Wisconsin Public Library Consortium
Technology Backup Steering Committee Notes
September 22, 2022 at 2:00 pm
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)

1. **Call to Order**
   Chair V. Teal Lovely called the meeting to order at 2:03 pm.

2. **Review Agenda – Changes or additions**
   There were no additions to the agenda.

3. **Approval of minutes – July 20, 2022**
   J. Klingbeil moved to approve the minutes. C. Sommersmith seconded. Motion passed.

4. **Updates from Previous Meetings**
   a. **Discussion and possible action: Project MOU addendum**
      At the last meeting the group reviewed the proposed project MOU addendum and were tasked with further reviewing the original MOU and addendum.

      The group discussed the Draft Addendum. The primary goal of the addendum is to flesh out the communication expectations and responsibilities of each involved party. The goal of the addendum is to provide meaningful and concise language around what each party will be responsible for, without being overly restrictive on how each party carries out its responsibilities.

      C. Sommersmith commented that from her perspective, as representing one of the participating systems, the addendum is very readable. V. Teal Lovely stressed that the addendum has a lot of solid information including what the host sites and participating sites need to do.

      In terms of next steps, the SCLS and LEAN WI leadership need to review the addendum and provide their approval.

      J. Klingbeil moved to approve the addendum pending acceptance from the current signatory parties, C. Sommersmith seconded. No discussion. Motion passed.

      Assuming all parties' approval can be verified in the next two weeks, this committee would like to bring this document to the full WPLC board if there is room on the upcoming October 24, 2022 board agenda, and approvals are confirmed by October 14.

b. **Discussion and possible action: Budget and 5 Year Plan Update**
   A workgroup of committee members met and discussed the budget. Several other bodies including the state-wide Tech-a-Talka group met to discuss the 5 Year plan.

   V. Teal Lovely went over the information provided in the attached Budget and 5-Year Plan Update.

   In short, figuring out a service fee is challenging, compounded by the fact that not all systems in the state are participating. The goal is to get to a sustainable model. Next steps are to talk with host site system directors to discuss how they would like to account for staff time on this project.

   Techa talka was well attended, and there was interest expressed in the project. J. Klingbeil is going to engage the Cybersecurity Response Team to see if they are willing to discuss the project since a robust backup service can be an element in bolstering cybersecurity.

   V. Teal Lovely and others will continue to meet as a small team to work further on the five-year plan and budget.

   V. Teal Lovely also provided a brief update on the digital archives backup piece: this work has its own steering committee, and there is a small workgroup meeting quite regularly to work out details on a pilot. Fees for this service may come together more easily using a model that Recollection Wisconsin shared which is based on usage.

5. **Next Meeting Date**
   The committee set their next meeting for 2:00 pm on December 8th. That should give the working group enough time to prepare a more finalized draft of the budget and 5-year sustainability plan. Additionally, the service definitions should be ready for review by then as well.

Meeting was adjourned at 2:57 pm.