

Advisory Board Meeting NEH Grant July 27th 2012

Advisory Board members present:

Carl Halbirt, City Archaeologist, St. Augustine

Susan Parker, Executive Director, St. Augustine Historical Society

Herschel Shepard, Retired Architect, FAIA

Glenn Willumson, Director, UF Museology Program

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine

James Cusick, Co-PI, Unearthing St. Augustine

John Freund, Conservator

Randall Renner, Manager for Operations & Digital Projects, DLC

Mark Sullivan, Systems Programmer, DLC

- Tom C. mentioned that because there was a reduction in the grant awarded there will be a reduction in the number of documents that will be digitized by about 10%.
- Board members and Project Team members introduced themselves.
- Tour of the Government House –including the library, flat file room, and digitization lab/office.
- Discussion of what the role of the advisory board entails:
 - There are 6 members {two of the members were not present – Roy Graham and Dana St. Claire. There was a mention of perhaps replacing Roy Graham because he is now living in Dallas.}
 - to provide guidance in selecting items to be digitized.
 - to provide expert user perspectives about interface features necessary to improve scholarly access and work
- Introduction of project timeline – {reduction of items to be scanned from 11,000 to 9,975}
- Discussion of how often the board will meet. Quarterly? Face to face? Skype?
Face to face? Plan ahead at the members' convenience? Meet at the Government House?

Topic of Discussion – How to Prioritize Items?

- Historic, heritage
- Need to be sure to include documents with African American and Native American history

- Glenn Willumson asked what the percentage of the total documentation from all St. Augustine sources will be digitized with this grant.
 - Jim Cusick responded – not scanning flat items (25%) – don't know how many slides and photographs are in the collection. Colonial items are a small percent about .5-1% of the whole.
 - Susan Parker – in the documents for the Historical Society there are mentions of Native Americans in about 70%. Mention of African Americans would depend on the time period of the documents.

Collections Overview – see handouts

- Jim Cusick – question about ingesting documents – invite other organizations to participate and make them accessible from UF's web page. Most of them are public entities.
- Herschel Shepard – question about unearthing – how much of the grant money goes to cataloguing and listing records after they are scanned? Architectural fabric for the buildings (for facilities planning) – no documented plans for why things were changed in these buildings – take specific sites get an index of the information and categorize by building.
 - Tom Caswell responded saying that they can try but he doesn't want to take focus away from the grant proposal – will try to get grad students to work on this.
- Herschel Shepard – will make a list of important buildings so they can add focus when going through the documents.
 - Jim Cusick suggested that once they have the list of buildings they can give it to grad students in hopes of generating interest and direction for their future projects.
- Jim Cusick questions the function of the Advisory Board as the project moves forward. Can they look at materials as they are scanned and posted to the web site and let the Project Team Members know if the links are useful and easy to access? They would like to have feedback during the project about the functionality of the webpage display early on in the grant - after the first 6 months.
 - Mark Sullivan said that would be possible.
- Susan Parker showed examples of the types of documents that would be digitized from the Historical Society's collection.
 - The collection began in the 1800's but was significantly reduced by a fire in 1914.
 - Spanish documents, documents put in type script and some others have been translated.
 - There is a variety of paper types in their collection. Most are not the originals. Carbon copies, Xeroxes, onion skin items, and negatives make up the collection – the type of material that they used was indicative of point in history when it was created.

- Discussion of the need for these documents to be easily searched by patrons after they have been scanned.
 - Typescript, for example, will be completely searchable.
 - Susan Parker expressed concern that superscript might not be as searchable.
- Susan Parker questioned what timeframe does the grant want to focus the project on?
 - Jim Cusick suggests that a hybrid of examples be available with a page of sample documents - the most requested items highlighted.
 - Tom Caswell – documents must be geared towards all researchers not just K-12.
 - Glenn Willumson questioned how are the documents going to be displayed? What is our target audience?
 - Susan Parker –too time consuming to pick and choose documents.
 - Glenn Willumson suggests to randomly pick and choose.
 - Jim Cusick and Susan Parker – 1st figure out how many items there are to be digitized to see if all can be scanned and if not, then go back and deselect if need be.
 - Tom Caswell – the grant will cover a myriad of subjects and time periods and items scanned will be geared towards researchers as the target audience.
- The project manager will begin employment in October
 - Tom Caswell – even though the majority of the grant funding will be spent on the infrastructure the number of scanned items listed will be easily accomplished.
- Carl Halbirt’s archaeology files
 - From all time periods
 - Native American
 - Questioned how we are going to be assured that this digitized collection will be in line with other similar collections.
 - How are we going to categorize it?
 - Lot and block?
 - What do you want to focus on? Most have not been previously published – primarily data for professional researchers.
 - Have 1,000s of photographs digitized already that could be incorporated.
 - Site summaries – about 2,000 items that can be downloaded too.
 - What does it mean when we use the phrase “item”?
 - Also have some maps that have not been scanned that range in size from 8.5 x 11 to 60” x 40”.
- Randall Renner said that he feels confident that the project should be able to scan well above the number of pages listed in the grant proposal.
- Tom Caswell envisioned layering the documents and text.
- Carl Halbirt questioned whether items will be organized by time period or place?
 - Could show how St. Augustine evolved from initial downtown settlement.
 - Tom Caswell suggested using time periods and areas of St. Augustine.

-Set up guidelines before beginning the project.

- Mark Sullivan suggested using maps to show time lines.
-Get representations early on.
- Carl Halbirt has maps digitized by him and can send the images.
- Tom Caswell – people want old items – the older the better. Have historic maps and reproductions of them as well – is it OK to post these or do we need permission of some kind?
- Jim Cusick said that he could request permission when needed.
- Susan Parker said that most of these documents are already available online, people just need to know where to look.
- Herschel Shepard suggested that modern maps be used for the project so that researchers will be able to tell in current time and space where the digitized maps relate.
-The University Planning Department has already done GIS mapping of St. Augustine – perhaps we could link to their documentation in order to plot where things are.
-Tom Caswell said that all the documents that were scanned for the mini-grant have GIS mapping as well as lot and block numbers listed.
-Susan Parker mentioned that GIS mapping won't relate to the documents from the Historical Society.
- Jim Cusick suggested that from the main page, items should be searchable by map, date, name, and keyword.
-Jim Cusick expressed concern about going onsite to see what there is to be scanned and then calculate the number of items.
-Tom Caswell has estimates for how long things will take to scan.
-Herschel Shepard reiterated that the audience is the most valuable thing for archaeological sites and that the project should concentrate on listing the overviews of sites' summaries.
-Tom Caswell said that each folder listed on the main page will have a clickable link to expand what is actually in each folder – page by page. They will also have pointers to finding aids that list things not digitized.
-Herschel Shepard said that the more general the information the better.
-Tom Caswell said that each will have a unique collection built under the larger unearthing umbrella.
- Glenn Willumson said that the public will be interested in authenticity – it is real?
-Are there things attractive to the public? If so why? Because they are old, intricate, beautiful?

- Carl Halbrit mentioned that he has all sorts of things besides paper documents that might be considered for this project. Artifacts. Randall Renner said it might be possible to scan 3-dimensional items depending on time and money.
 - Herschel Shepard questioned who decides what gets posted.
 - Jim Cusick suggests a sharp student focus on research material.
- Tom Caswell will be devoting 20% of each work week for this project.
- John Freund will be available for assistance when transporting any materials to and from St. Augustine to be sure they are protected.
 - Glenn Willumson questioned whether or not any of the current documents are in danger of being destroyed.
 - John Freund will meet with the new hires to train them the correct way to scan items without damaging them. For example how to remove tape and staples without harm to the item.

Proposals?

- Target the 1st quarter of items (1500) by December.
 - Basic selection
 - Time period?
 - Span of years?
 - Architecture – list of important buildings from Herschel Shepard and important archeological sites from Carl Halbrit
- End of October – begin scanning
 - Gives the board members 3 months to determine what is to be scanned
 - Prioritize items in that time.
 - Randall Renner wants items to be ready to be scanned by October.
- Jim Cusick mentions that all pictures and slides need to be marked and described well so that patrons will know what they are looking at.
- Tom Caswell requested 100 excavation sites from Carl Halbrit
 - 7 quarters of productivity
 - October 1st identify 10-15
 - Locks on corner office need to be changed to secure documents.
 - Need to develop a system of removing and returning items during scanning.
 - Scanning of materials will start Oct 1st, but this will be an ongoing endeavor over the course of the next year and a half. For archaeology, 10 to 15 site summaries need to be ready for scanning, which is 10% of the total.
- Susan Parker said that scan and finding aids with descriptions will be helpful for the Historical Society's materials.

- Tom Caswell and Jim Cusick will decide whether to meet weekly or every other week to discuss the progress of the project.
- Tom Caswell said that Herschel's list will be helpful when going through the Government House's documents.
- Susan, Carl, and Herschel will get materials to be scanned ready by October 1st 2012.
- Herschel's list will start with the National Registry Sites 1st and then concentrate on the sites that UF manages.
- Need a page or less describing what this project is going to look like – more specific for grad students in hopes of getting them interested.
- Carl Halbrit - how does this contribute to the overall knowledge of St. Augustine? When choosing items to be scanned he will use personal knowledge.
-Side note - he mentioned wanting to scan the 1821-1860 City Commission Book of city council meetings so that it could be digitized too.
- Susan Parker will choose items not known in any other database in order to expand the colonial base and digitize items that patrons don't know exist.
- Tom Caswell reiterated that the main focus of this grant is to uncover hidden collections that here to fore have not been seen by the public.
The only clarification is the time line for scanning.

Questions?

Advisory Board Meeting NEH Grant November 2nd 2012

Advisory Board members present:

Carl Halbirt, City Archaeologist, St. Augustine

Susan Parker, Executive Director, St. Augustine Historical Society

Herschel Shepard, Retired Architect, FAIA

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine

James Cusick, Co-PI, Unearthing St. Augustine

Mark Sullivan, Systems Programmer, DLC

John Nemmers, Archivist, Special and Area Studies Collections

Matt Armstrong, Project Manager, Unearthing St. Augustine

Matt Peters, Project Programmer, Unearthing St. Augustine

- The agenda and minutes from the last board meeting were accepted and approved.
- Tom Caswell presented the new members and asked them to introduce themselves.
 - ◆ Matt Peters – has a background in GPS tracking and is open to the committee's vision
 - ◆ Matt Armstrong – graduated from Flagler – has a historic preservation degree – understands the value of this material for students in their research
- Tom Caswell asked if a survey (both pre and post) regarding the creation of the interface can be developed for this project and asked the board members to think about what they want it to look like.
- Herschel Shepard followed up and asked again what materials are they going to target for this project?
 - ◆ The goal is to have 1500 records completed by end of December.
 - ◆ Need to know from Carl Halbirt what he wants to include.
 - ◆ Part of the Herschel Shepard Collection has been ingested (about 200 item records so far).
 - ◆ Tom Caswell asked about the prioritization guidelines for items to be digitized.
 - ◆ Susan Parker and Carl Halbirt are not yet ready to present their lists of items to be processed at this time but will begin working on that soon.
- Matt A. established he will be working in the Government House lab Monday through Friday from 8am – 5pm if any of the board members want to meet with him during those times.
- Jim Cusick and Carl Halbirt have met outside the board meetings to discuss how to begin the process.
 - ◆ Jim Cusick developed an idea of how to begin.
 - ◆ Carl Halbirt wants items that are transferred from the site file to the lab to stay in order while in transit to and from the Government House.
 - ◆ He wants to begin with the Castillo project -- he has photos, maps, etc.

- Matt A. questioned whether or not the larger maps in the collection were to be scanned and if so, how they were going to be selected.
 - ◆ Tom Caswell said that because of the deduction of the grant award, large scale maps were taken out of the proposal but they could accommodate the digitization of such items on a case by case basis.
 - ◆ Anything larger than a newspaper will have to be transported to Gainesville and be digitized on campus.
 - ◆ DLC is currently being moved off campus so all large format requests will have to wait until they have successfully relocated and are up and running again.

- Tom Caswell asked Susan Parker if there were older maps out of copyright that could be digitized.
 - ◆ She said “yes” but they don’t always have the best copies of things (it sometimes is the difference between 1930’s technologies versus 1970’s technology).
 - ◆ They do have a good finding aid but are physically extremely large items – bigger than the scanning bed in the Government House lab.

- Herschel Shepard asked about how to prioritize these maps?
 - ◆ The town plan of the colonial city is historic and has a landmark status.
 - ◆ He suggested that there should be a special category of maps that directly related to the historic city’s layout.
 - ◆ The early maps of St. Augustine are extremely important to this project and should definitely be included.

- Susan Parker said that another worthwhile project would be to include the public records from the clerk of the court.
 - There are older drawings that have separate map indexes.
 - She suggested that someone go through the map index and all the public records to digitize them.
 - The deeds that accompany the maps are very interesting and add background information about the property.
 - She suggested that they ask Carleton from the city clerk’s office to attend the next board meeting to gain his expertise and knowledge in this area. He is a good source for suggestions on what to include in this project. She will email Tom Caswell his last name so that he can be included in the next meeting.
 - She also mentioned that St. Augustine is unique in that they have all public records from 1820 to present; nothing has been destroyed in any natural disaster like a fire or flood as is true of other cities.
 - Tom Caswell agrees that this would be a good component for the project.

- Carl Halbirt suggests that someone take the Alvarez ledger and make sense of it. The ledger is of properties during the Spanish period – 1830s that includes the buyers and sellers of each property. It has never been digitized.

- Jim Cusick said that if students/faculty could cross reference the maps that would be helpful. Currently it is difficult to go through a single property when conducting research on a given area so it would be helpful to have someone make it easier to use – like a grad student or programmer.

- Jim Cusick asked about what's happening with the progress of the grant over the next 2 weeks.
 - ◆ Matt Armstrong is going to be working on processing files related to properties that were outlined by Herschel Shepard and he's doing prep work in the lab to begin to get a more streamlined work flow.
 - ◆ As a side note for the processing of each record - Mark Sullivan said that Matt A. can assign record numbers locally for each item digitized at the lab – he doesn't have to wait for UF to issue numbers remotely.
 - ◆ Matt P. is training – getting up to speed with the software he'll be using to create the interface.

- Jim Cusick and Carl Halbirt discussed how to get the items from archeology prepped.
 - ◆ First, they need to discuss what needs to be taken to be scanned.
 - ◆ Due to their nature, archeological items can be fairly complicated to process.
 - ◆ Carl does not want these items to be processed within the current workflow – he wants them to be processed separately and then merged back together after they have been digitized.

- Jim Cusick suggested that they may want to spend November through December prepping the archaeological stuff.
 - ◆ Get the records ready before beginning to scan them.
 - ◆ This will impact both Jim and Carl during this process as they will have to schedule further meetings.

- Site by Zone layout for digitization was suggested to be sure that all have been linked correctly.
 - ◆ Tom Caswell said that having a good finding tool will be crucial.
 - ◆ Mark Sullivan said that there will be a geographical component – individual items will be indexed but there will also be structure and overall folders to make searching easier.

- Jim Cusick suggested that the project team takes the most complicated archeological site to process first in order to find and hopefully conquer all unforeseen problems before they launch into the whole workflow.
 - ◆ Carl Halbirt agrees.
 - ◆ Tom Caswell assumes that each will have its own issues because of the way they are arranged.

- Herschel Shepard asked about the priority for these items to be scanned. Is it the time frame of the property or is it the actual historic site that should be considered?
 - ◆ Jim Cusick says that the most complicated with the most data – one that has all the time periods represented.
 - ◆ Carl Halbirt says that the vast majority of them have multiple components.
 - ◆ Herschel Shepard asks if they are to be arranged by geographic location.
 - ◆ Jim Cusick says that that is the question – by location, by time period.

- Herschel Shepard states that there should be 4-5 keywords associated to each record for each in future searching.
 - ◆ Jim Cusick assures him that there will be more than that. It's the goal of the project to have as complete/complex indexing as is possible/plausible.

- The floor opened up to a discussion of where and what to start with?
 - ◆ Jim Cusick suggests starting with Cubo Line.
 - ◆ Carl Halbirt– over 10 years old.
 - ◆ Herschel – start with the most complex.
 - ◆ Jim Cusick agrees to start with the most complex so that would help to decipher how much time/effort it is going to take.

- Carl Halbirt is concerned with scheduling.
 - ◆ He has a big project that is coming up on Cordova Street.
 - ◆ It will be 6 months in the field.
 - ◆ Carl will have to schedule times to meet with Jim Cusick for delivering items because when he’s out of the office, it is locked and no one can get in.

- Herschel Shepard asked if there are any archeology students from UF that might be interested in volunteering with the project.
 - ◆ Tom Caswell said maybe.
 - ◆ Carl Halbirt said to be careful how many “volunteers” get involved – he doesn’t want too many people handling these sensitive materials for fear they may be damaged.

- Matt A. said he can coordinate with Carl Halbirt to arrange and schedule times for the delivery and pick-up of any materials that will be digitized.

- Tom reminded Matt A. about “scan on demand” items that public officials and other researchers will be asking for as we move forward with this project.
 - ◆ It’s important to keep all items in order so that everything can be digitized and kept safe.
 - ◆ Matt A. will have to come up with a viable work flow for such impromptu requests.
 - ◆ Matt A. assured Tom that he’s working on a solution for such things.

- Tom Caswell asked that everyone take the next few weeks to think about how to prioritize items to be digitized so that the project will have a starting point.

- Jim Cusick and Carl Halbirt agreed to meet.

- Matt A. questioned how to list items – will they be by location? For named properties, yes.

- Tom Caswell said there will be a GIS component on all properties.

- Carl Halbirt asks if the project wants to digitize the lab analysis sheets on each site.
 - ◆ John Nemmers asked if they are already included in each report.
 - ◆ Carl Halbirt verified that each does have a lab analysis sheet.
 - ◆ Jim Cusick says that we should scan them too.
 - ◆ Carl Halbirt says to be sure to scan them on both sides as they have information on the front and back of each sheet.

- Tom Caswell asked Susan Parker to commit to getting some materials ready and she agreed.

- Tom Caswell asked the board and project team members if they have any questions or expectations about this project.
- Herschel Shepard says he feels like it is an extraordinary time as the University of Florida partners with the city of St. Augustine – it's a major milestone.
 - ◆ Colonial core in the private sector.
 - ◆ He also said that it's a great privilege to be working on this project during this great time in St. Augustine's history.
 - ◆ There is an extraordinary dynamic in the city at this time.
- Susan Parker agreed saying that it's a good thing that the University of Florida is working with the city to accomplish this great task and that together a more generalized overview of items from the collection will be reached.
- Matt A. and Matt P. gave out contact information to the board members.
- Tom Caswell said he would send out a list of everyone's email addresses and contact information.
- Meeting adjourned.

Advisory Board Meeting NEH Grant February 8th 2013

Advisory Board members present:

Carl Halbirt, City Archaeologist, St. Augustine

Herschel Shepard, Retired Architect, FAIA

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine

James Cusick, Co-PI, Unearthing St. Augustine

Mark Sullivan, Systems Programmer, DLC

John Nemmers, Archivist, Special and Area Studies Collections

Matt Armstrong, Project Manager, Unearthing St. Augustine

Matt Peters, Project Programmer, Unearthing St. Augustine

Guest(s) present:

MisCha Johns, City Archaeology Program assistant, St. Augustine

- The current agenda and minutes from the Nov. 2, 2012 meeting were accepted and approved.
- Project Manager update by Matt A.:
 - To date (not including the material from Herschel) he has scanned and processed about 2,025 items thus far.
 - Has been working on progress photos (large format) from the archaeological sites at the Government House.
 - He has secured two volunteers for extra help with the project. They are students from Flagler who will be using the collection for a social media project which will give the collection more visibility.
 - They have also digitally ingested about 540 drawings and 1,100 photos of Herschel's collection.
 - Tom C. mentioned the original project goal is to image about 10,000 items which is about 1,500 images a quarter so they are doing better thus far than projected.
- Matt A. brought up a concern about each "block." Some sites are larger and include many buildings. He asked if it would be easier to categorize each site by block, not by lot.
 - John N. mentioned that because an address can change for a site that they should also include street names for each block.
 - Mark S. said that for each building authority record, the lots should be linked to each block.
 - Herschel S. agreed this would be much more simplified if the lots were linked to each block.
 - Mark S. said that they were working on coordinates for each block - to add additional information to each item.
 - Carl H. said that they should use the 1923 lot/block map for reference.

- Tom C. said that they should be able to scan it soon.
 - Mark S. said they are looking for data points for the rough data.
 - John N. agreed that the 1923 lot/block could be used as the basis for all the others – a jumping point.
 - Carl H. said that they have the originals of these (about 30 pages) and that they tie in with other things from the past – the standard map when referencing property – the basic lot/block map for St. Augustine from the early 19th century to the 20th century.
 - Herschel S. asked if this is related. Are these the limits regardless of how they have been separated now? Can they relate? Carl H. said “yes” and that the city has parcel maps now too that they can use to see how it is divided.
 - John N. questioned the items already scanned – can they have access points and coordinates to locate the block/lot? For instance, can things that have already been added from Herschel’s collection have this information added later?
 - Mark S. said that yes, they can be added later.
- Project Programmer/Developer update by Matt Peters:
- Gave handout of progress.
 - Up to speed thus far.
 - Working on continuing education for himself.
 - Will add a function to process data.
 - Will discuss custom map tools as they are developed.
- Matt Armstrong had a question about keyword searches and the display of materials.
- Jim C. asked what exactly would appear during a search.
 - Matt P. said that from the block one could zoom in to see the lots and if there is information linked to that lot, it will appear as you zoom in.
 - Jim C. asked about default images.
 - Mark S. said that several views for each would appear and the resulting list would be next to the map. Patrons would click a section and the corresponding thumbnails would appear.
 - Jim C. asked if the list will display next to the map.
 - Mark S. said categories and the map would appear simultaneously.
 - Matt P. said it is possible to toggle from section to section when viewing a block.
 - Mark S. asked if the group could think of all the materials going in and if it would be possible to create 5 sections that will cover all the information – a genre term
 - Herschel S. stated that there are 3 basic categories for Historical Preservation –
 - ❖ History
 - ❖ Archeology
 - ❖ Architecture

(He also stated that there are sub categories of other important information that should be included – various forms of testing etc.)

- John N. said that the group needs to figure out what these categories will be soon so they won’t have to add metadata after the images have been scanned – they need to define the terms now to make it easier as they scan and process items.

- Matt A. asked about adding time periods and John N. said they could be added later. Mark S. agreed and said that a drop down menu of the ages could be added.
- Tom Caswell asked how they would separate the ages.
- John N. said it was a slippery slope.
- Tom C. asked if it would be the date designated to the property but Herschel S. said that can be arbitrary.
- Carl H. stated that while the elements of history and reconstruction are important and time is critical – what about the function of each site – was it a house, did it have a trash pit, etc.? Time period and the function of each site should be included and able to be searched / cross referenced.
- Mark S. said that the map and results with a time line at the bottom could appear when something is searched – the date of each in ages and years.
- Carl H. said that there are general periods in time that are meaningful and asked how they would be arranged.
- Jim C. asked the programmers if basic information could be entered into a search engine and still produce results – would the search engine be able to figure out how to search – i.e. date range for all structures from one period to another – would it know to look for structures that still exist or would they have to create the list?
- John N. said that they would have to create the list of structures but it would be easy if they have the dates and buildings.
- Jim C. said that it can get complicated – standard structures and archeological sites have a Spanish component - they would need a matrix to accomplish this – it would be a lot of work but it could be done for every site.
- MisCha commented that it will be easier to add the matrix as items are being processed rather than adding information to the record afterward – it's more time consuming after.
- Jim C. agreed that the matrix needs to be decided now.
- John N. said that after the matrix has been decided it will be easy to make sure that checks are marked. The Archeological sites will be more difficult than the structures.
- Carl asked how the timeline should be broken down. There needs to be a timeline that is meaningful. Something that both academics and lay people can use – lay people might need more assistance with searches.
- MisCha stated that lay people will probably search for items differently – i.e. is it a hospital, military, or religious site?
- Carl H. stated that the timeline needs a function.
- Herschel S. stated that the standard survey form has already mapped that out and established a common survey of the data. The group should try to interpret the data and decide now what the guidelines are so that the programmers don't have to decide.
- MisCha suggested that they create a PDF form with boxes next to the information that should be included on each item for the programmers to use when entering data – a check list of sorts.
- Carl H. mentioned that it will be up to the person providing the item to get the right information entered into the system.

- MisCha agrees with Carl H.
- Mark S. said that they would need to see some of the primary documents to see what information is included on them.
- Jim C. said they can't rely on existing surveys.
- Herschel S. agreed.
- Jim C. suggested that they look at the existing surveys and use them as a basis for a checklist that assigns things to time periods and key words associated to that site.
- John N. said that wouldn't be impossible.
- Jim C. said the programmers should link the forms to make a search viable. There needs to be a form otherwise there wouldn't be a good search.
- Tom C. suggested using the Florida Master Site Files as a jumping point.
- Carl H. agreed that would be a good jumping point.
- Jim C. mentioned the Historic Records Survey as a standard.
- Herschel S. said the Master Site Form is the closest to a consistent record and the whole purpose of a check list is to lead a patron to the information they might need.
- John N. agreed.
- Mark S. said that they need to do it now or it will have to be retroactively added.
- Jim C. said it could be added at the end but it would be better to add the information sooner than later so that they can test the results of a patron searches.
- Mark S. said they could use an intern to add information retroactively.
- Jim C. said that geographical searches will be most common but others will need a date range when searching and there needs to be a way to differentiate.
- Herschel S. asked if there will be 1 form covering the 3 types of searches.
- Jim C. stated that people that want something other than a specific time limit will want a specific building type to search and the group could design a form with less than 50 boxes to check and even add keywords too.
- Tom C. said that once the form has been created they should pass it around for everyone to look at and review.
- Jim C. said that they can pull from forms that already exist – no need to reinvent the wheel.
- John N. and Herschel S. both agreed that the block and lot for each site should be used as the beginning point.
- Jim C. said that each site has the block and lot recorded for archeological sites. The Master Site File has the name of the site and address of the site (BDAC) and they need to be connected together so they function together.
- MisCha said that keywords could pull information up for a site without the block and lot.
- Carl H. uses the BDAC and address of a site as an easy retrieval device when he's searching for an item and said that they need all those numbers for find it – he agrees with Jim C.
- Jim C. said that a patron might not necessarily know the block and lot number when searching.
- John N. asked from a data entry point of view – what is the one number that needs to be included? Can that be added afterwards by the programmers?

- Mark S. said that the block and lot number is most important.
 - Jim C. reiterated that patrons might not necessarily know the block and lot number for a site.
 - Herschel S. said that block and lot should be used as the starting point.
 - Jim C. said that it would be OK to add those numbers later but that they needed to be included.
 - John N. asked if the numbers have changed over time.
 - Herschel S. said that yes, the block and lot number for a site can and does change.
 - Jim C. asked if there was a base number that stayed the same.
 - Carl H. said block and lot numbers relate to a specific site – an address/place and could be used as a reference point.
 - Jim C. stated that there are lots of site reports out there and new comers would use them instead of block and lot numbers since most don't know the block and lot numbers for any particular site.
 - Tom C. said that the block and lot numbers are the hooks that they have been hanging the records on originally.
- All agree that each authority record should have ALL the numbers that relate to any given site included in it.
- Mark S. stated that the coordinates for a site would be the absolute best way to discriminate but for now they would use the block and lot as a starting point.
- John N. asked for a list of all projects that are going on and the coordinates for all sites to use as a reference.
 - Matt A. said that he had something he could email to John N.
 - Mark S. said that using coordinates for a site implies that they are using a level of precision that they are not currently using. They should discuss.
 - John N. said they are dealing with specific things but also have platforms with many sites included. Where do they stop when adding coordinates? The site? The well?
 - Mark S. said that the going is not to build a comprehensive list of all things at St. Augustine – there isn't enough time.
 - Tom C. said the group should be looking for the lowest common denominator when deciding what to include in each record.
 - Herschel S. asked if everything they record will have a block and lot number.
 - Matt A. said that not all do – the government owned properties don't have block and lot numbers. And asked if all have site numbers.
 - Carl H. said that all lot and blocks have subdivision names.
 - Jim C. stated that they should just be aware of the problem and deal with exceptions as they arise.
- Carl H. shows the group a map with lots and blocks for reference.
- Tom C. said they need to come up with a form that is standard.

- Carl H. and Jim C. are going to confer about the standard for this project and talk to Herschel S. to create a common form.
 - Mark S. suggested that they put the form online so if there are mistakes that are found at a later date, they can just uncheck the box next to the incorrect data and thus fix the record.
 - Herschel S. said to create a form that will refer to every particular lot and block and asked if they will have a form that applies to the site.
 - Jim C. suggested that they create a list that is comprehensive enough to cover most (80%) of the patron's inquiries.
 - Herschel S. said there needs to be a generic idea of what happened at a particular site.

- Tom asked the group to have a form by the end of the month for the programmers to use when processing data.
 - Mark S. asked for the information as soon as possible for them to use when entering information for each site.
 - Herschel said they should get together on this soon to figure out what the programmers will need.
 - Jim C. said that he could have something together in a couple of weeks.

- Tom C. asked Jim C. to take the initiative on creating a form for the programmers to use when entering scanned data.
 - Jim C. needs clarification of archeological sites – each site has many numbers associated with it. Asked that they prioritize the sites and take the harder sites first.

- There is a discussion of the more complicated sites – they should sample the projects to be sure they have a good sampling. They need to make a list of items that they don't want to miss for this project (the smaller sites).
 - John N. said they have the big sites but need the smaller ones – i.e. Native American sites.
 - MisCha said they have a site file of all that they've done at the center for St. Augustine - by zone in chronological order, when it was done, the order excavated, zone in the city and that it's a HUGE list.
 - Jim C. said that they could use a "list by zone" Excel spread sheet and asked Tom if all current sites from the city archeology could be processed after the Government House stuff had been scanned if there was time/money.
 - Tom said yes, that was part of the proposal.

- Herschel S. stated that once they get the check list done if he were to search for a list of structures (i.e. American territorial period) what would he get in his search.
 - Would the information he got be a list of sites? Could he point to one particular site in that resulting list to get something more specific?
 - MisCha stated that the patron would want to give as much information as possible to limit the results from any search.

- Herschel S. said that it should be a 2 step process – the patron should be able to enter the block and lot number to get an answer – he doesn't want to have to enter all the information for each site at first when searching.
 - Mark S. said that could be an option. The more information you give in a search the more specific the results. He mentioned having a keyword search in the authority list.
 - Herschel S. wanted to know what information would be obtained in a search and expressed his concern to the amount of material that could be returned from any search – it might be overwhelming.
 - John N. asked the group to think about what the default will be.
 - MisCha said that depends on the information entered into the search engine. The less you enter the more results one would get.
 - Herschel S. stated again that he doesn't want too much information from each search at first.
 - Tom C. said that the results list comes down to how the patron would conduct the search. Facilitated searches will give more specific results.
 - Mark S. said that the search results should bring up the primary sites.
 - Herschel S. reiterated that too many results can be overwhelming.
 - Tom C. said that facets on the tech side of the search will help reduce the amount of return for each search.
 - Herschel S. said they need to sit down and work on the form.
- Jim C. – most images in the collection are digital now. Once they go back to photos and slides, who enters the data?
- Tom C. – Matt. A. will go back and enter the information.
 - Matt A. – if there is no information for something to be digitized – what should they do?
 - Jim C. – weed those out if there is no information listed.
 - John N. asked how many slides/photos are from the Government House.
 - Jim C. – there are between 10-20,000 slides.
 - John N. – is there itemized data for each slide?
 - Jim C. – yes.
 - John N. – so each slide has a unique description?
 - Carl H. – yes, each slide has a physical description and location and some are grouped by a particular site.
 - Matt A. – can we group by series?
 - Jim C. – the problem with grouping by series is that if someone needs something specific then there will have to be identifiers for each specific level for each item.
 - John N. – if you don't group then the search results will be enormous.
 - Jim C. – need to have each item listed so you'll know what you're looking at.
- Discussion about what level the search is going to include.
- John N. and Mark S. - need to group by site and not each item – authority work is done once then each part is listed after the group is found for the search.
 - Jim C. – that's more work.
 - Carl H. – there is no master list.

- Matt A. – what about a photo album? Does he pull out each item and scan it and list each one or the entire album?
 - John N. – the album is the item.
 - Mark S. – will email everyone to figure this out and get feedback in order to make a decision.
- Matt A. asked about whether or not images of human remains should be included in this project.
- Carl H. said stay away from posting such images that there are moral issues.
 - Jim C. agrees.
 - Matt A. asked if items that had been published in the newspapers could be included.
 - Carl H. and Mark S. both agree that it's OK if the images were published but no personal images of human remains should be included in the project.
 - Tom C. said they would dark archive these.
- Herschel S. asked if there could be a sample of records on a laptop for the next meeting so they could have a sample of what was being scanned.
- Mark S. – can look at material.
- Carl H. – start working on a list.
- Herschel will confer with Carl H. to begin working on a list.
- Jim C. and John N. will look at historical sites to see how they were documented.
- Tom C. asked if they should augment the board – several names were introduced as potential candidates:
- Jim C. mentioned the Florida Anthropological Society that will be meeting this May – there is a poster session – perhaps the group should have a presence.
- MisCha is on the board – it's hosted by the local chapter in St. Augustine this year (on May 10th 2013).
 - Tom C. will be at the Florida Trust.
- The board will meet again April 5th, 2013.

Advisory Board Meeting NEH Grant

April 5th 2013

Advisory Board members present:

Kathleen Deagan, Distinguished Research Curator of Archaeology Emerita, Lockwood Professor of Florida & Caribbean Archaeology, UF's Florida Museum of Natural History
Kelly Enright, Assistant Professor of History & Director of Public History, Flagler College
Carl Halbirt, City Archaeologist, St. Augustine
Susan R. Parker, Executive Director, St. Augustine Historical Society
Herschel Shepard, Retired Architect, FAIA
Glenn G. Willumson, Director, Museum studies Program, UF College of Fine Arts

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine
James Cusick, Co-PI, Unearthing St. Augustine
Mark Sullivan, Systems Programmer, DLC
John Nemmers, Archivist, Special and Area Studies Collections
Joe Aufmuth, GIS Librarian, Documents Department
Matt Armstrong, Project Manager, Unearthing St. Augustine
Matt Peters, Project Programmer, Unearthing St. Augustine

Guest(s) present:

Jenny Wolfe, St. Augustine City Planning
Mark Knight, St. Augustine City Planning

- The current agenda and minutes from the February 8th, 2013 meeting were accepted and approved.
- Introductions of all persons present.
- Overview of project from Tom Caswell
 - View of project's progress - live interface of current online information thus far and discussion of:
 - Manipulation of images in archival collections
 - How to bring all together and make user friendly
 - Showed different webpages currently online - how they are set up to get ideas that can be used within this project
 - Still in rudimentary stages at this point – have lots of data ready but now need to apply it to this project
- Matt Armstrong gave the Project Manager update
 - Discussed that the primary focus for now in choosing items to be digitized are the structures under UF's stewardship
 - Matt A.'s been digitizing the Progress Photo Books as well
 - Documents are scattered about in the Government House which is making his job more challenging (as are the current building renovations in the Government House itself)
 - Matt A. shows some of the scans that have been done as well as the documentation that is available now

- Matt A. has also created a blog with Dr. Enright's students "St. Augustine Time Travelers Society" to show the progression of how a particular house has changed over time and hopes to continue the blog after this semester ends
- Glenn Willumson asked if the photos that were being digitized had dates listed
- Matt A. said in most cases, yes they did and that information was being added to the record
- Susan Parker asked if "ND" could be added to a record if there was no date listed on the item
- Matt A. said that it could be added
- Glenn W. suggested that from a conservation point - perhaps a date range could be added if no exact date had been listed
- Tom C. said that could be possible and that it would be helpful
- Glenn W. asked about the project's process
- Tom C. said that about 3,500 images have been scanned thus far and explained that once something had been imaged that they have to physically take the digital information back to UF to be ingested - after quality control it can take a few days for that information to be "live" for the public
- Matt Peters and Mark Sullivan gave the Project Programmer/Developer update
 - Currently this is a digital depository that can be searched from any top level
 - It already searches and exposes many types of information
 - Want to be able to show everything connected to any document on one map
 - They need to create an authority database
 - Need to come up with a list of identifiers for each location
 - Need to add more geographic information
 - Build a database that can pull up as much information on each site as possible (Google Maps can display newspapers, aerial photography, etc.)
 - They explained UFDC and its applications
 - Showed the current interface of the project
 - Showed how to search within the interface and how to put the information together so researchers can understand the results
 - They are using a hierarchal approach but wanted input from the group about how best to organize this into a physical structure
 - Herschel Shepard suggested starting with the date of the site
 - Matt P. explains how the mapping will work – different icons for each site will appear to show differences in the data
 - See handout for the project outline – bold points have been completed – stars are things that he's working on
 - They are making easy as possible for users but there is still a lot of map integration to go
 - Glenn W. asked about the authority records and if there is already a vocabulary in place that the project could utilize
 - Tom C. said yes, a controlled language is being enforced
 - Glenn W. said that if the records were not consistent then it could cause problems later
 - Tom C. agreed that the records and the information must be consistent
 - Joe Aufmuth asked if one could see several blocks and lots at once
 - Matt P. said yes
 - Herschel S. had questions about the copyright restrictions for Sanborn maps
 - Mark P. said they are aware of the work being done thus far and that the project is OK
 - Tom C. said that the 1923 maps of St. Augustine have all been scanned thanks to Mark Knight and the City of St. Augustine Planning Department

- Herschel S. asked if there are notes on each record stating where the original document is housed
- Mark S. said that yes, there is text that will be available – each contributing section will have its own home page describing what information each had contributed to the project
- Matt A. said as things are relocated in the Government House the location in each record will reflect the move so that things can be found
- Jim Cusick began the discussion of selecting/presenting data on archaeological sites and asked for input and ideas from the group
 - Tom C. asked how to incorporate the archeological data from Carl's collection into the database
 - Jim C. said they need to think ahead to how they want to search for things – they need the database to be robust enough
 - Jim C. – they need to decide what they do and do not want to scan
 - Jim C. asked the group that whenever a site/location gets added to the database, do they want a brief profile of each – the site report to be included? All agreed that they want the site reports
 - Jim C. asked about the categories that they want to include – for most major sites (are these sufficient?)
 - Field forms
 - Features
 - Master fields
 - Field maps
 - Lab work
 - Graphic
 - Field shots, pictures of artifacts
 - Contract and letters for each
 - Files of previous work done at that site and articles that were published about it
 - Jim C. asked how deep into each site does the project want to delve – what resolution for each image – do they need to re-shoot for better quality
 - Carl Halbirt said that a lot of these major sites are already digitized – do they want to scan everything – for some of the larger sites it might be too much information to be able to finish within the project's timeline
 - Kathy Deagan said they should include a list of materials not just raw data
 - Jim C. – can give us guidance but most will need unit maps and field maps
 - Kathy D. said they will need the site maps to be included too
 - Discussion of what can and can't be placed online – what is legal to post
 - Joe A. said they should make it a special request for more sensitive materials
 - Jim C. – don't want to facilitate looting but still need information for researchers
 - Tom C. – can always dark archive materials at a later date if materials are sensitive or possible copyright questions arise
 - Herschel S.– questioned the legality of private versus state owned property rights
 - Carl H. said that 95% of St. Augustine is privately owned property
 - Susan P. asked if private property owners sign away intellectual property rights
 - Mark K. said that these things are available in the public records
 - Carl H. said that often he has one private and one public record for any site that he excavates
 - Susan P. interjected that some public records are available in person but not necessarily available online

- Further discussion of what needs to be included in each site/location's record
 - Carl H. asked how much information does the project want to put out there – some archeological sites have 100's of pages of information
 - Field notes – may or may not be releasable
 - Jim C. would like to include the site summary and site report – base map – results of lab analysis
 - Tom C. and Kelly Enright asked about images and other sensitive material from a site
 - Susan P. raised the question about what is going to be omitted
 - Tom C. asked about the photos on MisCha Johns' flashdrive – can the lower resolution images be scanned at a higher resolution
 - Carl H. – yes, they have the original photos and digital images
 - Mark S. – if usable then leave it alone since it's expensive to reshoot
 - Jim C. asked the group to pick the complicated sites first to look for all problems – pick a test case to start and then re-visit after it's been completed to see if it's enough
 - John Nemmers questioned how we get items for scanning – proposes that we scan everything first and then decide what goes "dark" later
 - Glenn W. agreed that it will save wear and tear on items if we scan all at once now
 - Tom C. agrees
 - Jim C. agrees
 - Jim C. – scan one site and then present it to the advisory board and then they will know how to proceed with the rest
 - Kathy D. mentioned that adding this information to the web might increase requests from Carl's office
 - Kelly E. said that from a teaching aspect it would be great to have more information available online
 - Herschel S. agreed that after one site had been scanned they should present it to the board for review
 - Tom C. said that the authority file will take care of all properties and data that needs to be included
 - Jim C. – need a sample form ahead of time before scanning the site to show what's included
 - Matt A. – is there a way to extrapolate information
 - Jim C. – it matters how they search – they need major and minor components for each site but they need a concrete example first so they can pick apart the problems
 - Herschel S. – to say "a major" versus "a minor" site is subjective
 - Kathy D. – it's easier from an archaeological perspective
 - Tom C. asked the group to get a big site ready for Matt A. to scan before the next meeting
- Talk of absorbing the parish records
 - Tom C. - there are translations in the Government House
 - Susan P. – multiple translations of these records (1st translated in the 1930's or 40's) so there are multiple versions of each
 - Susan P. – the Historical Society owns the ones they translated
 - Tom C. – could the project use the ones from the Government House
 - Susan P. – yes

- Glenn W. asked if there was the possibility of the public being able to interact with the information on the site
 - Mark S. – there are virtual “book shelves” that can be created and then shared with the public (for professors and students) and a way to let them make customized maps
 - Glenn W. asked if there could be an additional window that would allow people add information to a site
 - Mark S. said that currently there is a “contact us” link at the bottom of each image and they could highlight that option for patrons
 - Tom C. suggested a “comments field”
 - Mark S. said there is a “descriptions” field
- Susan P. asked how they are going to use information from the Historical Society since much of their information isn’t site specific
 - Tom C. said that it would be searchable because of the text but he’s open to other suggestions
 - They will add context to each area – “the story”
 - Kelly E. suggested that a timeline be incorporated too
- Meeting adjourned – next meeting will be in July

Advisory Board Meeting NEH Grant

July 12th 2013

Advisory Board members present:

Kelly Enright, Assistant Professor of History & Director of Public History, Flagler College

Carl Halbirt, City Archaeologist, St. Augustine

Susan R. Parker, Executive Director, St. Augustine Historical Society

Herschel Shepard, Retired Architect, FAIA

Glenn G. Willumson, Director, Museum studies Program, UF College of Fine Arts

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine

James Cusick, Co-PI, Unearthing St. Augustine

Randall Renner, Project Manager, DLC

Mark Sullivan, Systems Programmer, DLC

John Nemmers, Archivist, Special and Area Studies Collections

Joe Aufmuth, GIS Librarian, Documents Department

Matt Armstrong, Project Manager, Unearthing St. Augustine

Matt Peters, Project Programmer, Unearthing St. Augustine

Bess de Farber, Grants Manager, Smathers Libraries

Laurie Taylor, Digital Humanities Librarian, Smathers Libraries

Guest(s) present:

Jenny Wolfe, St. Augustine City Planning

Meeting Notes:

- Approval of agenda and minutes
- Introductions by all attendees
- Demonstration by Matt Peters and Mark Sullivan of the new SobekCM Plugin with handout
 - Great new map editor with overlays shown with transparency for different maps, shown with the aerials with the full flight lines.
 - This is still not public, but is available from the items using /map edit after the permanent URL .
 - Block and lot data layer, showing the options.
 - The item is associated with the item, as added by the user.
 - The next interface will be the searching interface to add overlays with the items and searching for items.
 - The fourth phase, if there is time, is creating custom user maps to save for users and then give the option to make public for others, a class, etc. This phase for the interface is ideal for future projects as with Caribbean and world literature with yard narratives and space.

- Lively discussion on how people can add metadata, how they search, how this will work for different items, and so on. Clearly the excellent interface inspired conversation from an already passionate and interested group. Great discussion.
- Review of the block and lot overlay, and discussion of the 1923 map that could be useful in moving from parcels to true block and lot format. Jenny may have more data for the block and lot.
- The book from 1923 is the data source for block and lots, and it will be uploaded soon, with batch 7 of digitized files from Matt Armstrong.
- Carl has an image with the Rocque map, Puente map, and others including the US topographic map all rectified together.
- Discussion of the block and lot and how that relates to coastlines.
- Update from project manager Matt Armstrong on digitization.
 - Powerpoint update (we should get a copy and upload it to the project site to promote the project and to promote the excellent work that Matt is doing).
 - Update on recent materials digitized:
 - Progress photo books
 - Large block and lot photographs
 - HSAPB map collection
 - Copyright concerns with some items and Lois is contacting for those, with the Archive of the Indies
- Updates with archaeology sites and getting an aggregate for archaeological items for ease of searching.
 - Glenn asked if the location of the originals is known, and yes, it is known and this is noted in the records.
 - Review of the Monson Motor Lodge materials.
 - Time for the materials which filled a full Bankers box was 1 week with 1 person and without a high speed scanner, but the scanning was a very small part with the metadata being the bulk of the time with the full box of many items in many folders with description to the folder level.
 - Discussion of metadata and how to create a guide to the sites with ways to enhance access by creating context.
 - Discussion of materials that were not scanned because they contained sensitive information, and some with zooarchaeological articles where they digitized the first pages but not full articles to provide access but not create complications.
 - Discussion of how and what to include, and the need to balance for the best return on investment and best positioning for future granting opportunities.
 - Recommended to not include test unit excavations and artifact analysis.
 - Great idea from Glenn to include metadata for folders even if not scanned because it creates the opportunity for future needs.
 - Also, each site is smaller than the first site and this largest took 1 week, so it makes sense for the plan to be to scan all and then some will be dark, but ensures all will be preserved and accessible in the future as appropriate with open or check in type access.
 - Archiving folder and images in the exact structure they are in.
 - Also, each of the area collections will have a landing page, and this will support additional information on where to find more "originals held by... Not all digitized..."
 - And there will be a listing or index of sites.
 - Update on what is coming soon.
 - Within the presentation, covered the discussion on the digital archive components.

- Jim Cusick presented on the Parish Record Abstracts, with prior concerns raised on accuracy with an outside researcher, and Jim's own analysis. The abstracts relate to a separate collaborative project with Vanderbilt. Jim reviewed 300 entries from different years and of different types, marriages, burials, etc. and for different groups, etc. reviewed over 1,200 names. Dates were always right, Priest names were always correct, found 25 names that were in question, of those, there were 4 that seemed to actually be errors instead of 20 minor transliteration issues, for approx. a 2% error rate. Vanderbilt is interested in having the Unearthing St. Augustine project mirror their data once they complete their project (Fall 2013?).
- Next meeting in October.

Meeting notes respectfully submitted by Laurie Taylor on July 12, 2013.

Advisory Board Meeting NEH Grant October 4th 2013

Advisory Board members present:

Herschel Shepard, Retired Architect, FAIA

Susan R. Parker, Executive Director, St. Augustine Historical Society

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine

James Cusick, Co-PI, Unearthing St. Augustine

Mark Sullivan, Systems Programmer, DLC

John Nemmers, Archivist, Special and Area Studies Collections

Matt Peters, Project Programmer, Unearthing St. Augustine

Joe Aufmuth, GIS Librarian, Documents Department

Guest(s) present:

Jenny Wolf, St. Augustine City Planning

Bob Nawrocki, Chief Librarian, St. Augustine Historical Society

- The current agenda and minutes from the July 12, 2013 meeting were accepted and approved.
- Handouts and presentation of Matt Peters' progress.
 - They have finished the editing portion of the project
 - They are moving to the searching functionality
 - They are creating an interface – he demonstrates the backdrop of the new interface and the editing abilities.
 - Several helpful features are already available – one can add points of interest on the map and save the changes.
 - They are revamping the browsing methods.
- Joe Aufmuth asked if the changes would be public.
 - Matt P. said yes they would be public.
 - Joe A. asked who would be able to make such changes to the database and would there need to be permissions.
 - Matt P. said yes, that in order to make and save changes, one would have to be verified via a log-on and password.
 - Tom Caswell asked if there would be super-users.
 - Susan Parker asked how one would get authentication.
 - Matt P. explains the process for one to gain access – people would have to register and have their credentials substantiated.
- Matt P. shows how to get to an item and place it on the map – shows the log-on step required in order to add information.
 - John Nemmers asks if they should let people know they can get permission.
 - Susan P. asks how you let people know they can get permission.
 - Tom C. suggests a “contact us” button at the bottom of each screen.

- Matt P. explains that the only way to add information would be to log-on, the general public won't be logging on for the most part.
- Matt P. illustrates that the beauty of this interface is that once permission has been granted, any user can add information and save it to the public view.
- Jim Cusick asks how they are going to be granting permission.
 - John N. suggests person to person contact to give permissions.
 - Jim C. asks if the request for access would be on the main page.
 - John N. says, no, not on the main page but that everyone would still see points of interest from the public side, they just couldn't make and save changes without the correct log-on permission.
- Herschel Shepard brings up the question of quality control - how are they going to police the information that others post.
 - Matt P. says they could get contact information and then authenticate before granting access.
 - Joe A. suggests that new users go through a tutorial before gaining access so that they will be more familiar with the system if they could make it the tutorial user friendly.
 - Bob Nawrocki brought up accountability – is someone going to go back and periodically check the metadata that has been posted by other users?
 - Joe A. expresses concern – not sure how this would be monitored.
 - John N. points out that once they feel confident with the person's credentials then they don't need to check behind users.
 - Bob N. suggests that some users could abuse this function.
 - Matt P. agrees that since this is a new concept (the interface) that this might be an issue.
 - Tom C. asked if there is a limit to how much information a user can post.
 - Matt P. said there isn't really a limit at this time.
- Further discussion of the functionality of this new tool.
 - Joe A. discusses how the scaling and orientation of the maps help him get information using GIS.
 - Matt P. explains that the interface is geo-locating not geo-rectifying.
 - Joe A. – geo-locating is putting points down – this system can rotate the map to show where it should be for analysis. It's cost effective for researches and it saves time.
 - Tom C. asks if the map will be rotatable.
 - Joe A. assures him that it is.
 - Joe A. explains that if the image coordinates to real coordinates is accurate then they can batch process the information.
 - Matt P. – the example is not ready for this process yet, they are still testing – he will email the group once the demo is working.
- John N. asked if the original proposition for the grant was to geo-rectify but are they now switching to geo-placing.
 - Matt P. said that geo-rectifying takes longer than this system.
 - John N. says he like this better.
 - Joe A. agrees that it is easier and cleaner than geo-rectifying.

- Matt P. states that this is better for researchers and their questions.
- Herschel S. brings up the legal implications. When you talk about setting points on a map there might be lawyers with real estate issues because St. Augustine is really just a bunch of territories.
 - Joe A. says that's why they are not geo-rectifying. The maps can be used to make calculations but even paper maps shrink and change – they need to have a disclaimer to the public to avoid any legal ramifications.
 - Tom C. asked if they already had such a disclaimer in place.
 - Joe A. – no, not as of yet.
 - Matt P. is making a note to add that disclaimer to the interface upon returning to Gainesville.
- All agree that there could be serious legal issues so a disclaimer needed to be added immediately.
- Joe A. expressed his excitement with this project and all the work they have done thus far.
- Tom C. presented Matt Armstrong's progress (Matt was out of town and unable to attend the meeting).
 - Items that Matt A. has digitized thus far:
 - ◆ 555 titles
 - ◆ 3512 items
 - ◆ 8500 digital pages/ images scanned total thus far.
 - They have processed 85% of the 10,000 pages that was the target for this grant.
 - Matt A. is working closer with Mark Sullivan to get things into the system much faster.
 - Tom C. mentioned that there have been multiple visitors curious to see how the grant has been progressing – word of mouth has really gotten others interested in this project.
 - Matt A. has found people in the community that can identify some of the photos that didn't have text describing who/what they are.
 - Matt A. has also been digitizing the scrapbooks.
 - ◆ Joe A. asked if the scrapbooks were being digitized page by page, not photo by photo.
 - ◆ Tom C. said yes, page by page.
 - Matt A. has also set up a blog for this project -- <http://preservedowntownstaugustine.wordpress.com>
 - Matt A. has finished the map negatives collection of the HSAPB and the large block and lot photos. Next he plans to work on the HSAPB block and lot cards – the key to the Government House photo collection.
 - Matt A. will continue to scan the scrapbooks.
 - Tom C. showed some examples of clippings and text that is available for searching.
- Herschel S. asked if after the mini-grant is over this year, will they be able to continue with this rather important work.

- Tom C. said that yes, he's trying to get more funding to keep this project alive. There isn't really any permanent staff at the Government House that could keep it going but if he can get more grant money then they continue to scan and post items.
- Tom C. gave thanks to Susan Parker and the St. Augustine Historical Society for the opportunity to digitize their materials.
- Susan P. mentioned that many of the translations of these documents to be digitized are not something that can be geo-placed. She wants to provide translations that would be more readily available.
 - Many of these have generic information and general housing information of past lots – they need a way to pull this together.
 - Joe A. suggested that they enter the name and place of each document (if any) so they will be able to pull these items into the map interface once they have been scanned.
 - Susan P. suggested that these items might create more questions than they answer.
 - Joe A. said that text mining diagrams and other humanities techniques could be helpful to tie these documents to the project.
 - Susan P. said that some of the information in the lot and blocks from the Historical Society didn't really add the translation so that's why they have to add them during this project.
- Bob N. brings up the MC63 chronological collection. 1 cubic foot or about 2,000 onion skin paper documents.
 - John N. asked what in what condition the documents are.
 - Bob N. said they are yellowish but in good enough conditions to be scanned.
 - Tom C. asked how much he wanted them to digitize.
 - Bob N. said the 1st Spanish Period.
 - Susan P. agreed that it would be better to scan those for the general public since the 1st period is harder than the 2nd Spanish period.
 - Tom C. asked if they should start with page #1.
 - Bob N. said yes.
 - Susan P. asked how they start; at the beginning or do they pick and choose documents to scan that might be more difficult for the general public to translate?
 - Jim C. said he viewed the MC63 collection and that' it's not topical but very specific. Not all the text on the documents are typed, some information is hand written and might not be easily searchable. He has a list that he can provide with items that are possibilities for this project and with other potential collections – for example the Smathers Libraries' PK Yonge collection.
 - Tom C. asks if Jim C. can work with Bob N. to digitize the MC63 collection.
 - They agree to work together on this collection.
- More discussion of what collections they might want to include in this project.
- Susan P. expresses some concern about the items to be scanned from the Historical Society and the translations they will be posting. She wants the project to seem like it knows what it's doing – if they need to put up a caveat about the exactness of the translation then perhaps they shouldn't be posting the translation at all.

- Jim C. stated that they could argue that the items being posted are Basic English guides and translations.
 - Susan P. further explains the difficulties surrounding any translation – there might be folds or holes in the paper or the text itself might be blurry. All these things contribute to the difficulty in translations. There might also be more than one translation for something – there could also be several different variations.
- Joe A. asked if the translations would be set up like the other documents and if people could make changes to the records like on the maps?
- Susan P. was curious about this too.
 - Herschel S. asked that even if items could be changed, would the original information still be visible to the public or would the changes override the existing information.
 - Mark S. said that yes, all information would still be visible even after changes to the record had been made.
 - Susan P. said this would make the information very easily accessible which is a really good thing.
 - Jim C. suggested that they add text before each document's translations stating that this is by no means the absolute correct translation.
- Tom C. suggested that they add URL's to the web site so users could link to other related digitized databases directly from the project's interface.
- Bob N. discussed that the MC63 collection is going to go away and be re-organized and will change but the descriptions can be added anytime.
- John N. asked if that would be a problem.
 - Bob N. said they could annotate the collection for searching purposes.
- Susan P. asked for a time line of when things were going to be accomplished.
- Tom C. wasn't sure how much more that Matt A. could take on but he would be in touch with her by the end of the month to give her a better idea of the time frame.
- Jim C. begins discussion of the Parish records to be digitized – see handout.
- Jim C. presented suggestions of the explanatory text for the Parish Records.
 - All agree with the handout
 - Discussion begins about the necessity of sending Sister Cathy a letter to explain to her the projects aim and why they want to digitize the records.
 - If she has concerns then she can express them to Jim C.
 - If she does express disapproval then the group will proceed from that point.
 - Susan P. pointed out that these are already public records and they have been available for a long time to the public. Just not in digital form.
 - Jim C. would like to get input from the public but doesn't want to put out a subpar product. He stated that in any translation there is a possibility of error – that is completely normal.
 - Further discussion of possible resistance but the group decided to proceed.
- Susan P. asked how far in time are they going to scan and post online.
- Jim C. said that everything before the 19 century will be digitized
 - Tom C. stated that anything later than that they might have issues with privacy.

- Susan P. said that by putting these records out for the public, it gives users a sense of the society during that period. There is a wealth of information about regular people's lives during that time.
 - Jim C. agrees that this is an incredible record of the people who lived in Florida during that period.
 - Susan P. reiterates that if we can get this information online then users will be able to scroll through and see what life was like simply by reading these records.
- Tom C. states he is anxious about getting started on these great collections – both the Historical Society's documents and the Parish Records but feels it is fair to let Sister Cathy know before starting the Parish Records.
- Tom C. suggests adding links to the Vanderbilt Ecclesiastical project and to the Diocesan Archives.
- Tom C. asks if there are any more questions.
 - John N. asked about timing and what is next for the project.
 - Tom C. said they will have to wait to hear from Sister Cathy re: Parish records
 - Susan P. asked if some of these can be fed through a document feeder.
 - Jim C. said that some of the final versions have handwritten things and items that have been marked through so the OCR may not work for some – they will have to edit them to make them work.
 - Tom C. asked if there was access to an ADF.
 - Mark S. said that yes, they have one the project can borrow.
 - Tom C. asked if it was reliable.
 - Mark S. said it was.
- Brief discussion about obtaining another grant to keep this project going after this grant had expired.
- Tom C. mentioned that he will be formally presenting this project to ARLIS/NA in DC in May 2014 to give it more visibility.

The next quarterly meeting will be in January 2014.

There are only three more quarterly meetings for this grant - January, April, and June. June 30th the project ends.

Meeting adjourned.

Advisory Board Meeting NEH Grant January 31st 2014

Advisory Board members present:

Susan Parker, Executive Director, St. Augustine Historical Society

Herschel Shepard, Retired Architect, FAIA

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine

James Cusick, Co-PI, Unearthing St. Augustine

Mark Sullivan, Systems Programmer, Smathers Libraries IT

Matt Armstrong, Project Manager, Unearthing St. Augustine

Matt Peters, Project Programmer, Unearthing St. Augustine

Joe Aufmuth, GIS Librarian, Documents Department

Laurie Taylor, Digital Humanities Librarian

Guest(s) present:

Jenny Wolfe, St. Augustine City Planning

Bob Nawrocki, Chief Librarian, St. Augustine Historical Society

- The agenda and minutes from the last board meeting were accepted and approved.
- Tom Caswell reiterated that June 30th is the end of the project.
 - There are approximately 5 months left on the grant.
 - He is trying to get a mini grant for Matt A. so he can continue working on the project.
 - Construction on the elevator at the Government House continues. Once it has been completed Matt should be able to inventory what's there and perhaps continue scanning if they can get funding for him.
- Matt Armstrong presented his update on his digitization efforts thus far – he's ahead of their projected numbers.
 - Julian Naranjo an intern continues to work on the blog.
 - Lindsay Mahalak will assist with scanning "Where is it Wednesday?"
 - He's finished (among other things) the following:
 - The large block and lot photograph collection.
 - More archeological reports (Castillo, Fort Mose, and Martin Hernández sites)
 - HSAPB scrap books – 6 volumes have been scanned from 1959-1969.
 - HASPB block and lot cards.
 - He demonstrates some examples of the scrap books that have been scanned:
 - HASPB block and lot cards – photographs of the houses and progress of their alterations, before and after.
 - In the details of some of the artifacts there are interpretations but most are not very descriptive.
 - Titles have to be given with more detailed information.
 - He shows examples of things that happened during the restoration – the cards are numbered and say "see item."
 - Tom C. asked if there will be links to the photographs from the cards/records.

- Matt A. asked where.
- Mark Sullivan said they can look into having a separate field on the cards for this.
- Matt A. highlighted his concerns about keying in specific dates for these items and showed an example of a site that had several changes to the property over time. He wants to be sure that all the dates and changes for each site are listed - ensuring that no information would be lost.
- He discussed what was next on the docket to be scanned.
 - Finish the lot and blocks.
 - Scan the Parish Record Abstracts.
- Tom C. said that originally their target number was 10,000 documents to be scanned but that they have already exceeded that number.
- Tom C. asked how many sites had been completed thus far – they wanted 100.
- Matt A. said four sites have been completed to date but they were large ones with lots of material to be scanned per site.
- Herschel Shepard asked if the project can index the information and list the sites to let people know what is currently available.
- Mark S. said to send him the list of the 100 that they wanted to focus on.
- Matt A. is going to focus on the reports and will send word documents to Mark S. for him to upload.
- Joe Aufmuth asked if they were hitting the mark – and asked if the experts say that other things are more important based on feedback from them.
- Bob Nawrocki said they will always have people asking about things not previously available and reiterated that the “big” sites are the most important to have completed before the end of the project.
- Tom C. said that one key proponent is Susan Parker and Herschel S.’s collection and asked if have been ingested already.
- Matt A. said yes – any information not scanned and linked was sensitive and therefore left out.
- Susan P. asked if it was public record, couldn’t it be found via other avenues.
- Jenny Wolfe said that if something isn’t online, it wouldn’t be given (redacted).
- Bob N. asked how do you know what isn’t OK to scan and post.
- Matt A. said that Carl has sensitive information separate and has excluded such items from the batches to be scanned.
- Herschel S. asked if the Historical Society makes money off of things, do we want to post them.
 - Matt A. agreed that they don’t want to take potential revenues from the Historical Society by offering information for free.
 - Bob N. said that was not really an issue since most of the information is public record and available anyway.
 - Susan P. and Bob N. discussed this concept and agreed that it shouldn’t be a problem.
- Matt A. asked if the group had any questions or concerns.
- Tom C. assured him that because they were already past the projected number of items to be scanned that he was doing a stellar job. The group agreed.
- Matt A. will keep the group up to speed on his progress over the next weeks on the blog.
- Matt Peters updated the group on his progress:
 - Part 1 was to complete the administrative site and to go in and add geographical data

- Part 2 was to complete the public interface that will be used to drill down and find the geographical data that has been entered into the site.
- He explains that to edit a record, one must be registered and validated to be able to add information.
 - Herschel expresses concern on how people will be able to edit.
 - Bob N. said that no one will be able to edit without being validated.
 - Laurie T. said that only approved members of the expert community will have such privileges.
 - Joe A. asked how they will ascertain who is an expert.
 - Laurie T. said that project coordinators will manage users and that they are constantly looking for more grants to gain support for this.
 - There is more discussion on how users will be validated.
 - Mark S. said they need to keep an eye on who they give administrative abilities.
 - Mark S. also said that they need to add a blurb on the website that explains to users how they gain administrative access.
 - Bob N. expressed concern about amateur historians and the potential “threat” of them adding incorrect or extraneous information to the site if given permissions.
 - Mark S. agreed that the potential to fake information is there but users will have to be registered before they can add information. Hopefully the registration process will weed out any potential amateurs from being able to alter records.
 - Mark S. demonstrated the interface.
 - Joe A. asked what happens after someone added information. What’s the quality control afterwards?
 - Mark S. said that there is a log of what is added.
 - Laurie T. said they can review records after items have been added but stressed the fact that they will need staff to be able to do that.
 - Bob N. asked if there was going to be a help screen.
 - Mark S. said there will be.
 - Joe A. asked if there will be some kind of exercise for new users – a tutorial they must complete before gaining access.
- The interface is further demonstrated.
 - Matt P. showed how users can click and drag information easily once the data is in the record. You can now see and search for information immediately.
 - Users can enter maps or points of interest and they can even select areas on a map to highlight them.
 - Matt A. asked how users would enter photos.
 - Matt P. said it would be a Point of Interest (POI) and the photo would be linked to the record.
 - Bob N. interjected that most people don’t know the block and lot numbers for items but would know the places’ names – he thinks that pictures will be helpful for use in locating information about particular sites.
 - Matt A. asked if addresses could be used to locate information about a particular site.
 - Mark S. said yes.
 - Matt A. asked if the block and lots will be linked to the site as well.
 - Mark S. said yes they will and that users can take coordinates to link to the block and lot numbers – all information will be displayed.

- Susan P. mentioned that since the city lots are not a standard size – many addresses exist per lot and each building would have a different address. It would be hard to give an exact address to a particular lot. They may have to get in the realm of the address at the very least for some sites.
- Mark S. agreed that the level of precision is always a concern. The block and lot polygons would be good to help pin point specific areas.
- Laurie T. agreed that sometimes precision can be confusing without a back story
- Matt P. said that everything in the system can be geo-rectified.
- Matt A. asked that when a user adds information, does it create another item.
- Matt P. said that no, it just adds to the existing record.
- Matt P. discussed the search interface.
 - It's not ready yet to go live.
 - Once it's available, when using the search page, users would type in what they wanted to search/view and their results could be filtered by many things including by date, or by language.
 - Joe A. asked if items without specific dates would be given an entire date range so it would be included in any date range search.
 - Mark S. said they are still working on it but that results could be sorted in many ways.
 - Matt P. said that yes, those items would be included but it depends on the collection
 - Mark S. suggested that they use a custom time line more than a period when cataloguing these.
 - Tom C. asked how to create an authority file for these. If a photo was taken in 1964, how that would be integrated into a time line.
 - Susan P. said that there are timelines with the Bureau of Historical Resources that have already been established and that these would give a larger framework for them to use. The project would have to expand on this framework for St. Augustine but it would be a place to start.
 - Jenny W. asked what about architects?
 - Herschel S. said they would have to define the periods before loading the sites into the database – they would have to give date ranges.
 - Joe A. asked what about +/- 10 years.
 - Susan P. said that at some point the researcher has to have some knowledge about the site they want to research – the responsibility is on the researcher.
 - Extensive discussion occurred about the periods and dating information that needs to be included - amongst the group.
 - Matt P. demonstrated how if a user gets extraneous information during a search he/she can use a filter to add/remove information.
 - Mark S. did a brief search to show everything that appears and explains how the timeline they had been discussing would be helpful.
 - Matt A. asked if users can apply filters at the beginning of a search.
 - Mark S. said no, they have to add the filters after but that if you add the timeline then items without that date will vanish from the search.
 - Matt P. showed how if a user picks a spot to zoom in and then adds filters they can get more specifically what they want.
 - Tom C. and Mark S. both asked if using the blocks and lots would be wise.

- Herschel S. questioned that – what would be the cleanest way to access information.
- Joe A. said that block and lot numbers combined with time periods might be the best.
- Herschel S. gave the following example – if a user was looking for a 16th century building what would the results be? Would they include all reconstructions or rehabilitations, restorations, etc.? He then reiterated what Susan P. said earlier - at some point, the researcher has to take responsibility.
- Susan P. mentioned that historical terms are not consistent.
- Herschel said again that the block and lot numbers are the best way to access an exact site.
- Jenny W. asked what if a researcher doesn't have that information.
- Mark S. said that at least the block and lot numbers are a place to start when cataloguing these.
- Matt P. said that they can add a “block and lot” filter to the information that is produced during a search – it would function much like the map filter they already have in place.
- Herschel S. agreed that would be a great idea since the map has eras for each block and lot. The group agrees.
- Jenny W. suggested that the National Park Service maps could be useful.
- Susan P. mentioned that there are not many historical city maps but there are some that might be helpful. 4 or 5 in existence.
- Mark S. suggested that rather than timeline maps, perhaps they use geo-rectified maps to create coordinates and link to those since the point of this interface is to help people discover information about a particular place.
- Joe A. suggested that they don't geo-rectify the maps and should have a disclaimer that they are not to be used as exact – they are just giving information to be used as a starting point in user's research.
- Tom gives the floor to Jim Cusick so he can go over his discussion topics.
 - Jim C. had a write up of what could be useful (see handout) for the Historical Society information.
 - Matt A. needs to be given some kind of direction as to what is the next thing he should be scanning.
 - Don't need to make a decision today but Jim C. needs to look over what is left and make recommendations for Matt A.
- Discussion about the Parish Abstracts.
 - Jim C. got the OK from Father Morgan this past week.
 - Jane Landers OK'ed it too.
 - Susan P. offers corrections to the handout – Jim C. will update the draft with the corrections and give it to Tom.
 - Tom C. said that would be a great help – thanks.
 - Susan P. asked if they are currently available online.
 - Tom C. said no.
 - Susan P. said that the items they have to be scanned from the Historical Society should be able to be accomplished fast but that some of the extra stuff on the boards don't have translations but hope that the document itself will give that information.

- Tom C. asked Jim C. if once the list of scanning has been approved, could he get Matt A. to start on them to see how it goes but keep the records dark until we see if it works well with OCR
 - Matt A. mentioned that several of the items he is to scan have yellowed over time and asked Mark S. if it would be better to scan them at grey scale documents or in full color.
 - Mark S. said that color is better for the OCR.
 - Susan P. said that in a past project there was one scan made of the original and then one scan with color correction so that the background appeared white.
 - Susan P. also mentioned that all Historical Society Parish records' abstracts are white pages.
 - Matt A. asked if he could scan them.
 - Susan P. said sure – they are in notebooks.
- Tom opens the discussion on the landing page for the project.
 - He asks Susan P. to consider what the Historical Society would want on the landing pages.
 - Bob N. and Susan P. are going to think about the verbiage and images and let Tom know.
 - Tom C. promised he will get with Carl to find out what he would like and asks Herschel S. to think about what he wants too.
- Herschel S. wants to know what is going to happen in June when the grant money runs out.
 - He reminds the group that Matt A. is knowledgeable about the subject matter now having deal with it for the past two years.
 - He asks how do we keep up the work he's doing going.
 - He suggests the UF Historic St. Augustine DSO since it is a supporting organization for academics and proposes that we ask them to devote some of their funding to support this project.
 - He also suggests that they approach the University for support since St. Augustine is an incredible resource and there is not a database like this project is creating for architects to work from currently.
 - Tom C. is trying to get additional support through grants and institutional funds.
 - Bob N. doesn't want to lose the resources of the large scanning station once the grant is finished.
 - Laurie T. suggests that bridge money would be helpful to continue – the DSO, and even the University of Florida might be willing to contribute funds.
 - Tom C. would also like to keep the current resources in St. Augustine (i.e. the scanning workstation) to help other agencies besides the ones included in this project to digitize their documents too.
- The final official Advisory Board meeting will be in April.
- Perhaps even a wrap-up meeting/celebration in the summer?

Advisory Board Meeting NEH Grant April 25th 2014

Advisory Board members present:

Kelly Enright, Assistant Professor of History & Director of Public History, Flagler College
Carl Halbirt, City Archaeologist, St. Augustine
Glenn G. Willumson, Director, Museum studies Program, UF College of Fine Arts

UF Project Team members present:

Thomas Caswell, PI, Unearthing St. Augustine
James Cusick, Co-PI, Unearthing St. Augustine
John Nemmers, Archivist, Special and Area Studies Collections
Matt Armstrong, Project Manager, Unearthing St. Augustine
Matt Peters, Project Programmer, Unearthing St. Augustine
Joe Aufmuth, GIS Librarian, Documents Department

Guest(s) present:

Annie Benefiel, Processing Archivist, Special and Area Studies Collections
Bob Nawrocki, Chief Librarian, St. Augustine Historical Society
Katherine Owens, Librarian, Flagler College
Blake Pridgen, Librarian, Flagler College

- Everyone introduced themselves.
- Tom Caswell noted that this would be the last advisory board meeting.
- The agenda and minutes from the last board meeting were accepted and approved.

- Matt Peters gave an overview of the work that he has completed thus far.
 - He demonstrated the map editor.
 - The Map search interface (roadmap) filters items – standard.
 - Next he hopes to complete overlays so that users can search within historical maps.
 - They have completed the back end support to make searching within the database easy for users.
 - They have made visual improvements – users can add or delete filters within a search.
 - He demonstrates how the map works when searching.
 - As of March 1st they have added 1061 items to the database.
 - He demonstrated more of the functionality – users can click to see more detail or zoom in to see specific areas, they can define a specific search area.
 - Carl Halbirt asked about the map overlays – and Matt said that the maps need to be geo-rectified and then they will lay on top.
 - Joe Aufmuth explains that it's similar to Google Earth Maps – they could use Google Map overlays - they would lie on top as a transparency.
 - Carl H. asked how far back do the maps go? Cusick said 1586 is oldest.

- Carl H. was curious how they know when geo-referencing that the map is correct.
- Jim C. said that they would have to correct issues as they arise.
- Carl H. commented that it will be interesting to see how they overlap.
- Jim C. asked the group where do they set the lines – some maps are more stylized than others.
- Carl H. said that the 1860 map would be the best to use as a basis and to talk to him before they launch it.
- Carl H. asked if it would be easy to access.
- Matt P. further demonstrated the current functionality of the map search – showed them some examples from the newspaper collections by clicking on an item for the group to view.
- Tom C. commented that all will be geo-located to the lot and that users can dive down to the spot to see all the information associated with a particular place on the map.
- Carl H. asked how far back (in date) the newspapers go that they have been imaging thus far. He said that he had some clippings and wanted to know if the grant would be interested in adding them.
- Matt Armstrong explains what he's scanned thus far.
- Tom C. expressed concern over the legality of it.
- Jim C. wasn't sure since they would be posting part of the newspaper not the whole issue so they probably could get by with a letter from the source – if they were polite and asked, they might let them post the clippings.
- Bob A. said there was only one in town and it has microfilm – the others have been destroyed.
- Jim C. said they should just ask.
- Carl H. said the clippings were organized by site.
- Matt A. said what they need at this point is to select maps to be geo-rectified, add coordinates for properties, and time periods for each. Matt P. said they have already done this.
- Matt A. questions how they are going to represent each item since many have totally different dates associated with each site.
- John Nemmers asked if a user gives a date range for a search what would the resulting search give them.
- Matt A. expressed that his fear would be it could be spoon feeding researchers too much information. And said that maybe all doesn't have to be right up front. Too much information all at once isn't necessarily a good thing.
- Kelly Enright agreed that less specifics and less organized would be better.
- Jim C. expressed concern about the photographs in the collection – how would they date them. Some of the sites information was collected before photography was invented – they have drawings associated instead. Then asked if they were overthinking this issue. They have to give researchers the benefit of being intelligent and knowing how to conduct a search.
- Kelly E. asked if they clicked on a particular house – would they get all the information associated with that site.
- Glenn Willumson was worried but now understands that there are different ways to search the database. He would want to have all the information at once when conducting a search himself.

- Long discussion of how to link the dates to the sites – do they use date ranges?
 - Matt Armstrong said that date ranges would be useful for the archeological sites and mentioned that they can always go back and add information later if they find holes.
 - Jim C. said that background data should include dates
 - Matt A. said at this point they are assigning the temporal subject filed.
 - Glenn W. asked if there would be a description of how to conduct a search – perhaps they should have a splash page with directions to assist users.
 - Matt P. said that yes they did and showed the group on the map interface where the directions were located.
 - Tom C. asked if a sliding time bar was OK.
 - Bob Nawrocki said that depends on what their target user will be. The public will want the time bar but serious researchers won't really need it.
 - Enright asked about the links on the page and Jim C. explained the functionality of the search and subject headings and the coding to make sure the aggregates work well – how do they get the researcher to the huge file – what's the easiest way? Subject heading or aggregate?
 - John N. asked if that meant they don't need the sliding date bar.
 - Jim C. still would be useful for the younger less experienced user.
 - Tom C. asked if the slide bar was tied to the temporal or to a time line.
 - Matt A. asked if it would be useful to break up the information by occupational periods.
 - Jim C. said not for the younger users.
 - Tom C. said it was an opportunity to show users these periods – a simple educational tool.
 - Jim C. said then they should have a double time line with both options.
 - Kelly E. asked if they should design a time line above the time line to explain the periods associated to the dates.
 - The group agreed all around.
 - Carl H. asked if they could have 3 periods in order to be more specific.
 - Jim C. suggested one graphic time line and one date range time line.
 - John N. suggested a time line that's linked to temporal subject matter.
 - Matt A. has a spread sheet with the information.
 - Matt P. asked if he would email him the spread sheet.
 - Tom C. suggested that at each record level they could have dates associated with it.
 - Matt A. said they might need to get nitpicky and sit down with everyone to make things more clear.
 - Jim C. interjected that they won't really know how this is going to work until there is a working model to use and search within – they won't know what the problems are going to be until they test the metadata and reiterated that they need to be able to search information by date because that's how historians look for things – in his opinion 90% of people who use the site will be using the date search functionality.
 - John N. asked if all of the information will be able to be searched by date.
 - Matt P. said that if there are no dates associated with a site then no, but if there are any dates then yes, it would be searchable.

- John N. said that they definitely have to have a date search option in the advanced search window if the slide bar gets removed – they need to have a way to search for the date of the creation of the object.
- Jim C. said there were programming ways around this issue – they would create dummy records for the more complicated searches.
- Matt A. suggested that they hold a work shop for users and give them formal training on how to use the site.
- Matt P. agreed that would be a good thing.
- The group decided that the Sliding-bar Timeline will be only temporal subject-based. And advanced search options will allow for creation-date searches. The block and lot map overlay will be according to the modern day Department of Revenue parcel maps.
- Matt Armstrong gave a report of his progress thus far with his imaging – an update of the past quarter.
 - Tom C. states that Matt has digitized over 19,000 pages since October two years ago.
 - Matt A. spoke briefly about his newest intern Lindsay Mahalak – she assisted him this semester and created a face book page “Time Travelers Society”.
 - Matt A. spoke about how many buildings remain the same now but have changed quite a bit in the past. Lindsay focused her energy on the changes that have occurred and used the website “WhatWasWhere” (.com) to show photos of these changes.
 - Matt A. is hopeful that the connections he has made between Flagler College and the University of Florida will continue.
 - Matt A. has finished more HSAPB Block and Lot Cards – the Parish Record Abstracts – the John B. Stetson Jr. Card Calendar along with two more of the archaeological sites.
 - Matt A. discussed some of the setbacks he has endured due to the ongoing construction at the Government House and mentioned that the high speed scanner he has acquired for this project has been most helpful in helping him reach the group’s goals for items scanned and digitized.
 - Matt A. explains what’s next on his agenda – the city’s archeology reports, he wants to tweak the metadata for the items already loaded, and he wants to begin scanning the Historical Society Material and reminded the group that the grant ends on June 30th.
 - Matt A. asked the group to let him know if there have been any items he’s missed and if so, please let him know so that he can incorporate them into his work flow as the project winds down.
 - Matt A. scanned the archeological sites as they were prioritized by Carl H. – the sites that were more complete got done first. He demonstrated the amount of material that would be included in any specific site and explained that he didn’t digitize any sensitive material for example when necessary the burial sites, personal emails, etc. These will not be placed online but could be available via Carl H. if a researcher so desired them.
 - Tom C. interjected that by law they can’t put up information with the locations of the burial sites and asked Matt to search the Parish record abstracts to show the group what they looked like.

- Jim C. was asked if they were going to have explanatory text included on a splash page.
- Jim C. agreed that a splash page should be linked to include explanatory text for descriptive purposes.
- Tom C. asked if they had descriptions of the Stetson Cards and said they might need to mention the originals.
- Jim C. suggested that they mention there is another card index.
- Matt A. and Jim C. and Bob N. will coordinate to get more information included on each record.
- Tom C. asked if there was anything else from the Historical Society.
- Bob N. said that Jim C. has gone through and picked the more important items out.
- Matt A. will go on Monday to the Historical Society to get the items that Jim has targeted.
- Tom C. spoke about a mini grant “Bringing Order to Chaos” and explained that there are boxes of items that need to be sifted through.
 - John N. and Annie Benefiel are going to archive the boxes of items.
 - He is still searching for institutional funds to keep the project going.
 - Kelly E. agreed it’s been beneficial to Flagler and said she might be able to offer student help but not anything on a salary level. She is willing to talk to the dean about partnering with the University of Florida for support.
- Matt P. mentioned they are going to create a mobile friendly site geared towards tourists. There will be an app for cell phones that directly interfaces with the information that Matt A. has been digitizing. It will be used with walking tours – it’s a more tourist oriented application than – it’s not really geared towards serious researchers.
- Bob N. asked if the University’s scanning equipment will be staying until the end of the mini grant.
 - Tom C. said that the Copi-Book has to go back after the finish of the grant but stated that he’s trying to get an extension on the loan from Library Administration or have it replaced with other funds.
 - Matt A. stressed again that he really needs this technology to assist him in his digitizing.
 - John N. is trying to get administration from UF over to St. Augustine in an attempt to show them what the project is accomplishing so they might get on board with financing so they can continue to digitize documents from the Government House.
 - Bob N. said that he would be willing to get Dr. Parker to send a letter to UF’s administration explaining the importance of the materials that are being scanned of St. Augustine’s history and tell them how much this service is really needed.
- Tom C. said that, if possible, he would like to have one more meeting in the near future to thank the board and grant project staff for all of their hard work.
- Meeting adjourned.