

**Wisconsin Public Library Consortium
Technology Backup Steering Committee Notes
December 8, 2022, at 2:00 pm
via zoom**

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

PROJECT MANAGERS: Melody Clark (WiLS)

1. Call to Order

Chair V. Teal Lovely 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 – [September 22, 2022](#)

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

4. Discussion and Action Items

a. Discussion and possible action: 2023 Chair

It was asked if there were any volunteers from the floor.

C. Sommersmith moved to nominate V. Teal Lovely. Teal Lovely accepted the nomination. K. Schwartz seconded. Motion passed.

b. Discussion and possible action: Signature section of original MOU

The group reviewed the signature section of the [MOU](#) (Wisconsin Public Library System Backup and Digitization Storage Collaboration Memorandum of Understanding). All systems that are participating and those that are interested have already signed. However, the MOU lists all system signatures. In the signing sections, it was suggested to be re-worded for the individual signer instead of all participants.

J. Klingbeil suggested changing from MOU to a letter of agreement.

J. Klingbeil and V. Teal Lovely will review and bring a suggested version back to the group.

c. Discussion and possible action: Budget

At the last meeting, the [budget](#) was discussed and it was determined that the next steps are to talk with host site system directors to discuss how they would like to account for staff time on this project. This happened and the group decided that at this time, they would not charge any fees for site management, as they want to keep costs down at this time. The big picture goal is to get state aid to support this.

J. Klingbeil added that the hosts noted there is still a value back from sharing versus just doing it on their own. The real benefit to all right now is collaboration. At this point, the cost has been identified, but how the costs will be distributed to systems has yet to be determined.

d. Discussion and possible action: 5-Year Plan

A workgroup of committee members has been meeting to discuss the [5- Year plan](#). The workgroup has met several times over the last few months. A statement of need was written along with a Definition of Service. The Historical background links to a background of the WPLC Technology Committees.

An onboarding process has also been added that references the MOU and each new member has an individual onboarding process.

The plan lists all systems that are already participating and those that are in the queue.

A timeline for project sustainability was also added in table format. The system admins for the project have reviewed it. This includes budget actions, and over the next five years, budgets and fee creation are included.

This is a work in progress. It was asked if there were any questions about the plan.

C. Sommersmith liked the table format of the plan. Others agreed it was a good visual.

In addition, it was noted that the system admins are exploring issues with the relationship with Dell.

e. Discussion and possible action: Update on Addendum to the MOU

The Committee will receive an update on the [Addendum to the MOU](#). This was approved by the WPLC Board. The group can move forward with having the systems sign.

5. Next Meeting Date

The Committee will determine quarterly meeting dates for 2023.

Question for the group: Are March, June, September, and December appropriate meeting months?

Project managers will send out a poll to schedule the meetings.

Meeting ended at 2:33 pm.