TEXAS DIGITAL LIBRARY
SPRING GOVERNING BOARD MEETING
May 3, 2019 | 9:00 am – 12:30 pm | Texas A&M University - Corpus Christi

ATTENDEES
David Carlson (Vice-Chair), Texas A&M University (attended remotely)
Bella Karr Gerlich, Ph.D. Texas Tech University
Lisa German (Chair), University of Houston
Dr. Lorraine Haricombe, University of Texas at Austin (attended remotely)
Catherine Rudowsky, Ph.D. (Secretary/Treasurer), Texas A&M-Corpus Christi
Mark Smith, Texas State Library and Archives Commission (attended remotely)
Kristi Park, Texas Digital Library
Courtney Mumma, Texas Digital Library
Lea DeForest, Texas Digital Library (attended remotely)

Regrets:
Shawna Kennedy-Witthar, West Texas A&M University
Kelly Gonzalez, MSIS, MBA, UT Southwestern Medical Center

Reference and meeting materials: https://utexas.box.com/v/tdl-govboard-2019-05
Meeting packet:
https://utexas.box.com/shared/static/n0v57nbzzg3ebu99nwiyyta5um5bt6su.pdf

Lisa German, Chair, called the meeting to order at 9:05 a.m.

CONSENT AGENDA
Reference materials
Board members were asked to review the year-to-date financial report and Fall 2018 board
meeting minutes. Lisa German moved to adopt the consent agenda.

Outcomes / action items: The consent agenda was unanimously adopted.

BOARD ELECTION
Reference materials
Shawna Kennedy-Witthar of West Texas A&M University concludes her term as at-large
representative Fall 2019. At this meeting, the Governing Board Chair, Lisa German, appointed a
nominating committee of three members to nominate one non-ARL candidate to serve the
Member-at-Large position term Fall 2019 - Fall 2022.

Outcomes / action items: Lisa German appointed the Governing Board Executive Committee (chair, vice-chair David Carlson, and secretary/treasurer Catherine Rudowsky) to nominate at least one non-ARL candidate to serve the Member-at-Large position. The executive committee will nominate one TDL member by June 30, 2019.

STRATEGIC PLANNING
Reference materials

TDL's strategic plan, TDL Vision 2020, expires at the end of the 2020 academic year. TDL director, Kristi Park, proposed a board-level strategic planning meeting to take place Summer 2020. Board chair Lisa German recommended 1.5 day retreat for planning.

Outcomes / action items: The board informally approved the decision to schedule a strategic planning session in Summer 2020. TDL's next steps are to find a facilitator for the meeting and arrange meeting logistics.

DPLA UPDATE
Reference materials

Kristi Park reported that beginning in summer of 2019, TDL will start aggregation of the repositories of pilot institutions, making 200,000+ items discoverable in the Digital Public Library of America (DPLA). The TDL DPLA hub will focus on cultural heritage items, not ETDs or other scholarly communications. TDL's goal is to aggregate repository content from all members who want to participate in stages over a three year period, and to roll out a fee model to accommodate this new service. TDL proposes charging a one-time onboarding fee to aggregate the collections and a small maintenance fee moving forward. DPLA agreed to waive the application process for TDL and will maintain two separate Texas feeds for UNT (Portal to Texas History) and TDL (TXHUB).

Outcomes / action items: The board unanimously agreed to move forward on a three year commitment to providing the aggregation service . TDL staff will begin aggregation work in summer 2019 with the four pilot institutions. The board approved TDL's commitment to paying at least part of the DPLA service fee of $12,500 / year, contributing at least $5,000 from their operating budget. The board approved the proposed fee model of one-time onboarding fees of $2,500 for large research institutions, $1,000 onboarding fees for smaller schools, and each institution paying $500 for annual maintenance. The board showed enthusiasm for the project, noting the DPLA aggregation service will offer opportunities for membership outside of academic libraries. Additionally, Kristi Park suggested proposing $5,000 affiliate memberships to Houston Public Library and the Harry Ransom Center.

TECHNOLOGY ROADMAP REVIEW
Reference materials
TDL deputy director Courtney Mumma presented technology projects outlined for the remainder of calendar year 2019.

- Infrastructure projects include automating OJS patches and updates; improving security measures; and systems monitoring.
- DSpace projects include completing the bepress to DSpace migration for UNTHSC and documenting processes; participating in the DSpace North America User Group meeting in Minneapolis (September 2019); completing enhancements for DSpace 6; beginning the DSpace 7 upgrade planning in October; and planning upgrades to DSpace 7 for TDL members beginning in 2020. Plans for DSpace 6 improvements and DSpace 7 upgrades are highly dependent on the timing of the completion of DSpace 7 development work by the DuraSpace community.
- Vireo projects include TAMU developers working on Vireo 4 bugs; documentation by the steering committee (nearly complete); TCDL in-person workshop on Vireo 4; Vireo 4 (beta) with an upgrade pilot through end of August; Vireo 4 upgrades will be completed by end of semester (just in time for the busy season); and finally, strengthening the Vireo Users Group by holding regular meetings.
- Texas Data Repository projects include a proposed project for contract developer Jim Meyers to work on Chronopolis integration to provide a preservation backend for TDR; helping members with outreach; increasing file size capacity by adding external storage through TACC and capturing metadata for larger datasets; and improving TDR reports that go to liaisons.
- Digital Preservation projects include working on grant-funded planning for handling sensitive data for distributed digital preservation; negotiating an Archive-It consortial proposal (10% discount for all members); working towards web-archiving by planning an event at Baylor University on November 6, 2019; and finalizing content decisions with ex-DPN members.
- OJS projects include continued pilot testing with Texas State; planned upgrades that will run through the end of the year; and creating an OJS user group to invite our members to guide the service.
- Cross-training projects involve the TDL tech team sharing knowledge on process monitoring, Ansible, and Shibboleth.

Outcomes / action items: The board approved of TDL's proposed technology projects for 2019 and showed enthusiasm for the technology roadmap as a tool. TDL's goal is to create longer-term roadmaps / high-level visualizations for each service with our user communities.

OER DISCUSSION

Reference materials

Kristi Park outlined areas of work related to Open Educational Resources including a report on TDL's new partnership with Pressbooks; exploring a consortial membership in the Open Textbook Network (OTN); and a report on the work of a statewide OER Coordinating committee. Park clarified TDL's role as a convener in the area of OER, assisting with coalition building and avoiding duplicate efforts across institutions. TDL's current strategy is to find relatively easy wins to help members start and strengthen their institutional OER initiatives, while moving cautiously on consortial services, particularly in the area of technology development.

Pressbooks and TDL announced their new partnership in late April, after being introduced by University of Houston Libraries. The partnership includes a consortial discount for regular members who would like to subscribe to the Pressbooks platform for OER creation. Any regular TDL member qualifies for a 30% Pressbooks membership discount. TDL is hosting a members-only "Intro to Pressbooks" webinar on May 16.

Outcomes / action items: This section was informational. No specific action or approval was requested.

A consortial membership with the Open Textbook Network would allow OTN to host workshops around the state to train librarians and other staff on developing OER initiatives, specifically focused on grant programs to incentive faculty adoption of OER. Additionally, five members could attend the OTN Summer Institute in Minneapolis. TDL proposed moving forward with a consortial membership, using reserve funds for the one-time membership fee of $37,500. A number of members are already institutional members of OTN and would retain their institutional benefits.

Outcomes / action items: The board approved moving forward with a consortial membership to OTN and negotiating for additional seats at the Summer Institute.

The Statewide OER Coordinating Committee has been meeting since January 2019. The Committee is currently working on a report on the Texas OER Summit; looking for opportunities for engagement to continue a statewide conversation, including coordinating a webinar series; and building a high-level coalition among TDL, THECB, TSLAC, and university system leaders, which proposes meeting in Fall 2019 to develop a proactive agenda for the Texas legislature.

Outcomes / action items: This section was informational. No specific action or approval was requested.

BUDGET DISCUSSION
Reference materials
Kristi Park reviewed the proposed budget for the 2019-20 fiscal year and lead a discussion about a drafted reserve policy.

The reserve policy was discussed by board officers over several meetings and the following criteria was agreed upon: The executive committee wants to have enough funds to sustain services through a wind-down, and funds for three months of operations would be sufficient. TDL would commit to not spend beyond three-month reserve except in case of an emergency. The three-month amount would be set each year as budgets are set. The reserve for FY20 is projected to be approximately $270,000.

Outcomes / action items: The board unanimously approved the adoption of the reserve policy.

The FY20 Budget showed that additional income from new members is expected in the next fiscal year. Park asked for approval to extend the contract of TDL's Administrative Associate for two additional years, and merit increases for staff members plus additional funds for exemplary employees. TDL budgeted fewer funds for infrastructure costs, reflecting savings due to work of Senior DevOps Lead, Clark Kim, and budgeted for expanded storage for the digital preservation Chronopolis network. Membership to the dissolved Digital Preservation Network has been cut, but two new memberships were added (DPLA and the Public Knowledge Project). The OTN membership is not yet included. TDL's software budget increased a bit with addition of new marketing tools, and TDL has set aside a pool of funds for contract software development. Travel funds increased from $25k in previous years to $30k to help cover travel for TDL members (Ed Warga, chair of the DSpace User Group; Matt McEniry, chair of the Texas Data Repository Steering Committee; and Stephanie Larrison, co-chair of the Vireo User Group). TDL has also budgeted one-time professional development funding for executive level training for Kristi Park and Courtney Mumma. Funding for ITS services, business meetings, equipment, and marketing is unchanged.

Outcomes / action items: Lisa German moved to include the consortial OTN membership in the proposed budget. The board approved moving $37,500 under memberships, with funding coming from the reserve. The board unanimously approved the full proposed budget for FY20.

HB4181 LEGISLATIVE RECORDS BILL

Board member Mark Smith, director of the Texas State Library and Archives Commission, reported on the current legislative session, including on two bills that impact TSLAC. Among other things, these bills transfer custody of legislative records from TSLAC back to the legislature and propose sweeping changes to how the legislature manages its records, allowing representatives an attorney / client privilege not subject to public information requests.

Outcomes / action items: This section was informational. No specific action or approval was requested.

RECRUITMENT AND MEMBER ENGAGEMENT

Reference materials

Kristi Park outlined areas of work and recent achievements related to new member recruitment, and member engagement. Park reported that in early 2019, TDL upgraded the University of 'Texas at Dallas from an affiliate to a regular member with the addition of digital repository (DSpace) services. TDL signed on new members at the University of North Texas Health Science Center (UNTHSC) as part of a consortial membership with the South Central Academic Medical Libraries Consortium (SCAMeL). And TDL has obtained a verbal commitment from UT San Antonio. l. TDL will continue recruitment efforts with special focus on HBCUs. The board discussed the possibility of special rates or consortial membership for HBCUs.

Outcomes / action items: This section was informational. No specific action or approval was requested.

Chair adjourned meeting at 12:05 p.m.
Next Governing Board Meeting:
- Member board meeting at TCAL
  - New date and location for TCAL this year: September 8 – 10, 2019, Lakeway Resort and Spa (20 miles west of central Austin)
- Proposed date and location for the fall board meeting is Friday, October 11, 2019, at UT Libraries in Austin, TX. Several members expressed conflicts with this date.
  - Outcome: A Doodle Poll will be sent out to schedule the fall meeting.