources so they will go to EC.

Heard several times, the user said.  If you ask me how many users said, I don’t know.  Maybe 3 or 5?

MK: start with TAG, do we put this on our list of things to ask users?

Technically possible, financially impossible.  So go back to the user and tell them why.

This is about sustainability, not the next coolest thing

We want to build stable infrastructure

As we add new things on, they can't distract, they have to supplement, Need to bring on extra staff if start doing extra stuff