

**Wisconsin Public Library Consortium  
Technology Backup Steering Committee Notes  
July 20, 2022, at 11:00 am  
via zoom\***

**ATTENDEES:** Joshua Klingbeil (WVLS), Tony Kriskovich (NWLS), Walter Leifeld (WRLS), Kris Schwartz (IFLS), Clairellyn Sommersmith (WLS), Vicki Teal Lovely (SCLS)

**PROJECT MANAGERS:** Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

**1. Call to Order**

Chair V. Teal Lovely called the meeting to order at 11:01am.

**2. Review Agenda – Changes or additions**

There were no additions to the agenda.

**3. Approval of minutes – [April 19, 2022](#)**

C. Sommersmith moved to approve the minutes. K. Schwartz seconded. Motion passed.

**4. Updates from Previous Meetings**

**a. MOU for “Use of the Backup Platform”**

At the last meeting, the group discussed the second MOU. J. Klingbeil made a final review of the second MOU and shared revisions with the group.

There was a question about expectations of the MOU and lack of time to review. There was also a question about how this topic relates to the agenda topic listed on the Tech-a-talka upcoming agenda. It was noted that the Tech-a-talka agenda topic is an update of the project and the opportunity for the group to discuss a five-year plan for the project.

It was also noted that for the meeting today, the group would review MOU drafts but not need to make any decisions. It was also noted that a workgroup of some members could meet before the next meeting to work more on the MOU if needed.

J. Klingbeil shared the [original draft MOU](#) for use of the backup platform. It was noted that there was quite a bit of content in the draft that was pulled out of *the Use of the Backup Platform* MOU as it already existed in the participating libraries MOU. Because this *Use of Backup Platform* MOU was so similar, J. Klingbeil is proposing that it not be a new MOU, but an addendum to the original participating libraries MOU.

It was asked if a system hasn't signed the original MOU yet, do they then sign both the MOU and addendum? J. Klingbeil noted that would need to be determined.

It was asked what the purpose of the addendum is. J. Klingbeil noted the purpose is to add clarification and define the responsibilities of each party for this project.

**Next steps:** The group agreed to review the [original MOU](#) and the [new proposed addendum](#) in preparation for the next Committee meeting where the documents would be further discussed.

## 5. New Business

### a. Discussion: 5 Year Project Plan and Budget

DPI requested that the committee create a five-year project plan to better understand the funding needs of the project.

A draft timeline has been created for this:

- July 20: present draft budget and plan for developing five-year plan to WPLC Technology Backup Steering Committee (TBSC) Meeting
- July 28: present draft budget and plan for developing five-year plan to WPLC Digital Archives Backup Collaboration Steering (DABCS) Committee
- August: Consult with Recollection Wisconsin and other stakeholders
- August 15: Update Technology Steering Committee
- August 17: Create draft of five-year plan with Techa Talka at annual meeting
- Fall meeting dates - TBD Present plan to TBSC and DABCSC

V. Teal Lovely shared a [draft budget](#) with the Committee. It was noted that this is just being shared right now as an update and no action is required for today. The budget draft was created by SCLC, IFLS, WVLS and RW reps. It includes start-up costs, projected annual costs, current spend, and contributions and reserve funds. Technical Support is defined by those doing the actual administration. Over 100 hours have already been given to this project and it will need to be determined what type, if any, of compensation should be given for this time already spent as well as for future Technical Support. The group will also need to discuss potential project management, which could be a system, at some point.

C. Sommersmith asked since the current annual costs don't have any personnel costs defined, would the annual costs eventually be higher? It was noted that yes, that was correct.

V. Teal Lovely also reviewed current spend and current reserve amounts. It was asked if the remaining reserve amounts would go toward the SCLS data center upgrade costs? It was noted that this would not be an appropriate use of those funds.

It was noted again that the Tech-a-talka group will be working on a draft five-year plan for the project and it was agreed that the host site system administrators, E. Pfothauer from RW, and V. Teal Lovely will continue to work on defining the technical components, like service definitions, of the five-year plan.

**Next steps:** A small workgroup will meet to work further on the draft budget. Volunteers for this are C. Sommersmith, J. Klingbeil, and V. Teal Lovely. A volunteer from the WPLC Digital Archives Backup Committee will also be recruited. The group will meet before the next Committee meeting to prepare the next iteration of the budget.

**b. Discussion: Project Coordinator**

This was tabled for now.

**6. Next Meeting Date**

The committee determined the next meeting date will be September 22, 2022, at 2:00 pm. It was noted that budget information will need to be sent out to the Committee by September 15<sup>th</sup> in order for members to review it before the upcoming meeting.

Meeting was adjourned at 12:11 pm.