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 <u>not</u> 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.