I. May 17, 2022

II. Web Manager and Assistant Web Manager

III. Steve Henry and Karen Berry McCool

IV. BOARD ACTION REQUIRED

1. Notify Web Managers when they are able to move forward with captioning through 3Play or another company.
2. Let us know what the delay in conference video uploading means for the typical 6-month embargo period.
3. Let us know what the Board prefers for moving forward with MLA/CMC’s new GitHub presence.

V. BRIEF SUMMARY OF ACTIVITIES

Migration of WordPress pages to Reclaim Hosting. The MLA WordPress sites (including the sites for MLA News, MLSTEP, Cataloging and Metadata Committee, MLA Conferences, Copyright, and the Atlantic, California, Midwest, Mountain Plains, Pacific Northwest, and Texas Chapters) were officially migrated onto a new server through Reclaim Hosting on Sunday, May 1, 2022. While this didn’t change much on the front or back ends of the site, it has made way for improved security, technical support, and longevity of the site, in addition to allowing us to add more sites to our WordPress multisite.

Now that the existing WordPress pages have been moved, the next step will be moving non-member and non-dynamic content from the current YM site to WordPress. This project will amount to a redesign, at least in look and feel, of a good chunk of musiclibraryassoc.org. Most of these pages have already been created in draft form in WordPress. The Web Managers would welcome feedback on how involved the Board would like to be in the process of rolling out the new WordPress site. (Does the Board want to review draft pages? Are there timing considerations?) This process will almost certainly happen in FY23 (late summer? fall?) so there is time.

MLA 2022 Conference Videos. Once Board approval has been received to work with 3Play or a similar video captioning service, the Web Team will provide them with access to the Zoom recordings. At that point, they will take approximately 10 days to edit the existing captions and upload the videos and captions to Vimeo for conference attendee viewing. The Web Team would like to know from the Board whether the 3-month delay should extend the 6-month embargo period, or whether the conference session videos should become publicly available on September __, 2022 as originally planned.
If 2022 Conference caption editing through 3Play is approved and goes well, the Web Team is hoping to be able to work with them again in the future, both for upcoming conferences and for captioning of older MLA videos (especially from the 2021 conference).

The **MLA 2023 Meeting Web site** will be live soon.

The Web Managers and the chair of the Web Committee have continued using a **free ticketing system** called FreshDesk. It is working very well for our needs. Since implementing the system in April 2021, the team has received and worked on 536 tickets; 353 of these tickets were from the last 6 months alone.

**MLA GitHub.** Due to a misunderstanding, MLA now has its own [GitHub organization](https://github.com/mla) which is currently being managed by the Cataloging and Metadata Committee. The Web team’s understanding was that CMC would create and manage their own “MLA Cataloging and Metadata Committee” account in GitHub. This creates a problem, since there is now a “Music Library Association” Github organization publicly viewable, with no plan for continuity or oversight. There are two options for moving forward:

1. CMC could rename the organization they created “MLA Cataloging and Metadata Committee,” which would match the Web team’s understanding of the initial plan. Whether or not it is possible to rename an existing account is uncertain.
2. If MLA wants to maintain a GitHub organization, The Web Team’s tentative plan is to create our own GitHub account (MLA Web Manager or similar) and then ask CMC to make that new account a co-owner of the MLA GitHub organization. Ideally, CMC would rename their account “MLA Cataloging and Metadata Committee” to avoid confusion. Then we would have an MLA GitHub organization with two member/co-owners (CMC and Web). Then, CMC and Web could create their own repositories under their own accounts, or repositories could be owned by the MLA organization. This approach would also allow the Web team to manage the overarching GitHub organization when necessary, and create additional members under the organization for other MLA entities when requested.

The Web Team would like confirmation from the Board that one of these options is an appropriate plan for the Association.

**MLA Chapter sites.** The Web Team is currently in the process of identifying the chapter web editors, and working with them to migrate their sites onto MLA’s WordPress from YM (or independent WordPress sites, as in the cases of SEMLA and NEMLA). This is in response to the realization that many chapters were simultaneously maintaining two sites, or that web editors were not present in chapters. We are hoping that by
establishing or working with chapter web editors we can provide support to chapters for more robust site maintenance.

**Diversity, Equity, and Inclusion resource page.** In the fall, the Web Team brought together a list of [DEI-related resources](#), especially as a place for past statements to be easily accessible. This was run by the (then) Diversity Committee, but we are expecting to further develop this with members of the next iteration of the Committee when they are officially established. Eventually, it will need to be decided where this page should be linked from (it’s currently just a stand-alone page that is not easy to find), but this and all other details can be ironed out later.

V. IMPLICIT BIAS TESTING REPORTING

Karen Berry McCool (Web Manager) and Steve Henry (Assistant Web Manager) have completed implicit bias testing.