

Wisconsin Public Library Consortium
Digital Archives Backup Steering Committee Notes
March 14, 2023, at 9:00 am
via zoom

ATTENDEES: Joshua Klingbeil (WVLS), Matthew Murphy (MPL/MCFLS), Nate Pflager (WRLS), Emily Pfothenauer (RW/WiLS), Scott Prater (UW-Madison), Vicki Teal Lovely (SCLS), Margie Verhelst (MCLS)

ABSENT: Nick Petzold, NFLS

Project Managers: Melody Clark (WiLS)

1. Call to Order

Chair J. Klingbeil called the meeting to order at 9:01 am

2. Review Agenda – Changes or additions

There were no additions to the agenda.

3. Approval of minutes – [December 13, 2022](#)

V. Teal Lovely moved to accept the minutes. M. Murphy seconded. The minutes were approved.

4. Discussion and Action Items

a. Update: Pilot Project Update

A test of the tools has been completed, and a pilot project is in the works. E. Pfothenauer gave the group an update on the project and documentation progress. The documentation focuses on selecting and prioritization, as well as, preprocessing and organization of the data before going into storage. An outline of roles and how those play out in different scenarios has also been documented. The IT Staff met to finalize their roles as well. The full set of documentation will be shared soon for the group to review. It was noted that the biggest outstanding question that needs to be resolved is the ongoing maintenance piece after content is in the system and how it will be maintained. Some of the 5-year plan conversations will inform that.

E. Pfothenauer noted that she is leaving WiLS as of April 28th. Kristen Whitson from WiLS will be taking on E. Pfothenauer's role in this project to be a source of expertise and guidance and will be attending meetings moving forward. K. Whitson was the lead on the digital readiness documentation and has a lot of experience in this area.

It was asked if there is a timeline for the documentation review. E. Pfothenauer noted the documentation is close to being complete, and the group will have it before the next meeting in June.

b. 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 for ease of understanding.

A Digital Archives Collaboration Statement of Need was added before the meeting. And it was noted that the service model section is a summary of the longer draft the committee has previously reviewed and discussed in past meetings.

The Other Digital Archives Use Cases to Be Explored section was also added. There may be more specifics to be added to this section.

S. Prater reiterated the importance of noting the consortium's and systems' ongoing commitment and suggests that a commitment statement be added to the introduction. Suggested wording is that this is a rolling project that will have additional plans, or that this 5-year plan is the beginning of an ongoing service with sustainability.

V. Teal Lovely agreed that a statement on continued commitment and sustainability should be added.

It was noted that the funding request to DPI could potentially include the \$24,000 per year host site cost for the next four years. They may also ask for the cost of maintenance for one year.

E. Pfothenauer added a Shared Hosting Costs section that also speaks to continued commitment and sustainability.

The next step is to form a group to work on the budget, which will be a combined group with the WPLC Technology Backup Committee.

S. Prater noted that part of the five-year plan is to track and estimate maintenance costs. We will also need to research the cost of the hardware replacement cycle. It was suggested that this be added to the plan as well.

There is a model, MEtaarchive, that may be a good fit for the project. It is a consortium of different entities that host backups, and they have a fee structure that could work for this group.

J. Klingbeil noted that for the hosting responsibility, they are not looking at quantifying the time that they are putting into it because they would be doing it regardless. They may want to eventually look at that time. The main costs are the outward services from 3rd parties.

S. Prater noted that there are going to be tasks like evaluating content, bringing folks on board, etc. that are costs that may need to begin to be tracked.

J. Klingbeil will work on summarizing this detail and adding it to the plan.

S. Prater noted that at UW Madison, they try to frame information like this as common core service, such as electricity or power, or heating, costs that we have to assume in order to function. Digital preservation can be framed along those lines. That can be a helpful lens for administration to view this type of project.

S. Prater made a motion to adopt the five-year plan with changes discussed with the idea that final changes will be presented to the committee before the final presentation to the board. N. Pflager seconded the motion. The motion passed unanimously.

c. 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.

d. Discussion and possible action: Form Budget Workgroup

In conjunction with the WPLC Technology Backup Steering Committee, the Committee will 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)

Volunteers for the Workgroup:

- J. Klingbeil
- K. Whitson
- E. Pfothauer

e. 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 13, 2023, at 1:00 pm

The meeting ended at 10:01 am