

NOTES
Recollection Wisconsin DPLA Service Hub
Governing Board Quarterly Meeting
Friday, February 4th from 10:00am - 12:00pm

[Notes](#) from November 5th Board meeting

[Notes](#) from January 11th Steering Committee meeting

Monthly project manager's updates - [Goals and Activities spreadsheet](#)

AGENDA

1) Introductions

- a) We welcomed a new Marquette University representative, Amy Cooper Cary
- b) Paul Hedges is serving as interim representative for WHS following the departure of Angela Fritz. For future meetings, Lisa Saywell, Head of Public Services, will serve.
- c) Gratitude to Lee Konrad for service as Board Chair in the past year was shared. Today is Lee's last meeting as Chair; the incoming chair will be Ann Hanlon at UWM.
- d) The Board Chair position is an annual rotation in alphabetical order by institution, which means the 2023 chair will be DPI.

2) [Recollection Wisconsin 2021 Year in Review](#)

This year we focused the report on impact and community, instead of on the projects themselves as in previous years. We included a welcome message from Scott Brouwer, Steering Committee Chair, to emphasize that community. We also saw a significant increase in item views, demonstrating sustained growth over last year's explosive increase in usage. It was clarified that the numbers reported combine DPLA analytics (item views to dp.la, obtained using the DPLA Analytics Dashboard) and the DPLA Local analytics (item views to <https://recollectionwisconsin.dp.la/> obtained via Google Analytics).

3) Steering Committee updates

- a) We are welcoming new committee leadership beginning in March 2022
 - Chair, Bethany Huse, College of Menominee Nation/Menominee Public Library
 - Chair-Elect (and Board liaison), Steven Rice, Door County Historical Museum
 - Past Chair, Scott Brouwer, La Crosse Public Library Archives
 - We have a new appointed member from Marquette: Katie Blank, University / Digital Records Archivist, Marquette University. This seat was previously held by Amy Cooper Cary and she was thanked for her service on that Committee.
 - Thank yous were shared to Paul Hedges, current Past Chair, for his work on the executive team.

- b) We may see a change coming to the structure or roles of the executive team. We struggled again this year to find someone with the capacity to take on the Chair-Elect role. Feedback from the Steering Committee indicates that the three-year term additional meetings (liaising with the Board and agenda review meetings) are hard for volunteers to accommodate. The Board offered its support for changes that help populate those important roles.

4) DPLA updates and discussion

Ann Hanlon (UWM) has served as our Hub's representative since DPLA established the Network Council in 2017, with Gail Murray (DPI) as alternate. Ann described the Network Council's role and the Board was asked to identify an appropriate representative.

Share link to DPLA Membership Operating Principles:

<http://dpla.wpengine.com/wp-content/uploads/2020/09/DPLA-Membership-Operating-Principles-Feb.-2020-Approved.pdf>

Ann shared what to expect if you are part of this Council: there are quarterly virtual meetings, the chair and vice chair keep running notes / agenda which representatives have access to. The benefits of participation on this Council, we have also had more opportunities to network, build relationships, and be part of DPLA initiatives. There is an annual meeting, useful for understanding the priorities of different states / projects. The meeting is smaller and people work closely together during it. The chair / vice-chair roles are more intensive than the general representative role. The recent work has been centered on equity and diversity initiatives. Ann described that her background knowledge of UWM's digital collections were a primary benefit to participating in the council's work, in addition to reporting out.

DPI will continue to serve in the alternate role. We will look for volunteers from outside the Board, which would build the knowledge base for Wisconsin. We can put the call out to the Steering Committee first and then recruit from the community if there are no volunteers. This person would be a non-voting member of the Steering Committee (unless they are already on the Committee) with a liaison role for DPLA information to the Board and Steering Committee. Their first meeting in DPLA Network Council role would be Summer 2022

5) **Identifying RW representative to a new committee of the Wisconsin Public Library Consortium.** WPLC is forming a [committee](#) to govern the public library systems' collaboration around storage infrastructure for digitized archival resources.

Recollection Wisconsin is considered a partner in this initiative, although our exact role isn't quite defined. We need to identify someone to represent the RW consortium on this new committee. Emily recommended Scott Prater, Digital Library Architect for the UW Digital Collections Center at UW-Madison. Scott has been involved with prior discussions with the public library systems as part of the

RW storage working group, and is skilled at bridging the specialist/non-specialist realms.

It was clarified that this role would be both able to provide input on digital preservation as a service and process as well as represent the interests of RW as a consortium. DPI is working to figure out a sustainable funding pathway.

There was general agreement that Scott would be a good fit for this role and he is open to it as well.

6) Budget and funding updates and discussion

a) FY22 (July 2021 - June 2022)

- YTD budget (thru December 2021)

WiLS continues to maintain the project ahead of expected availability of funds; there are currently 7 months of project management completed but unpaid. The ARPA contribution via DPI and OWLS is forthcoming. There will also be a contribution from WHRAB via NHPRC to develop and run training (Fall 2022 and after) (confirmed - approx. \$5000)

b) FY23 (July 2022 - June 2023)

- We anticipate LSTA funding via DPI. Right now, there is about \$100K which will be allocated (with the possibility of up to \$150K). \$100K would be a 25% cut to the overall budget. We were able to mitigate/absorb a similar-sized cut in FY20 due to DPI budget cuts by spending down reserves, using reduced WiLS project management rate, and CARES Act funds to RW and to MPL. None of this padding is available for the coming year.
- Project managers discussed temporary reductions to project management to accommodate a budget cut. While WiLS project management team sketched out further cuts to the work, we don't recommend an even more reduced approach. Further trimming would start the program down a path of reduced service and reduced trust/reputation that would be difficult to bounce back from. In particular it presents an equity issue, in that it cuts the support to those orgs that need it most.
- It was asked about emergency situations, would there be funding to do a remediated or additional metadata harvest if necessary. Ben explained that necessary funds for something like that could be found, but it could be disruptive on the project management side because capacity needs to be planned for.
- It was clarified that, in the current plan new collections from existing content partners would not be added (if it's a new OAI set to harvest).
- Matt suggested that there might be flexibility with the amount the RW pays for CONTENTdm through Milwaukee Public Library and is pursuing answers to that.
- We anticipate that DPI will once again make the request for dedicated funding for RW in the state agency budget, for the next budget biennium

(2023-2025). We are continuing to coordinate with partners on state budget advocacy, which is described below. The group was asked to discuss alternative solutions - in funding and/or reduced costs - so we can start to develop some contingency plans both for this coming year and beyond. Finding new sources of revenue may include identifying new stakeholders/partners. Reducing costs might include increasing in kind contributions or considering alternative approaches to managing the program.

The group generally approves of the outline austerity plan for FY 23. If funding were found, the group identified priorities to be 1) continue to onboard new content partners; 2) the quarterly metadata harvest (instead of 2 times a year); and 3) to harvest new collections from existing partners.

c) FY24 and beyond (July 2023 -)

- i) Current and potential advocacy efforts for next state budget biennium
 - We continue to coordinate with the WLA Library Development & Legislation (LD&L) committee. RW will not be included in Library Legislative Day messaging this year
 - We received a [Letter of support from COLAND](#) that was submitted to Dr. Underly
 - We held a strategy conversation with John Chrastka, [EveryLibrary](#), who suggested three main actions:
 1. Advocacy by Governing Partner institutions“Dear Appropriator” letter from constituents
 2. Marketing to build political support

The Board would like to work more with EveryLibrary and meet with John in the future, potentially with others from the Governing Board institutions.