



# Governing Board Meeting Notes

Wednesday, May 22, 2024, 1:00 - 3:00 pm

## Governing Board Members

Amy Cooper Carey, Marquette University

Ann Hanlon, University of Wisconsin  
Milwaukee

Daniel Hartwig, Wisconsin Historical Society

Lee Konrad, University of Wisconsin Madison  
(*Peter Gorman attended as proxy*)

Ben Miller, Department of Public Instruction

Elizabeth Neumann, Department of Public  
Instruction/Steering Committee Rep

Karli Pederson, Milwaukee Public Library

Andi Coffin, WiLS

Vicki Tobias, WiLS Consultant

Kristen Whitson, WiLS

## Meeting materials

[April 2024 Steering Committee Meeting Notes](#)

[February 2024 Governing Board Meeting Notes](#)

[Quarterly project manager report](#)

## Discussion topics

1. Welcome and sharing experiences of storms, given last night's doozy that hit southern and central Wisconsin.
2. Project managers' report
  - a. Recollection Wisconsin Digitization Initiative - Vicki Tobias has been contracted to coordinate the Recollection Wisconsin Digitization Initiative. She [provided an overview](#) of the Initiative.
    - i. It was asked if students will have enough guidance about copyright to digitize. The initiative is asking host organizations to have cleared copyright or feel confident in what they are adding to their digital collections and we have guidance that we have built previously in RW, including in the Digital Readiness Toolkit.
    - ii. It was asked how students would be placed in those more remote counties. This will certainly be a challenge and there will be a mixture of

remote and on-site work to accommodate those needs. In the summer, we hope students have more flexibility to travel.

- b. Content partner survey results - Andi
  - i. We, unfortunately, had a low response rate and the general takeaway is that we are doing a good job. Nearly every open-ended suggestion is being addressed in some way by upcoming work - outreach to underrepresented counties (directly and via the Digitization Initiative) and the upcoming work of the Metadata Working group specifically. We are strategizing how we might incentivize the next survey or send it at a different time in order to get better engagement.
3. DPLA transition report - Ann
  - a. Ann is serving on the steering committee to review proposals to DPLA for a new organizational home. They are hoping to make a decision and announce the decision in July. An endowment is also being raised to support, we believe, ongoing operational costs. It is unclear what will happen to the ebook side of the DPLA house and the DPLA branding.
  - b. Project managers have been talking with other Midwest hubs about alternatives if DPLA closes up and we've been creating plans to keep in our pocket if we need to find a new host or platform. We also identified the need to detangle our identity from DPLA back at last year's joint meeting and that work is being carried out by the Foundations Working Group.
4. Updates from Governing Partners
  - a. Wisconsin Historical Society - Daniel provided an update that WHS is moving to the Cortex digital asset management system. While the platform doesn't have OAI-PMH built in, WHS is prioritizing developing processes to make their resources available to RW via API or other avenues. The new website, on the calendar for 2026, will have to have API capabilities so the access to RW will build on that. WHS' CONTENTdm contract runs through July so there is at least another year of available for that. This means that a few collections will need to migrate:
    - i. Listening to War
    - ii. Seven CONTENTdm collectionsRecollection Wisconsin project managers are working on these migrations over the next several months.
  - b. Milwaukee Public Library - Karli shared Milwaukee County Federated Library System's Aspen discovery layer and how it integrates the Recollection Wisconsin collections hosted on MPL's CONTENTdm server.
  - c. Karli shared that [ARSL](#) is looking for a host site for their 2027 conference; is there a role for RW? Project managers think it makes alignment sense and will consider it more as the date nears.
5. Governance updates
  - a. Steering Committee updates - Elizabeth

- i. Steering welcomed two new members, approved the change in leadership roles and member terms, made a few changes to the [Statement of Purpose](#) to reflect that approval and indicate that all levels of experience are welcome on the committee, and were briefed on the DPLA changes.
    - b. Governing Board Chair update: Karli is the next Chair and the transition will happen at the joint meeting in September.
6. Foundations working group update from Ben, who shared the progress of the group and what's on the agenda for the rest of the working group's plan before September
  - a. Mission statement draft: *Recollection Wisconsin connects cultural heritage institutions statewide to preserve, promote, and facilitate access to Wisconsin's rich history through collaboration and infrastructure.*
    - i. No comments were shared and the group was encouraged to share thoughts as they have them in the coming months before the joint meeting.
7. Budget - Kristen
  - a. [YTD Budget](#): We are on budget for the year, including paying Vicki to begin the implementation of RW Digitization Initiative.
  - b. [Proposed Budget](#) - This is the same proposed budget that was presented to the Board for review in February. There maybe an additional \$5000 from the Alberta S Kimball-Mary L Anhaltzer Foundation. There may be costs associated with the migration of WHS' CONTENTdm collections and there may be changes with DPLA membership. There is also a need to update the RW website which is now apparent. There is flexibility in the outreach line item to cover those costs or, less attractively, we can reduce the number of students placed in the summer for the RWDI.
  - c. Statewide budget process: Ben led a discussion of the timeline/process for the 2025 budget, including the timing of advocacy efforts and what the ask will be, ideally sticking with the \$300k level to stay under the budgetary radar. Ben gave an administrative overview of the process and asked the Board if they were comfortable with the flat budget at \$300k per year. There were no objections.
8. [MOU](#) review and approval - Kristen
  - a. As with last year, there is no signature needed for this MOU but a general agreement from all members of the group. This is not an ideal way to do this, and hopefully, as the Foundations Working Group does its work, we can get closer to clearing the way for RW to be its own identity. The items in bold are what was added to reflect the increase in project management time. There were no objections and the MOU was approved by consensus.

## Next meeting date

**Tuesday, September 17, 2024:** Fall joint meeting of the Governing Board and Steering Committee

In person at the Aldo Leopold Foundation in Baraboo.

**Friday, November 1, 2024, at 10:00 am**, virtual: This meeting overlaps with SWAL. The Board would like project managers to send out a poll to reschedule it.