

NOTES
Recollection Wisconsin DPLA Service Hub
Governing Board Quarterly Meeting

May 8, 2020
10:00am - 12:00pm

Background materials -- to review before meeting:

We won't discuss these during the meeting, but please bring questions if you have them.

- [Notes](#) from February Board meeting
- [Notes](#) from March Steering Committee meeting
- Monthly project manager's updates - [Goals and Activities](#) spreadsheet

AGENDA

- 1) Introductions and discussion
 - a) Welcome to new Board member (Paul Hedges, WHS): Paul is a long time member of the Steering Committee and serving in place of the now-retired Matt Blessing.
 - b) Welcome to Steering Committee chair-elect and liaison to Board (Scott Brouwer, La Crosse Public Library Archives)
 - c) Round-robin -- COVID-19 impacts/response at your library
 - i) UWM shared that there will be staff furloughs but no reduction in staff otherwise. They are planning for all online or hybrid online in the fall and how the digital collection can support that. They are partnering with the art gallery as well.
 - ii) WHS is unable to enter their building. They are able to provide reference services with content already digitized but the backlog of copy requests is growing. They established an online transcription project using FromThePage and this is helping to keep student workers and other staff busy. They are preparing to invite the public to participate. Some staff are being reassigned to state agencies. No furloughs yet, but they expect there will be.
 - iii) DPI hasn't yet seen an increase in usage but suspects there will be for the government archives and BadgerLink. No staff is yet furloughed but a few have been reassigned. DPI continues to work to provide guidelines to the libraries on reopening and other transitions at this time.
 - iv) Marquette has had staff furloughs and they have been closed to the public for five weeks and summer sessions will be fully remote learning. Staff is working to identify digital resources to support that. They are also doing some accessibility work on IR resources
 - v) UW-Madison: Furloughs for staff are based on pay scale; they have been adding holdings that publishers are making available and supporting other libraries to provide access to instructional materials. There is no timeframe for coming back to campus and all instruction this summer will be online.

- vi) Recollection Wisconsin has seen a significant increase in use; page views have increased over 50% from March to April (in both the local and DPLA site). The most viewed resource is a WHS resource on the 1918 pandemic. We are watching the community collection projects that partners are implementing and working to spotlight them. Projects are from Madison Public Library (Madison Living History Project), UW-Madison Archives, UW-Eau Claire (with Chippewa Valley Museum), UW-Milwaukee, Wisconsin Historical Society, Manitowoc County Historical Society, and La Crosse Public Library Archives. Board members were encouraged to share projects as they learn about them.
- vii) Milwaukee Public Library is working to update programming for adults and kids online. Curbside service started at the Central library this week and patrons are grateful. They do expect about 100 staff to be furloughed but some may be reassigned to other areas, such as contact tracing.

2) Report from Steering Committee

a) New members; new officers

- i) New Members: Rick Bernstein, Dane County Historical Society; Greg Kocken, University of Wisconsin-Eau Claire; Amanda Lee, Outagamie Waupaca Library System
- ii) New Officers: Gail Murray, DPI (Past Chair); Paul Hedges, WHS (Current Chair); Scott Brouwer, La Crosse Public Library (Chair-Elect)

b) Gap analysis project

- i) Part of RW goal to develop the collection to foster diversity and inclusion, so that more Wisconsin residents can see their stories represented.
- ii) Steering at March meeting worked to identify questions to answer, information to gather, and data points to examine
- iii) Looks at both collection and content partners for gaps
- iv) Project managers working to gather info and will share back what's learned in July

c) Education Advisory Committee

- i) Part of the RW goal to elevate the visibility, discoverability, and use of the collection by various audiences
- ii) Made up of people from K12 educational organizations and two steering members (Joe and Briana): Madison and Milwaukee School Districts, WHS School Services, DPI, and PBS Wisconsin Education
- iii) First meeting scheduled for May 14th. This meeting is planned to be pretty open, in which we have shared some information about Recollection Wisconsin and we will talk about how its content can or could fill educational missions of the members organizations.

3) DPLA updates

- a) [IDEAS statement](#) from Hub Network

- i) The statement aims to address collection criteria issues and provide more information about the general do-no-harm approach. It was proposed and will be shared to hub membership. It is not proscriptive or contractual but will be shared to the public. This will help the other participants in DPLA to put together resources to support the policy outlined in the statement to help nurture and support diversity among membership. This is a kickoff that will support a lot of other activities. It was noted that the current state of the collections might be better represented by replacing “homogeneity” with “lack of heterogeneity” to better reflect the work of diversifying the collection that has been carried out already. It was clarified that the reference to professional development was more of a general commitment to following up on the ideals laid out in the statement and not a specific call to action at this time. The document is aspirational from which projects and resources might flow. It is not an implementation guide; that will be developed in the future. A specific challenge discussed is how to prevent larger institutions from overshadowing the smaller ones contributing content. It is hoped this document will help.
 - b) Annual membership fee reduced for Sept. 2020 membership year
 - i) In response to current financial challenges to DPLA members, the membership fee has been reduced from \$10,000 to \$8,000. This cost will be split between the six governing partners or \$1333 for each member, a small reduction from last year because of the change from seven governing partners to six.
 - c) The Wikimedia Projects is a partnership between DPLA and the Wikimedia Foundation. This aims to improve rights metadata in DPLA and bring resources into Wikimedia resources. There has been early success; resources incorporated have seen significant use increases.
- 4) Annual policy review : The policy documents and the charter have been useful to other DPLA hubs as they develop their own policies. The project managers have offered no changes but welcomes input from the Governing Board.
 - a) [Collection Policy](#)
 - i) The most viewed item in Recollection Wisconsin was a newspaper item, which seems to be out of collection scope. Newspaper clippings are in scope but the inclusion of full newspapers is less clear because technical and metadata challenges to page-level resources.
 - ii) All members approved the Collection Policy as is.
 - b) [Copyright Policy](#)
 - i) All members approved the Copyright Policy as is.
 - c) [Governing Board Charter](#)
 - i) It was recommended that WiLS be removed as a governing partner.
 - ii) All members approved the Charter incorporating the recommended change.

5) Budget and funding

- a) Review [YTD budget](#)
- b) Review [projected budget for FY21](#)
- c) Updates: state budget request, NHPRC implementation grant proposal
 - i) Working with LD&L, WLA's legislative advocacy arm, we advocated during the last biennium with DPI for state-level funding to cover operating costs. It did not make it into the state budget but it was well received so the recommendation will be made again for the next budget.
 - ii) We have an outstanding grant proposal to NHPRC to extend the planning work that has been funded previously. The decision should be communicated soon. The goal of the planning grant was to understand how Recollection Wisconsin can support small local history organizations and their participation in the consortium. The next round of funding would support implementation of what was learned, including building support networks and information sharing pathways through technology and community-building and education specific to small organizations that may not have the resources of larger ones.

6) MoU with WiLS for consortial management

- a) Review and approve [updated MoU](#) for FY21
 - i) Changes from the previous MOU:
 - (1) The number of hours was removed to help WiLS focus on services provided and prevent potential hour overages.
 - (2) \$1000 was added to cover promotional print materials.
 - (3) Transfers will be made up to quarterly instead of yearly.
 - ii) It was asked if governing partners would be responsible to cover funding if other funding sources fell short. It was requested that language be added to indicate that while it might result in a reduction of service, it would not be the burden of the governing partners. This change will be made and the document will be provided over email for approval.

2020 meeting schedule:

- August/September - joint meeting of Board and Steering (date and location TBD)
- November 6, 2020