NOTES
Recollection Wisconsin DPLA Service Hub
Governing Board Quarterly Meeting
November 1, 2019

Members in attendance: Lee Konrad (UW-Madison), Ben Miller (DPI), Matt Blessing (WHS), Ann Hanlon (UW-Milwaukee), Scott Mandernack (Marquette), Stef Morrill (WiLS)

Project managers in attendance: Andi Coffin, Emily Pfotenhauer, Vicki Tobias

The meeting was called to order at 10:03 a.m.

Budget and funding updates
FY19 and *FY20* budget review
The group discussed the carryover and the possibility of creating a reserve fund. When we have over 20% carryover from year-to-year, we may want to create a reserve fund to keep things cleaner.

WISE funding
WISE is funding distributed by the Department of Public Instruction. It's state funding to support education and technology development in schools and libraries. The specific fund that these dollars come from is WISELearn, which supports student inquiry in the classroom. The materials can be tied to curriculum across the state as well as lifelong learning. The way the contract is written, we are in the position to receive funding for the next two years. It isn't a committed but it gives the potential to extend the contract.

State budget request 2021-23
Last year at this time, we were working on a state budget request with LD&L. They were very interested in incorporating Recollection Wisconsin in their ask with the legislature. Mostly due to timing, there was not funding given to Recollection Wisconsin. However, LD&L is planning to submit the same request for the 2021-23 budget, which was for a state contract along the lines of CCBC/Braille & Talking Books. Legislators provided positive feedback and had a lot of interest in the program the last time around. LD&L is starting to prepare their advocacy for the coming biennium now, and Recollection Wisconsin will work with them however we can. If a state contract was obtained, the WISE funding would be re-evaluated.

NHPRC Archives Collaboratives implementation grant proposal
Vicki Tobias has been working on a planning grant from NHPRC on how to create community of practice among local historical societies. It's a six-month grant ending at the end of December. An implementation grant proposal will be submitted in January and the project would start in July. This is up to $100,000 for implementation. The grant candidates are just the organizations that received the planning grants.

IMLS CCDC grant extension
We received a one-year no-cost extension to use unspent funds. The funds will be used to place students at 2-3 host sites that participated in previous rounds to carry out more implementation work. The sites developed procedures and policies and this is a way to test-drive putting that planning work into action.

Governance structure and consortium management
Board makeup
WiLS is requesting that its seat on the governing board be removed for two reasons:

1. WILS currently serves dual roles with Recollection Wisconsin: as its project manager and also as a board member. Being part of the board while also doing contractual work for the consortium could raise questions about conflict of interest. Because WiLS, as project managers, prepares information for decision-making by the Board, it is also cleaner to have a clear separation between this type of work and the decision-makers.
2. WiLS is not a content provider like the other partners, so acting as a decision-maker for the consortium may not make sense.

M. Blessing made a motion to formally remove WiLS from the Recollection Wisconsin DPLA Governing Board. L. Konrad seconded.

The financial implication is that the DPLA fee will be divided among 6 partners rather than 7 partners.

This was done now as a cleanup, especially since the consortium is in a stable position.

Motion passed unanimously.

Chair
We are overdue to choose a new chair. It would be valuable to have the chair run the meetings and the project managers would work with the chair to set the agenda. With other WiLS consortia, when it is the same institutions represented, is a chair rotation, potentially in alphabetically order of the members. Rather than having to recruit volunteers year-to-year, people know it's coming. If we are starting with Marquette, it would be Milwaukee, who is not represented today. The term would be a calendar year.

The group discussed the concept. There was an expression of concern about matching people's schedules to their responsibility. On the other hand, it is such a small group that if everyone takes responsibility at some point, it would be helpful. It's been hard to get people to chair from year-to-year.

The group discussed criteria for chairship and other possible ideas to ensure there is a chair each year. Having people wait a year before they serve may be valuable so they would have institutional memory.

It could be a rotation and if it lands on someone on a year that is really heavy, we can have a discussion. The rotation could be a starting place and we are not bound to it. We should try to default to it as much as possible, but also be empathetic to what someone would be facing in a particular year. That would also factor in if someone is new to the board from the institution.

The chair for this year is pending. E. Pfotenhauer will talk with J. Pinger.

The order for rotation would be: Milwaukee Public (2020), UW-Madison (2021), UW-Milwaukee (2022), Wisconsin DPI (2023), WHS (2024), Marquette (2025)

Steering Committee
The Steering Committee will be identifying a new chair and recruiting new members. Each of the partner institutions have a seat on the Steering Committee. Those are two-year appointments that can be renewed on an ongoing basis. E. Pfotenhauer will reach out to each partner to reaffirm those appointments.

The other recommendation is to establish a Steering Committee connection to the Board. This could be either a representative from the Steering Committee coming to the Board meetings as a liaison or a representative has a seat on the board. Other permanent committees could have a liaison or seat on the Board, too.

Because the Board seats are now the partners that are paying the DPLA, it is cleaner for them to be liaisons and provide reports. It would be valuable to have this presence at Board meetings.

It should not automatically be the chair of the Steering Committee. The committee can vote on the liaison and they can make the determination if it would be a Steering member from one of the partner institutions or one of the other organizations.

For other committees, if they are subcommittees of Steering, they would be represented through Steering. If they are subcommittees of the Board or standalone committees, then a liaison makes sense.

New committees will come to the Board for approval. At that time, what body the committee will report to will be determined.

The conversation first started for Wisconsin Heritage Online in 2004. The site was live in 2005. Next year will be the 15th anniversary, which could be a good advocacy tool. The amount of content added in 15 years is impressive!

Vision, goals and supporting activities
Review and finalize Vision and Goals
After the September meeting, the vision and goals was created, along with potential activities. It was productive to have the Steering and Board together for that meeting. Having a standing meeting each year for both groups could be helpful. The Board was supportive of this idea.

There were no comments from the Steering Committee on the Vision and Goals. The Board also did not have any comments. The statements reflect what was discussed in September and the Board was comfortable using this document as a framework going forward.

Discuss current and potential activities to support vision and goals
These are activities include things we are already doing, ones that came up at the September meeting, and others that the Steering Committee and others have recommended.

The group discussed priority activities and who should do the work for those priorities.

1. *Funding:* We are already working on pursuing funding in a few different ways. At the September meeting, we talked about doing information gathering to determine how other states are funding this work. Partnering with LD&L is the top priority, as it is the most stable route for ongoing funding for the consortium. The political landscape is much more promising and there is a real chance. WLA has been very successful in moving

forward legislative agendas in recent years.

2. *Increasing discoverability and visibility:* We are already aggregating metadata for DPLA, presenting at conferences, using social media, and collecting data. One of the priorities for Steering Committee is reaching educators, which needs a different set of skills than the Steering Committee has. The group was in support of creating an education committee. The question was raised about how we might set priorities in a given year and who has the responsibility for monitoring the priorities. This is a priority that DPLA has identified as being important as well. They are surveying K12s to gather information to help create a toolkit. We could look to this work to help us with our goal. DPI can help with this.

   A potential addition could be some engagement with the Public Library System Redesign process. One of the recommendations from that is a statewide discovery layer and it would be important to have Recollection Wisconsin engaged in this to make sure that the content is exposed through this channel. There will be a summit in the spring for stakeholders and then implementation teams will be created. This activity will be added.

   The group discussed the metadata review. The partners are the leading examples of quality metadata who are already doing metadata review. This activity would be focused more on the smaller organizations, using review processes that partner institutions have done as a model. The Steering Committee could complete this project.

   In general, the group was comfortable with the items and felt that the overall prioritization should come from the Steering Committee. Prioritizing those initiatives that are underway with some institutions (metadata review and copyright statements) makes sense.

3. *Systematically developing the shared collection with an eye toward diversity and inclusion:* NEH project is an example of this since it is covering types of institutions we don't typically have and in formats that are not widely represented at this time. There are also underlying cultural and ethnic diversity goals of the project, but that is less prominent because of the nature of the collections included in the project.

   Activities are more of a challenge. Gap analysis seems like the first priority. That would be done on the materials in Recollection Wisconsin. This work will be contingent on the metadata review project. It could be valuable to look at the gap analysis with the metadata review, at least to start. It will be necessary to set clear parameters around the gap analysis, as it could go in many different directions.

   There are some activities that would not require delving into item-level metadata, such as mapping collections, etc.

   The gaps may also drive the creation of new partnerships.

   Next steps should be to identify specific gaps to narrow down the scope. Because we are still identifying what is included in the analysis, it would continue to be the work of the Board. Getting input from Steering would be important because they may have additional knowledge to help inform the scope.

4. *Supporting institutions in creating, managing, and providing access:* One of the things that was specifically discussed in September was digital storage and preservation, and that was considered in the frame of the entire digital content lifecycle. It was rolled into this topic as a result.

   As we take on digital storage and preservation, we need to find the right scale for those who have no other option.

   The Yearbooks Taskforce is a priority for the Steering Committee. The project managers receive questions about this on a regular basis and there is a desire to create guidelines/best practices to address the questions related to copyright and privacy of yearbooks. Policies would be the purview of the individual institution.

   The Storage Working Group has been tabled for a while. They did research on different platforms while a public library platform is being launched as a statewide backup system and there is allocation of data that Recollection Wisconsin could use. It's unclear how it would be accessed and when it would be available. B. Miller will keep Recollection Wisconsin in the loop.

   The current activities are the biggest part of the project management. It's still evolving based on people's needs.

   The other activities are much bigger and related to storage infrastructure along with education/outreach similar to what we've done for scanning and creating metadata.   It's difficult to prioritize because many of them are large and feel urgent. Most of the tasks would be undertaken by the project manager but may need more guidance from Steering and Board about what to prioritize. As a starting point, the project managers will evaluate the list and offer recommendations on prioritization. As they do so, they'll keep in mind what would have the most value statewide and create things (cohorts, education, etc.) to help alleviate the need for the project managers to put in as much work. Priorities overlap with other projects as well.

5. *Identify and evaluate new initiatives, partnerships, and technologies.*
   Two of the topics, newspapers and tribal collections, were discussed in September. They are both in early stages and Recollection Wisconsin could participate in these conversations as appropriate as things evolve. This section is designed to keep the consortium open for future discussions and does not need to be prioritized.

   What is the Board's role in determining when we might participate in new endeavors? Project managers could do information gathering and preliminary conversations and bring it to the Board for comment.

The Board will review these activities regularly. The group thanked E. Pfotenhauer for the work on structuring the meeting.

2020 meeting schedule:
- February 7, 2020 (virtual)
- May 8, 2020 (Milwaukee)
- August/September - joint meeting of Board and Steering (date and location TBD)
- November 6, 2020 (Milwaukee or Madison)