

Building & Grounds Committee Minutes

December 9, 2024

1. *Call to Order:* Sandra Schultz called the meeting to order at 10:02 a.m. Rachel Lenstra was appointed as minute taker for the meeting.
2. *Roll Call:* Lenstra called roll. Present were Frances Beadle, Sandra Schultz, Mike Fertig, Jenna Diedrich and Rachel Lenstra. Absent were Maria Rector and Mike Blaum.
3. *Public Comments:* Tim Doser asked about the status of the digitization project, inquiring if anyone had called University of Illinois at Urbana-Champaign (UIUC) regarding how Jo Daviess County newspapers are listed on site. He suggested that the library send more newspapers to Crowley so the files arrive at UIUC before summer break. He requested that, should the library dispose of hard drives, he would like one. He also stated that he would like more items related to the Historical Room on the committee's agenda. Rick Pariser asked if all attendees would introduce themselves. All did.
4. *Approval of November 6, 2024 minutes:* Beadle moved to approve the minutes of the November 6, 2024 meeting. Schultz seconded. Motion carried unanimously.
5. *Newspaper Digitization:* Schultz began with looking at the project scope for digitization. Discussion was had on what was completed in each phase of the project. Schultz asked what volumes were packed and ready to go. Diedrich explained that there are volumes in archival boxes but none have been packed in shipping containers yet. She explained the process of packing and shipping items to Crowley and how shipping is billed. Crowley bills the library depending on the weight of the items. This amount is paid from library funds, not billed to the Galena Foundation.

Discussion shifted to when the next phase of the project would begin. Diedrich explained that since the Board put the project under the auspices of the Building & Grounds Committee, she cannot take any action without the committee recommending that action to the full board and then the full board approving that action. Because today's agenda had only "discussion" and not "discussion and action" for this agenda item, the committee cannot take action on digitization today.

Schultz said the meeting would focus on collecting data and discussion then. She asked about scanned images being sent via hard drive or the cloud. Diedrich answered that future scopes of work from Crowley can include sharing files with UIUC via a cloud-based platform and the library receiving a hard drive for long-term storage.

Diedrich brought up the fact that our current agreement with Carter Newton states that we own the digitized files. However, Woodward Communications now owns the newspapers, and she has not been able to get in touch with anyone there to update that agreement, despite repeated attempts. Beadle said that she is in contact with Bob Woodward and will have someone from Woodward get in contact with Jenna.

Schultz asked about the disbinding fee the library pays Crowley and whether it could be done in house. Neither Diedrich nor Lenstra nor any one else on staff has training to do that work, so library staff do not feel comfortable doing it. Lenstra stated that shipping the volumes to and from Crowley disbound also increases the risk for damage to the papers.

Schultz asked about gaps in the newspaper volumes completed and those gaps being in later phases. Diedrich explained that the library did not know it held those volumes and they were found at a later date.

Schultz inquired if the project would be done after phase eight. Diedrich replied that, once phase eight is complete, she is comfortable saying the library is done digitizing newspapers. But that does not mean digitization in general is done. There are many other primary source materials in the historical collection that the library can digitize. She stated that the library has already digitized the worst of the worst of the papers, as far as condition is concerned and the project is now outside of its initial intention.

Schultz asked about transcription. Lenstra and Fertig explained that the ledgers need to be transcribed by hand because OCR cannot read the handwriting. The newspapers are transcribed via OCR. Lenstra explained how the transcription will be searchable for the ledgers as part of the metadata on Illinois Digital Archives.

Schultz asked how much money is left in the budget for digitization. Diedrich explained that part of the money allocated for FY25 was used to pay for the ledger digitization project going over the granted amount. That leaves around \$14,000 in library funds for digitization this fiscal year, with a match from the Galena Foundation of another \$14,000.

Discussion shifted to constraints in going forward with more digitization. Discussion was had about locus of control of the physical newspapers and risk tolerance for potential damage to or loss of the newspapers during shipment or in storage at Crowley waiting to enter the digitization queue. While Crowley quotes the library a 90 day turnaround, grant-funded projects are put to the head of the queue because of their deadlines, so often that 90 day turnaround is not met.

6. *Items for Next Agenda:* Discussion and possible action on digitization, discussion and possible action on library landscaping, discussion and possible action on future building needs and criteria thereof, discussion and possible action on library time capsule.
7. *Adjournment:* Schultz adjourned the meeting at 10:35 a.m.

Respectfully submitted,

Rachel Lenstra
Youth Services Librarian