NOTES
Recollection Wisconsin DPLA Service Hub
Governing Board Quarterly Meeting
May 7, 2021
10:00am - 12:00pm via Zoom

1) Introductions and discussion
   a) Welcome new Board Chair (Lee Konrad, UW-Madison)
   b) Welcome to Steering Committee chair-elect and liaison to Board (Bethany Huse - College of Menominee Nation S. Verna Fowler Academic Library/Menominee Public Library)
   c) Round-robin - moving towards "post-COVID" - Board members shared their reopening plans and trials.
   d) Paul Hedges shared information about the new State Archivist, Angela Fritz. She'll be replacing Paul on the Board as she gets acclimated to the new position.

2) Report from Steering Committee
   a) New members: Christina Harrington, Taliesin Preservation; Steven Rice, Door County Library; and Bethany Huse (renewing for second term)
   b) New officers: Paul Hedges, WHS (Past Chair); Scott Brouwer, La Crosse Public Library (Chair); Bethany Huse (Chair-Elect)
   c) Education Advisory Committee and outreach materials: Andi has been working with the Education Advisory Committee and a practicum student, Ronja Zweifel, with experience in elementary education to create outreach materials, introducing and making clear the uses of Recollection Wisconsin in the classroom for both elementary and secondary classrooms.
   d) Gap analysis project - looking toward phase 2: Beginning with the Board's recommendation in September 2019 to work to help more Wisconsites see their stories in Recollection Wisconsin, we undertook a gap analysis which was completed and a report was produced in December 2020. Since then, we've been having conversations with the Education Advisory Committee and the Steering Committee about what the next steps should be, drawing on the report's recommendations. Three priorities emerged: a) content partner growth, b) surface underrepresented histories (identifying not-yet-digitized collections, helping bring digitized collections into Recollection Wisconsin, surfacing content already in Recollection Wisconsin), c) potential UX improvement, though we are limited in our ability to change the interface as we depend on DPLA's platform.

3) Discussion: Gap analysis recommendations and next steps
   - Are these in line with Board priorities? What are possible actions?
      - Consider varying the formats, too, to increase the moving images and sound resources in the collection both to meet user expectations and to help preserve and make at-risk media accessible. A successful approach

to this is to identify specific sets of AV content and fundraise around reformatting those and the larger costs associated with their digitization and storage.

- The surfacing of underrepresented voices pulls together all three recommendations, though it is a difficult thing to do. The metadata is implicated because it didn't perform as users expected it to to help discover resources. It is worth considering how we apply metadata, particularly to AV collections, and working to establish standards or best practices to describe collections in terms of the voices that are being represented. DPLA would be interested in this work as well. Recollection Wisconsin's metadata guidelines haven't been updated since 2016; this could be a good time to do that through this lens. Synonym support could also supplement these actions and minimize the work in metadata remediation. DPLA's platform effort has been focused on SEO and driving users to the content. It could be important to focus on this first, perhaps in partnership with a new content partner and/or collection that has content from ignored communities.
- Perhaps we consider other ways to provide increased access to digital assets held by organizations and communities that are not in a format we currently can harvest for Recollection Wisconsin. Are there approaches beyond training and OAI harvesting that we can apply to broaden participation to others? Finding aids or unearthing discovery solutions for non-OAI platforms (like Aviary) or bringing awareness to resources and collections rather than providing access to them. OCLC has ArchiveGrid, an aggregation of finding aids from many organizations.
- A concrete takeaway is to revisit metadata standards and guidelines. We will brainstorm and/or prioritize some other potential activities from this and other input at our fall joint meeting with the Steering Committee.

4) DPLA updates
    a) Digital Equity Fund (Ann Hanlon - possible collaboration with UWM and Milwaukee Women's Art Library)
        i) This new funding model aims to bring in to DPLA and otherwise document underrepresented voices. UWM and the Milwaukee Women's Art Library are in conversation with DPLA to establish a partnership and explore how this Community Ambassador funding model might work. It's a little nebulous at the moment but it's getting more concrete in how the partnership might work.
    b) Harmful Content Statement: This statement was developed out of the Black Women's Suffrage collection and it is now embedded as a banner on all dp.la pages, items and search results included. It is not available at the moment that we know of to DPLA Local sites but project managers could ask if it's feasible

     c)   [Copyright Status Filter](#): DPLA recently implemented a "How Can I Use It?" facet on search results and that would be great to include in our DPLA Local site, especially from an education standpoint.

     d)   The [DPLA Member Meeting](#) is next Wednesday, May 12th and, unlike previous years, anyone is welcome to attend. It will be recorded as well and project managers will share the recording with the Board and Steering Committee.

5) Budget and funding
   a) Reviewed YTD budget
   b) Reviewed projected budget for FY22
      i) We're unsure of DPLA's membership fee this year but have budgeted the higher amount. The fee will be divided equally between the six members of the Governing Board. DPLA will have the information at the member meeting. If amounts are needed for budgeting, it will be either $1333 for each partner (if $8000 total) or $1667 (if $10000 total).
   c) Updates: state budget request; foundation funding requests
      i) As far as we are aware, Recollection Wisconsin is not off the table for the state budget. The timeline for approval is unclear.
      ii) DPI has still committed to funding Recollection Wisconsin at the 2020-2021 level, even if it is not funded as the Governor has requested and the money will be able to go directly to WiLS, instead of working with a library system.
      iii) We've identified a few foundations and sent out letters of inquiry in April, with a few more this summer. We've focused on the educational aspects of the Recollection Wisconsin program.

6) MoU with WiLS
   a) Review and approve annual [consortial management MoU](#): There are no changes from last year's original MoU in content or costs.
   b) Review and approve [fiscal sponsorship agreement](#): This document was reviewed previously. Please have any questions about either document to project managers by June 1st, aiming for July approval.

7) Annual policy review: Please review these documents offline and share any potential changes or questions with project managers.
   a) [Collection Policy](#)
   b) [Copyright Policy](#)
   c) [Governing Board Charter](#)