### Agenda topics

| DRop In Sessions | MindY |

| **Discussion** | Sue sent out a Google doc listing dates and locations. She is still looking for hosts and times. There were some questions as to exactly what these sessions will cover. |

- Mindy wondered if these sessions should be drop in or rsvp?
- Carla expressed concern about how advanced some requests for help might be such as help with migrating extensive customization.

| **Conclusions** | These sessions are just for users to get help with cleaning up their current guides and not for instruction in 2.0. |

- We will start with drop in as the first two locations are large enough to accommodate large numbers of attendees. We will see how that works out and change to rsvp if necessary.
- Luke will be in attendance at as many sessions as possible for help with technical questions. He encouraged group members at these sessions to document all questions from attendees so that they can be answered later if they can't be answered at that time and for making a list of FAQs.

| **Action items** | **Person responsible** | **Deadline** |

- Hosts and attendees for drop in sessions need to indicate participation on the Google doc. | all | asap |
**Open Meetings**

**Mindy**

**Discussion**

Keely confirmed the first Open Meeting for April 23rd from 3-4:30 in the Lamont Forum Room as an RTL Shares Session.

Luke asked how this be communicated to the community and what format the meeting should take.

Scott wondered if Countway need its own open meeting.

**Conclusions**

Keely will send out three e-mails to HLComms.

Luke suggested a format similar to the HOLLIS+ open meetings. Short overview, demo, and q & a. Luke will provide the overview in consultation with Mindy. Cliff and Dorothy volunteered to do the demo with Carla volunteering to help with the preparation as she can't attend the open meeting.

Scott suggested that as the number of LibGuides users at Countway is small, a formal meeting in that location is not necessary. He will take responsibility for providing the content of the Open Meeting to them at their regular reference meetings.

**Action items**

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<tr>
<td>all</td>
<td>April 3rd</td>
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<td>all</td>
<td>Asap</td>
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<td>Mindy</td>
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**A-Z Database List**

**Luke**

**Discussion**

Luke informed the group that there is no technical hurdle for LTS to produce this list.

Creating this list will allow for the merging of duplicate database links using the same title and urls. Keely asked if this would mean that the system would replace links where guide creators have customized descriptions.

Carla brought up that this list can be used in the creation of widgets that group databases by subject.

**Action items**

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Check with Springshare about whether or not the merging of duplicate links would replace links with customized descriptions.  

Investigate process for merging of database links to identify work we can do now that would make the merger go more smoothly.

**Other 2.0 institutions**

**Discussion**

Luke brought up a suggestion by Amy that the group consult with an area institution that has already migrated to 2.0.

**Conclusions**

This was seen to be an excellent idea. Some group members offered to contact colleagues at these institutions.

**Action items**

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<td>Contact colleague at Boston University Law School.</td>
<td>Mindy</td>
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<td>Contact colleague at Boston College.</td>
<td>Sarah</td>
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**additional reports**

**Discussion**

Boxes Not Migrated—Mindy suggested mentioning this report in the Migrating to 2.0 Checklist so that users don't spend time identifying these on their own.

Reused Boxes—Mindy suggested using this list so that guides containing content that has been reused by others aren't deleted without warning.

Luke brought up the Google Analytics reports as another source of information. It was discovered that the admins have not received these reports in quite some time.

Luke checked but it is not possible to get a current list of all guides in spreadsheet form. This can be found through the LibGuides 1.0 Dashboard – Guides – All Guides Index.

Kris wondered if we can break down guide hits by Harvard, non-Harvard in case guide owners want to focus first on guides primarily visited by Harvard users.

**Conclusions**

Users should get reports from their local admins instead of putting them on the wiki.

**Action items**

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<td>Add mentions of the availability of specific reports to Checklist.</td>
<td>Luke</td>
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Investigate why the Google Analytics reports are no longer going automatically to admins.

**Alternatives to User Submitted links**

**Discussion**

This box type is not available in 2.0.

**Conclusions**

Luke suggested using LibSurveys for this type of input.

**Action items**

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<td>Luke</td>
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Make sure all group members have access to LibSurveys.

**Custom URL collision**

**Discussion**

Carli had asked at a previous meeting about what happens during migration if a 1.0 guide and a 2.0 guide have the same friendly URL.

**Conclusions**

Luke checked with Springshare and was told that guide owners should wait until after the migration to give 2.0 guides friendly URLs that are identical to ones in 1.0 in order to not risk a conflict.

**questions from group**

**Discussion**

Spruill asked if users should just delete low use guides if they don't want to work on migrating them. Yes but Luke mentioned the other option of making those guides private so they can be worked on later if the owner wants to save the content without making the guide presentable for public use.

Carla has received questions about cleaning up images. It looks like it isn't possible in 1.0 to see what guides are using an image before deleting them. It was suggested that this will be possible in 2.0 but after testing this during the meeting it was found to not be possible in 2.0 either. As we do not have to pay any extra for image storage, it may not be a problem that we need to be concerned with at this time.

Mindy mentioned some problems with the size the same image displays in different guides. Luke requested that she send him an example for him to look at.
| **Special notes** | Luke reminded the group to put any questions they have in Trello. |