SPRING 2020 GOVERNING BOARD MEETING MINUTES | TEXAS DIGITAL LIBRARY
June 9, 2020 | 9:00 am – 12:00 pm | Zoom Meeting

ATTENDEES
David Carlson (Chair), Texas A&M University
Earnstein Dukes (interim Dean), Texas Tech University
Kelly Gonzalez (Vice-Chair), UT Southwestern Medical Center
Dr. Lorraine Haricombe, University of Texas at Austin
Marilyn Myers (interim Dean), University of Houston
Catherine Rudowsky, Texas A&M-Corpus Christi
Kristi Park, Texas Digital Library
Courtney Mumma, Texas Digital Library
Lea DeForest, Texas Digital Library

Regrets: Shawna Kennedy-Witthar (Secretary/Treasurer), West Texas A&M University

MEETING MINUTES

David Carlson, chair, called the meeting to order at 9:05 a.m.

I. Approval of Meeting Minutes

Reference: [Meeting Minutes, Fall 2019 Governing Board](#)

Board members were asked to review and approve meeting minutes from the Fall 2019 governing board meeting.

Outcomes / action items: The consent agenda was approved by voice vote.

II. Campus reports

Governing Board members shared brief updates about the status of their libraries and campuses amidst the murders of George Floyd and Breonna Taylor as well as Covid-19 impacts. *No reference materials for this section.*

Anti-racism efforts:
- Certain board members noted a shift in tone on their campuses: more administrators and campus leadership willing to acknowledge systemic racism and pledged change.
- Multiple board members indicated that they had directed messages to library personnel in response to the recent instances of police brutality and subsequent demonstrations.
- TDL released an anti-racism statement and list of resources on June 1.
- Anti-racism resources shared by TDL's Governing Board members included:

- AAHSL offers free webinars and other resources on diversity, equity, and inclusion: https://www.aahsl.org/diversity-equity-inclusion
- Nine-part webinar series about DEI: https://nnlm.gov/classes/diversity-equity-and-inclusion-nine-conversations-matter-health-sciences-librarians-jessica
- Racial Equality Institute: https://www.racialequityinstitute.com/ourservices
- ARL Anti-Racism Statement: https://www.arl.org/news/association-of-research-libraries-condemns-racism-and-violence-against-black-communities-supports-protests-against-police-brutality/
- TDL's Anti-Racism Resources: https://texasdigitallibrary.atlassian.net/wiki/spaces/MarComms/overview

Covid-19 Impacts:
- Most TDL members libraries have been working remotely full time since late March. A few members have required staff to return to the library in order to fulfill digitization and fulfillment duties to prepare for summer courses.
- A number of TDL member campuses have returned to the library full time. Phased re-opening has been the norm, with institutions starting out at 25% capacity in early June and increasing in phases to 100% capacity by classes begin in the fall.
- Libraries are working closely with campus partners and faculty to prepare for fall with a focus on digitizing resources and preparing for hybrid in-person and online courses.
- In an effort to enforce social distancing in library spaces, campuses have removed furniture; developed new policies for usage of computer labs, study carrolls, elevators, and stairs; and created signage to promote social distancing in common areas. Some campuses are looking to outdoor spaces to accommodate studying space as well.
- Masks are being required at most institutions for both library staff and patrons. A few TDL member institutions report that they are not allowed to require patrons to wear masks, causing distress and anxiety among library workers.

III. Election for At-large Governing Board seat

No reference materials for this section.

- Catherine Rudowsky, Dean of Libraries at Texas A&M University-Corpus Christi, concludes her 3-year term in Fall 2020.
- David Carlson called for the formation of a nominating committee to select at least one nominee for the at-large seat from the TDL Member Board.
- The at-large Governing Board seat will be elected by the Fall 2020 Member Board meeting.

Outcomes / action items: A nominating committee was formed consisting of David Carlson, Kelly Gonzalez, and Lorraine Haricombe. The committee will return a candidate for nomination to TDL staff who will conduct the election.

IV. Member Census Discussion and Strategic Planning

Reference: Member Census executive summary and presentation

Census:
- In 2019 Texas Digital Library embarked on a Member Census, a year-long project to assess the status of TDL's relationship with its members and learn more about its members' needs and goals.
- Kristi Park shared the executive summary of Member Census report, including findings from on-site visits by TDL staff to nearly every Regular Member campus and the results of a comprehensive Member Survey distributed to the Member Board.
- The themes and takeaways from the Member Census project will provide a roadmap for future TDL projects.

Strategic planning:
- The goal of strategic planning is to help TDL think about strategies and priorities over the next three years
- David Carlson called for the formation of a committee to draft a strategic plan over the summer in 2020.

Outcomes / action items: TDL will publish the final Member Census report by mid-July and report out to the consortium at a State of TDL *event on July 30, 2020. A Strategic Planning Group was formed (Kristi Park and Courtney Mumma of TDL, Kelly Gonzalez of UT Southwestern, and Joan Heath of Texas State University) and will begin meeting in July.*

V. Financial Reports

Reference: [FY20 report](#) and [FY21 projected budget](#)

2019-2020 (FY20) Financial Report:
- Kristi Park delivered a report on the past fiscal year finances, noting the addition of $50,000 in membership fees from new memberships.Park also reported that some categories were significantly under budget due to spending restrictions put in place by UT Austin in response to Covid-19 impacts (travel, professional development, and marketing).
- TDL anticipates a balance forward of approximately $1.4 million for FY20.
- Due to this surplus and the anticipated budget cuts for member libraries, TDL enters what may be a difficult budget year in a strong financial position. TDL has done outreach to members to offer payment flexibility and inform them that no rate increases are expected for next year.

2020-2021 (FY21) Projected Budget and Approval of One-time Use of Funds for Data Carpentries Pilot
- Income:
  - Kristi Park reported that TDL expects some loss of membership fees income due to restricted budgets in FY21.
  - Members that use only one service and members with limited staff are considered vulnerable. TDL is working on ways to keep vulnerable members engaged.
- Expenses:
  - Park also reported that TDL is expecting flat expenses in many areas, noting that TDL anticipates some decreases in travel expenditures in the coming fiscal year.
  - One-time funds proposal:
    - Courtney Mumma discussed a proposal, brought to TDL staff by the Texas Data

Repository Steering Committee (TDRSC), for a one-year Data Carpentries pilot. Funding for the pilot would come from TDL's cash reserve.

- ■ The TDRSC would be responsible for managing the pilot and evaluating the need for continuation beyond the pilot year.

Outcomes / action items: David Carlson called for a motion to approve the FY21 budget and one-time expenses for the Data Carpentries pilot project. Lorraine Haricombe moved to approve both and Kelly Gonzalez seconded. The motion passed without opposition.

VI. Messaging and Outreach

Reference: [Talking points on value of TDL](#)

Messaging:
- Following the Member Board meeting in Fall 2019 a value proposition task force was created to develop talking points for deans and directors on the value of TDL.
- Kristi Park shared the final draft of the messaging document that included a series of high level statements about who TDL is and what TDL does, requesting feedback from the governing board.

Outreach:
- Park shared plans for TDL expansion strategies and current prospects for new members, including interested prospects from out of state.
  - Other prospective member ideas included the Austin Seminary, University of Arkansas (potential as a SCAMeL consortium partner), University of New Mexico, and Louisiana State University
  - Kelly Gonzalez posited that the timing might be right for a renewed conversation with SCAMeL re: consortial membership due to foreseeable budget cuts
- Park listed additional tactics for recruiting new members, such as identifying bepress users in Texas and surrounding states after DSpace 7 launch; leveraging the statewide OER event in 2021; engaging in director-level outreach; and embedding recruitment messaging in all event programming, webinars, and communications when applicable.

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

VII. Mini-project reports

Reference: [Projects Updates](#), [Services updates](#), and [Presentation](#)

Kristi Park, Courtney Mumma, and Lea DeForest delivered brief project updates on a few key initiatives.

- Lea DeForest delivered an update on the launch of OER Support Services and activities around TDL's OTN Membership.
- Courtney Mumma provided an update on TDL's IMLS Planning Grant Project *Preserving Sensitive Data in Distributed Digital Preservation Networks.*
- Kristi Park described recent efforts on expanding TDL's consortial discount opportunities with

Archive-It, Archivematica and the Open Textbook Network's Allied Institutions Program.

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