# Wisconsin Public Library Consortium
## Technology Collaboration Steering Committee Notes
### November 2, 2021 at 2:00 pm

**ATTENDEES**: Wyatt Ditzler (ALS), Gilderson-Duwe (WLS), Bill Herman (DPI), Karol Kennedy (BLS), Sherry Machones (NWLS), Marla Sepnefski (WVLS), Vicki Teal Lovely (SCLS), John Thompson (IFLS)

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

1. **Call to order**
   Chair J. Gilderson-Duwe called the meeting to order at 2:03 pm and asked members to introduce themselves as the committee has some new members.

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

3. **Approval of minutes – August 25, 2021**
   J. Thompson moved approval of the minutes. K. Kennedy seconded. Motion carried. New members abstained.

4. **Reports: Committee/Workgroup Updates**
   a. WPLC Technology Operations Committee Meeting Notes – October 19, 2021.
      M. Clark highlighted a few items from the last tech operations committee meeting. R. Nitsch, project lead on the Deep Freeze project, is looking to schedule a demo of a cloud product, it will be recorded. System Tech and ILS Survey results compiled and the Operations Committee will use this as a foundation for understanding the technology landscape. J. Gilderson-Duwe asked if the committee reviewed the results, and M. Clark reported that the committee did discuss the results and one interesting note was there were two suggestions from the survey related to EZ Proxy which aligns with projects in the Operations Committee hopper. Two surveys are being developed related to a data dashboard and EZ Proxy. IFLS brought the data dashboard to the group as their current dashboard is aging and they are looking for alternatives. Survey on this will go out in November. Regarding the EZ Proxy project, there is some interest, but that survey won't go out until December. No actionable items from this latest Operations Committee for the Steering Committee at this time.

      V. Teal Lovely asked if the ILS system survey will be shared with tech-a-talka. M. Clark doesn't have access to that group, Teal Lovely will ask A. Hoks on the Operations Committee to share those results with that group.

5. **New Discussion Items**
   a. **Discussion: Backup Collaboration Projects**
      At the last meeting, the group approved presenting the new steering committees proposal to the WPLC Board. The Board met and approved the recommendations. M. Clark presented draft position descriptions and implementation timeline to the Committee.

The group reviewed the position descriptions and timeline. J. Gilderson-Duwe raised a concern about the proliferation of steering committees and the related increased need for project management. He had an idea that perhaps another solution might be to create operations committees for each project, not steering committees. V. Teal Lovely and J. Thompson countered with this need for steering committees for these two existing projects that don't have all systems involved. M. Clark reminded the committee that the proposed changes to the bylaws will accommodate the creation of individual steering committees for each ongoing project.

M. Clark shared proposed position descriptions and a draft timeline that the Committee reviewed. B. Herman asked what the authority of the WPLC will be in the backup projects, in terms of approving expenses/budgetary oversight. J. Gilderson-Duwe believes the Steering Committees will endorse recommendations, but the WPLC board will have the ultimate budgetary authority for expenses and signing contracts. B. Herman was curious if LSTA funds are allotted to a system for a collaborative project, would the system have authority or the WPLC? Consensus is that systems would be the fiscal agent of an LSTA grant on behalf of the WPLC. There is precedent with this already on the digital library side of WPLC.

The group reviewed the membership requirements for the backup collaboration – one from each host site, three reps from current collaboration partners, and one DPI rep as an advisory, non-voting affiliate. Question about who are the current collaboration partners? Should it be those with signed MOUs? Should there be consideration for diversity in regional representation or system size (big, small)? Or just take volunteers in order of interest expressed. Suggestion made that the steering committee could step in and select members based on any perceived imbalances when those arise. Since this is a learning process, the committee was hesitant to build in too many parameters, so the group left the membership statement as is.

 V. Teal Lovely will get J. Gilderson-Duwe the systems currently involved and he will recruit members for the Backup Collaborative Steering Committee. V. Teal Lovely will recruit members for the Digital Archives Backup Collaboration Steering Committee. Both will send names of volunteers to M. Clark.

It was decided that those committees can establish their own chairs at their first meetings. M. Clark asked again if there were any suggested edits to the position and committee charges, but none were suggested by the committee. There was a question about the Digital Archives project description and the mention of the UW System. It was agreed that the specific call out to UW Madison's involvement in the preparation of files for the back-up loading dock can be removed. It was clarified that they are a Recollection Wisconsin governing partner and so they are included as an affiliate. M. Clark will refine those documents and get those posted on the website so they can be shared.

In terms of timeline, hoping to get the committees populated by the end of the year. M. Clark will send out a poll for establishing meetings once recruitment is done.

b. **Informational: WPLC Technology History**
There was interest in compiling the history and creation of the WPLC Technology Committees. Information was gathered on the history and development and project managers have compiled the [documentation](#).

J. Thompson asked if there was anything from the PLSR technology workgroup that influenced any of this history. V. Teal Lovely said this report does reference that workgroup and in reality, this emerging technology collaboration was born from the PLSR project. J. Thompson wondered if the PLSR technology workgroup report could be linked in this history.

There were no additional changes suggested. M. Clark will finalize the document, will share with WPLC board at their next meeting, and will be posted to the WPLC Technology Steering Committee's webpage.

6. **Committee information sharing and questions**
No additional information was shared.

7. **Next Meeting Date and Adjournment:** February 14, 2022 at 10:00 am

Meeting was adjourned at 3:01 pm.