GODORT Technology Committee
Midwinter Meeting
January 23rd, 10 a.m. CST

Attendees: Lora Amsberryaugier (co-chair), Suzanne Reinman (co-chair), Monifa Carter, Ben Chiewphasa, Samantha Hager, Susanne Caro, Hallie Pritchett

Charge and Membership:

Charge: The Technology Committee is responsible for maintaining and updating GODORT's website, including regularly soliciting content from other GODORT committees, task forces, and interest groups, granting and revoking access to GODORT's LibGuides account for current and outgoing committee members, and creating and maintaining guidelines, timelines, and best practices for GODORT's online platforms.

Members:
Lora Amsberryaugier, University of New Orleans, Co-Chair
Suzanne Reinman, Oklahoma State University, Co-Chair
Samantha Hager, Colorado State Library, Co-Secretary
Ben Chiewphasa, University of Montana, Co- Secretary
Monifa Carter, Delaware State University

Drupal training:

Everyone has completed training through ALA and now has access to edit content on the GODORT website.

How to get new content to us for upload:

The committee has been discussing the best way for chairs/GODORT members to add content to the website. Decided to create a gmail account (GODORTtechnology@gmail.com); Chairs can send minutes as a PDF attachment to this address. Once received, the minutes will get distributed to the appropriate Technology Committee member who is charged to managing and uploading the committee/task force/working group/etc.'s minutes. Steering Committee will make announcement about the email address.

Committee Minutes:

Before the meeting, the Committee decided to follow the following naming convention:

CommitteeNameAbbreviation_yyyymmdd_MWminutes and
CommitteeNameAbbreviation_yyyymmdd_Annualminutes

Pritchett suggested we should only incorporate dates in the minute naming convention instead of also incorporating meeting types (i.e., "MWminutes," "Annualminutes," etc.); this would allow for continuity while also addressing meetings that are held outside of Midwinter and Annual. For example, the Rare and Endangered Government Publications held special meetings about the Congressional Serial Set.

Hager recommends using an open source application/tool called "Bulk Rename Utility" for changing file names in bulk—this is especially time saving for the minutes file naming project.

The plan is to touch base on how minutes project is going during the next virtual meeting. Chiewphasa finished loading historical minutes. Hager and Carter are continuing to work on loading historical minutes.

Technology Committee PPM Chapter:

Amsberryaugier currently drafting the document and is relying on other PPM chapters for guidance. Committee's purposes were drawn from an email exchange with Susanne Caro:

- Maintaining and updating GODORT's website, including regularly soliciting content from other GODORT committees, task forces, and interests groups,
- Granting and revoking access to GODORT's LibGuides accounts for current and outgoing committee members, and
- Creating and maintaining guidelines, timelines, and best practices for GODORT's online platforms

Amsberryaugier mentioned that the committee is currently focusing their efforts in the first bullet point. The committee needs to collectively discuss a lot more about the 2nd and 3rd bullet point. Some questions: "Now that there is a working group for social media, where do we fit in?" "What constitutes as 'online platforms'?" Also, the committee currently does not have access to the LibGuide accounts.

Amsberryaugier asked the group if the chapter should specify the roles of Chair versus Co-Chair. Pritchett suggested that the document only leaves it as a singular chair to accommodate flexibility. For example, there could technically be more than two Chairs in the future—depending on how tasks are split it. As long as the work is getting done, it mostly doesn't matter who is doing the work. Amsberryaugier agreed and will take out wording related to Co-Chair(s).

Term length will be set up so that, in the coming years, it is properly staggered. Currently, members will serve staggered two-year terms and Carter is currently serving a 1-year term.

At least one Chair will attend next week's Steering Committee meeting to clarify the voting privileges of the Web Administrator since the role is technically also a Chair. Pritchett mentioned that, historically, the Web Administrator was a standalone role that was not a part of a committee. Currently, the bylaws do not explicitly mention that the Web Administrator is a non-voting entity. However, the current PPM iteration lists Web Administrator as non-voting.

Hager suggested that the chapter should not specify the Zoom platform since it can change down the road. For example, it was Adobe Connect a couple of years ago.

Committee will clarify the role of Secretary (i.e., should it be an actual position? Should it continue to be on rotation?)

Data Dictionary for GODORT folders on website:

Pritchett suggested that the committee should create a data dictionary rather than moving folders around; otherwise, links will get broken. Some folder names are currently cryptic. Amsberryaugier suggested that abbreviations should be clarified in the data dictionary.

Reinman asked Pritchett if any work related to the mapping of folders and content in the directory had already been done. Pritchett stated that no mapping work has been initiated.

Committee representative for GODORT Media and Outreach Working Group:

Chiewphasa is serving as the Technology Committee representative and Carter is serving as the GODORT committee member representative. The work group's charge is as follows:

- To develop an outreach plan for the use of GODORT social media efforts and incorporating the GODORT website.
- Determine who should be responsible for GODORT social media platforms and how transferal of access to those platforms should be handled.
- Develop a calendar to serve as a guide for GODORT media posts and releases taking into consideration:
  - deadlines for various committees
  - regular events such as conferences
  - holidays
- Create a basic guide for the use of committees with requirements for media posts and releases. (image sizes, word counts, content, etc.)

The group will tentatively meet sometime next week—Chiewphasa is scheduling the initial virtual meeting and is waiting to hear back from Doodle Poll response. Plans and guidelines will be presented to GODORT Steering by ALA Annual in 2020.

Adjourned at 10:48 a.m. CST.

Action Item (to be done before the next meeting in February 27th, 2020):
- **Amsberryaugier and/or Reinman**: Attend the upcoming Midwinter Steering Committee meeting. Will clarify the voting privileges of the Web Administrator and will highlight the committee's new gmail account.
- **Amsberryaugier**: Continue to work on chapter for PPM.
- **Carter:** Continue to load historical minutes for Bylaws, Cataloging, Consolidated, Education
- **Hager:** Continue to load historical minutes for REGP, SLDTF, Steering, Web Managers