Wisconsin Public Library Consortium
Digital Archives Backup Steering Committee Notes
September 27, 2022, at 2:00 pm
via zoom

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

Project Managers: Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

1. **Call to Order**
   Chair J. Klingbeil called the meeting to order at 2:01 PM

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

3. **Approval of minutes – July 28, 2022**
   N. Pflager moved to accept the minutes. S. Prater seconded. The minutes were approved.

4. **Discussion and Action Items**

   a. **Discussion and possible action: Storage Service Model**
      Discussion questions for a service model were sent out in August. The Committee discussed the service model questions.

      A small working group comprised of S. Prater, E. Pfotenhauer, and SCLS and LEAN staff have been piloting a workflow to prepare archival content for the back-up. Their work has prompted the questions related to decision-making and the scope of this service.

      E. Pfotenhauer asked for feedback on the possible scenarios. S. Prater suggested including language that clearly establishes responsibility for any personally identifiable data that could make its way into the archive. The liability holder will be the entity that holds the original data. Entities using the service to back-up data will need to be aware that they are ultimately responsible for any data migrated to the archive.

      Consensus is that WPLC owns the service and thereby establishes the service criteria in consultation with the service providers (SCLS/LEAN) who may require any additional parameters. This committee is the primary decision maker on how the service is implemented. J. Klingbeil clarified that per the newly revised WPLC bylaws, this committee is a standing committee and as such it makes a recommendation for any business decision to the WPLC board for their consideration. While WPLC owns the service, J. Klingbeil raised the issue of the ownership of the capital equipment and service interface which are currently owned and operated by SCLS. This ties into the five-year plan in terms of future replacement plans.

Regarding determining content eligibility for the archive, V. Teal-Lovely suggested the service align with Recollection Wisconsin content eligibility requirements. E. Pfotenhauer shared a link to the RW [collection policy.](#)

E. Pfotenhauer asked if the service will allow for back-up of content not currently discoverable in Recollection Wisconsin? Libraries involved in RW might have non-RW content they'd like stored, for example.

S. Prater suggested for the initial start of the program, Recollection Wisconsin suitable content would qualify for the back-up service, regardless of whether it is currently accessible within Recollection Wisconsin. Criteria can be reevaluated if the service expands to include other types of content.

Next steps:
E. Pfotenhauer and S. Prater will continue working on drafting an outline of the service model. They will continue working with the LEAN and SCLA tech teams on the pilot workflow.

b. **Discussion and possible action: Budget and 5-Year Plan Update**
The Committee will discuss and review the [update](#) provided by a small workgroup.

V. Teal-Lovely shared an update. The latest thinking is that since we already have a system that is paid for, and we want to attract usage, we should remove any cost barrier during this start-up phase. We have about 4 years left before we need to replace the system, so there is time to build a cost model and identify revenue sources. The unknown at this point is accounting for staffing costs at the two host sites.

Next steps:
V. Teal Lovely and the workgroup are aiming to get the 5-year plan final draft by early December to share with DPI.

5. **Next Meeting Date**
The next meeting is scheduled for December 13, 2022 at 2:00 pm.

Meeting adjourned at 3:08 pm