

NOTES
Recollection Wisconsin DPLA Service Hub
Governing Board Quarterly Meeting
Friday, February 2nd, 10:00 am - 12:00 pm

Notes from [October 31 Board meeting](#)

Notes from [January 16th Steering Committee meeting](#)

AGENDA

1) Welcome/Icebreaker

Lots of fun recipes - some gross, some nostalgic, some of their time - were shared.

"I don't even know how to measure two tablespoons of cheese." - Ben Miller

2) [Year in Review](#)

Recollection Wisconsin still accomplished a lot - growing content partners and items that came in even in "austerity mode."

3) Strategic initiatives progress

- a) [Quarterly report](#): project managers created and shared this report, which will be updated each quarter with major activities undertaken to work towards strategic initiatives. This provides updates specifically for work on the strategic initiatives, not everyday tasks. It was asked that the work group responsible for the strategic initiative areas be added to the report.
- b) [Content partner survey](#) The survey will be going out to content partners soon, and we'll share the survey results after it's completed. We are looking forward to having the initial round of data this year and another round at this time next year for budget advocacy purposes. This data will also help inform the Foundations workgroup. It was asked who would receive the survey and clarified that all contacts for content partners will receive the survey and multiple viewpoints from the same organization are welcome.
- c) Joint workgroups update:
 - i) [Foundations](#): This is spearheaded by the Board. The work begins right away and aims to wrap up at the joint meeting this September/October to articulate the core mission and scope of Recollection Wisconsin. Many of the elements of these exist and just need to be aggregated and made explicit and will help guide decision-making.
 - ii) [Inclusive Metadata](#): This is spearheaded by the Steering Committee. Meetings will be of two varieties: discussion and working meetings. The working meetings allow workgroup members to make the time for the work - reading and research, etc. This will start in June. There will be an update at the 2024 joint meeting, and work will be largely completed by the 2025 joint meeting.

4) Steering Committee updates

a) New Steering Committee members

Rachel Leverenz (Lakeshore Technical College) and Gavin Schmitt, local historian for Kaukauna Public Library, will join the steering committee at their April 2024 meeting.

b) New leadership structure

In an effort to more easily fill the volunteer chair role, the steering committee elected to remove the “past chair” and “chair elect” positions so that being chair is no longer a three-year commitment. Past chairs can, of course, always be consulted for advice as needed. The Chair Elect has typically been the liaison to the Governing Board, but the Chair can fill that role as capacity allows or the Project Managers can.

c) New timing

To more closely align with the new Governing Board leadership change cycle, which changed last year, the Steering Committee chair position will now also change over at the joint meeting. Going forward, new members of the Steering Committee will be selected in August and attend the Joint meeting as the first meeting of their terms.

5) DPLA updates

We just learned that DPLA will be wrapping up by 12/31/24; it could be shorter but won't be longer. DPLA is willing to help in the transition process.

There is already an outline of a transition plan. Minnesota Digital Library, housed at Minitex, is seriously exploring starting a DPLA-like Midwest hub, involving South Dakota, North Dakota, Minnesota, Wisconsin, Ohio, and potentially Michigan, Indiana, Illinois, and Iowa. Similar conversations are starting to take place on the coasts as well but not as far along as Minnesota's efforts. We've been in tentative planning mode with MDL on what the change might look like in terms of technology, and it sounds like it could be pretty seamless on the user side. Recollection Wisconsin would still be Recollection Wisconsin, and we would be ingested into this Midwest Digital Collection instead of DPLA. Dates and implications for the DPLA Local platform will be shared as soon as they are known. There will be conversations about governance, structure, fees, communications, etc. with Minitex that are ongoing. Recollection Wisconsin can propose a summit of all the interested partners. Ann and Lee expressed interest in being part of those conversations, from structural and technical perspectives.

It was asked why we think that a Midwest initiative would be sustainable when we saw a national initiative fail. It's important that we clarify that with Minitex. Additionally, while DPLA never had an institutional home, Minitex does. We do anticipate that they will ask a fee that is similar to what we pay DPLA for membership but because they will not be hiring all new staff or buying new space and equipment, we don't anticipate costs to be extreme.

DPLA is drafting an announcement that will be shared with partners before it's made public. So while sharing the news about DPLA is ok, but because none of the ideas on the table are formalized with MDL, be cautious about how you talk about it.

We are excited about the improvement opportunities in discovery and platform usability/experience.

6) Budget

- a) [FY24 Budget YTD report](#): This is a new report format. No questions or comments were shared.
- b) Approve [MOU with WiLS](#): It doesn't have to be any of the previous versions of MOUs, but we have to get something in place that is approved by Recollection Wisconsin. WiLS needs permission to spend \$130,166 of Recollection Wisconsin's dollars. If previous versions or solutions are not tenable, we're open to ideas on how else to accomplish this, but we have to figure it out for this year. We can come up with other solutions for future years.

The immediate need is to satisfy WiLS' auditors and their need to see documentation of how money was spent. WiLS is willing to accept the risk of ultimate financial responsibility but needs to demonstrate that we are authorized to do this work by the Governing Board.

No members of the Recollection Wisconsin Governing Board objected to authorizing WiLS to spend the described dollars in the MOU on project management services for Recollection Wisconsin. [note: the countersigned MOU is available to view [here](#).]

It was shared that we should consider legally incorporating in the future to make this less problematic. This will be addressed by the Foundations workgroup.

- c) [FY25 proposed budget](#)

This is a preliminary draft; the final will be available for approval at the May meeting. When it's approved, project managers can get going on some of the groundwork for next year, the most significant would be the increased project management time to continue work on the strategic initiatives that came from last year's joint meeting, and implementing a student digitization program in the next fiscal year.

 - i) [Digitization placement proposal](#): Through our work with content partners, we have reached a point where no further amount of training and education will help them do their work; they need labor. This project addresses that by placing library school practicum students in those organizations to digitize and describe their materials. Those materials are

expected to be part of Recollections Wisconsin if that is culturally appropriate. WiLS does not have the capacity to fully manage this project and would contract with Vicki Tobias, a proven expert in this work through CCDC, to be the program coordinator. Work could begin in the Fall 2024 as a pilot or launch a full cohort in the Spring 2025.

It was asked how we might place students in under-resourced organizations around the state if travel could be a problem (with class work, etc.). There could be remote work during the semester and in-person work in the summer. Distance learners might be more available to be on-site. It's also possible that there is an intense couple of weekends of scanning on site and the external hard drive is taken home to do the descriptive work. Students more interested in on-site work could be encouraged to do online courses for that semester to accommodate.

We would like to reserve at least 2 seats in the first cohort for tribal organizations and 2-4 seats in cohorts thereafter.

WHS might be able to provide space and equipment for scanning if the materials transfer is possible. This could make the work for Madison students easier. MPL, UW-Madison, and UWM also have space and equipment that could be available to students to make this work more convenient and give students multiple levels of experience - small organizations and larger institutions. It's important, however, that students are in-person with their partner organization as much as feasible. This could also be a great advocacy in the budget and could potentially be a separate item funded by DPI, apart from the RW budget.

Board members were generally willing to offer in-kind expertise to practicum students should they be digitizing in their spaces.

Another idea to explore is if there is a certification opportunity for participating students.

The Governing Board and project managers agree that starting in Spring 2025 would be more beneficial to the program.

Next meeting

~~May 3, 2024, 10:00 am - 12:00 pm (virtual)~~

The current date coincides with the Midwest Archives Meeting and WAPL. We will tentatively plan on May 17th from 10:00 am - 12:00 pm, pending discussion with the absent member of the Board