

**Wisconsin Public Library Consortium
Technology Backup Steering Committee Notes
March 9, 2023, at 9:00 am
via zoom***

ATTENDEES: Joshua Klingbeil (WVLS), Kris Schwartz (IFLS), Clairellyn Sommersmith (WLS), Vicki Teal Lovely (SCLS)

ABSENT: Tony Kriskovich (NWLS), Walter Leifeld (WRLS)

PROJECT MANAGERS: Melody Clark (WiLS)

1. Call to Order

Chair V. Teal Lovely called the meeting to order at 9:03 am

2. Review Agenda – Changes or additions

There were no additions to the agenda.

3. Approval of minutes – [December 8, 2022](#)

4. Discussion and Action Items

a. Discussion and possible action: Review of Five-Year plan

A workgroup of committee members has been meeting to discuss the [five-year plan](#). They have met several times over the last few months.

The Committee reviewed the plan. A table has been added to replace the system needs/participation to make it more clear. The group agreed the table should be used.

In the Host site support section, there needs to be more discussion.

Fees will not be assessed right now. However, there is a decent model that might fit for the project. A consortium of different entities hosts backups that has a fee structure that could work for this group. More information will be added about this and discussed at the Digital Archives Backup Committee meeting next week.

Regarding funding to ask from DPI, the \$24,000 per year host site costs for the next four years would be a good fit. It was noted that IT folks negotiated with Dell to extend maintenance through May 15, 2025. An additional ask for DPI could be the \$154,484.19 maintenance cost for one year.

It was noted that funding from systems for this may be problematic as many libraries/systems have very low-cost solutions in place.

It was also noted that in the Gen2 research, they will explore other options like cloud hosting that may be more cost-feasible.

LD&L wants solid requests, so this may be a good fit for that type of request as well.

C. Sommersmith made a motion to approve the plan with the qualification that the Committee would see any changes before going to the Board for approval. J. Klingbeil seconded the motion with a note for discussion.

J. Klingbeil noted that there was a wrong date listed on the last page. The date was corrected. The motion passed unanimously.

b. Discussion and possible action: Signature section of MOU

At the last meeting, the group reviewed the signature section of the [MOU](#) (Wisconsin Public Library System Backup and Digitization Storage Collaboration Memorandum of Understanding). In the signing sections, it was suggested to be re-worded for the individual signer instead of all participants. There was also a suggestion to change it from an MOU to a letter of agreement.

It was decided that no changes will be made.

c. Discussion and possible action: Form Budget Workgroup

The Committee needs to form a workgroup to:

- Create a budget for current reserve (\$243,870)
- Identify permanent host for reserve and ongoing funds management
- Create operational overhead breakdown
- Create operating support request and request and submit to DPI (tapered off each year)

It was noted that this committee won't focus on fees just yet. It is suggested that this be a joint group with the Digital Archives Backup Steering Committee. It was agreed that a joint committee would be best.

The operation overhead breakdown may include the human resources aspect.

Volunteers for the Workgroup:

- V. Teal Lovely
- C. Sommersmith
- J. Klingbeil

C. Sommersmith made a motion to approve the formation of the committee with the identified volunteers, and J. Klingbeil seconded. Motion was approved unanimously.

d. Discussion: Review of Orientation Packet

The [orientation packet](#) is updated at the beginning of every year to include updated information for the Committee. There were no questions about the documentation.

5. Next Meeting Date

The next meeting is June 8, 2023, at 10:00 am

The meeting ended at 9:57 am.