

Members Present:

Emily Jaycox, Chair	Library Director, Missouri History Museum
Donna Bacon, Ex Officio	Executive Director, MOBIUS
Abigail Broadbent	Archives and Technical Services, William Jewell
Matt Butler, Ex Officio	Digitization Consultant, Missouri State Library
Janet Caruthers	Library Director, Columbia College
Sally Gibson	Library Director, Missouri Western State University
Davina Harrison	Resources Management Services Asst., Webster University
Doug Holland	Library Director, Missouri Botanical Garden
Monica Holland	Serial Coordinator, St. Louis Community College
Joe Kohlburn	Emerging Technologies Librarian, Jefferson College
Stephanie Ruhe	Systems Librarian & OPAC Specialist, MOBIUS
Jessica Vest	Archivist, Northwest Missouri State University
Lucy Wang	Emerging Technologies Librarian, Missouri Southern State University

Members Absent:

Rachel Wallenbeck	Digital Services Librarian, Southwest Baptist University
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1. Call to order
 - Meeting came to order about 10:10 a.m.

2. Old Business
 - The committee reviewed several versions of the DAIR survey. 40 responses were received. The survey is attached.
 - The following topics received the strongest response:
 - 100% of respondents need to support both text and images
 - 84% need digital hosting/storage
 - 63% need asset management software for metadata creation / management
 - 58% need a web interface for digitized assets housed locally
 - 42% would need some restricted access
 - 7 libraries reported using spreadsheets and other free-low cost tools cobbled together to manage digital content.
 - ContentDM was the most-named asset management system (3 libraries), but reviews were mixed.

Monday, December 18, 2017 – Conference Call

- Matt Butler of the Missouri State Library spoke on LSTA grant-funded digitization. He clarified that the current program is project based. He offered to inquire whether it would be possible for LSTA funding to be used to support an ad hoc project that would be more related to developing capacity in digitization

3. New Business

- The following subcommittees were formed to report back at our next meeting:
 - **Survey of vendor systems currently on market (not including open source solutions):**
 - Davina Harrison, Abi Broadbent, Monica Holland, Janet Caruthers
 - **Grant funding possibilities**
 - Donna Bacon, Jessica Vest, Emily Jaycox
 - **Brainstorm training topics to solicit proposals for sessions or posters at the June 2018 MOBIUS conference**, using the needs expressed in survey as basis of topics:
 - Stephanie Ruhe, Joe Kohlburn, Lucy Wang.

4. Upcoming dates:

- The call for proposals for the MOBIUS conference will go out after the New Year.
- The next MOBIUS director's board meeting is scheduled for February 2.

5. The next DAIR task force meeting was tentatively set for Monday, January 22nd, at 10 a.m., via conference call, to be confirmed by Doodle poll.

6. Meeting adjourned at 10:46.