

# Minutes of the MOBIUS Digitization Committee

Nov. 18, 2021 11:00 AM to 12:00PM, via Google Meet

Members Present

* Donna Bacon, MOBIUS
* Adrienne Detwiler, MOBIUS
* Rebecca Hamlett, William Jewell College
* Davina Harrison, Missouri Botanical Garden
* Paul Huffman, Lindenwood University
* Emily Jaycox, Missouri History Museum
* Craig Kubic, Southwestern Baptist Theological Seminary
* Debra Loguda-Summers, A.T. Still University
* Samantha Perkins, Missouri Valley College
* Sarah Smith, St. Louis Community College
* Jessica Vest, Northwest Missouri State University

Members Absent

* Sarah Messimer, Goldfarb School of Nursing
* Steven Pryor, Missouri Botanical Garden

Meeting Minutes

1. Old Business
* Davina will reach out to Chris Brite at Conception Abbey to see if they are planning to be a part of the project and gather follow-up information. We need to know how many pages they will want digitized.
* For William Jewell, the number of pages needs to be changed to 25,000 and it should be print, not microfilm.
* Are the libraries going to be willing to send materials off site for several months? All the potential vendors are located in Missouri.
* Rebecca’s to-do list includes looking at specifications for deliverables and what we will be asking the vendors to perform. We need another person to help list questions for the vendors. Will the specifications be just for film and print?
* Jessica Vest volunteered to help Rebecca with the list of questions about specifications.
* Emily will reach out to the State Historical Society about being a vendor once we have the specifications. Rebecca already reached out to American Micro. Rebecca will also check with Microtek and Cintrex AV is another possibility.
* Donna thinks we may not have time to invite the libraries for presentations from the vendors. The committee can choose the vendor.
* The deadline for the letter of intent is December 1st, but we will submit it early. The final application is due February 15th.
* December 15th is set as the deadline for the bullet point list of questions for the vendors (Rebecca and Jessica).
* The deadline for the vendors to send responses is set for January 7th.
* The specifications will be standard across all vendors.
* We can set up a group email or RFP email for the vendors to send follow up questions.
* Emily is working on the NEDCC scope of work and content areas such as helping campuses with copyright, but she could use some help. Vital as a platform can be adapted as a local repository or used on the web. Long-term preservation needs to be considered.
* The grant award might start in April so we could have a kickoff event for NEDCC mentors/mentees in the summer.
* The MOBIUS conference will be at Stoney Creek Inn in Independence, MO during the first week of June. There will be a lot happening because of the ILS RFP, but we could do a kickoff event on the training day of the conference.
* The NEDCC document is on Basecamp and the new person’s contact information is listed. The proposal is for 2022.
* We may want to do a short survey for the libraries including the following questions:
	+ Are you still planning to participate?
	+ Are you willing to send materials off-campus?
	+ What is your preferred method of transporting materials?
* Materials will be coming from all over the state. Will transportation costs be included in the grant? The vendor would need to include it in their bid to have it reimbursed in the grant. Some institutions may be closer than others to the chosen vendor. It may depend on the vendor we choose. People may be most comfortable with MOBIUS transporting the materials. Transportation will need to be considered when writing the grant application.
* Donna will send the letter of intent and post the final copy to Basecamp.
1. New Business
2. Next Meeting
3. Minutes submitted by Adrienne Detwiler