

## TEXAS DIGITAL LIBRARY

SPRING GOVERNING BOARD MEETING

June 7, 2021 | Noon – 3:00 pm | ONLINE

### ATTENDEES

Diane Bruxvoort, University of North Texas

David Carlson, Texas A&M University

Robert Sweet (proxy for Earnstein Dukes), Texas Tech University

Kelly Gonzalez (Chair), UT Southwestern Medical Center

Lorraine Haricombe (ViceChair/Chair-Elect), University of Texas at Austin

Athena Jackson, University of Houston

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

Mark Smith, Texas State Library and Archives Commission

Kristi Park, Texas Digital Library

Courtney Mumma, Texas Digital Library

Lea DeForest, Texas Digital Library

### Welcome and Agenda Review

Reference: [meeting agenda](#)

Kelly Gonzalez, Chair, called the meeting to order at 12:07 p.m.

Governing board members bid goodbye to current and past members:

- David Carlson, Dean of Libraries at Texas A&M University, retires in August 2021.
- Joan Heath, Associate Vice President and University Librarian at Texas State University, is retiring in August 2021.
- Mark Smith, Director and Librarian Texas State Library and Archives Commission, also retires in Summer 2021.

Gonzalez and TDL Director Kristi Park thanked Carlson, Heath, and Smith for their long and valued service to Texas libraries and the TDL consortium.

TDL welcomed a new Governing Board member, Athena Jackson, University of Houston Dean of University Libraries and Elizabeth D. Rockwell Chair, and noted that an interim Dean at Texas A&M University will be announced Wednesday, June 9, 2021.

## I. Approval of Spring Meeting Minutes

Reference: [Spring meeting notes from November 10, 2020](#)

Shawna Kennedy-Witthar, Secretary-Treasurer, asked Board members to review and approve meeting minutes from the Fall 2020 governing board meeting.

*Outcomes / action items:* Diane Bruxvoort, UNT, motioned to approve the spring meeting minutes; motion was seconded by Mark Smith, TSLAC.

*Next steps:* TDL will publish the Fall Governing Board meeting minutes in DSpace

## II. Board Business

Kelly Gonzalez, Chair, called for a nominating committee to fill the at-large position on TDL's Governing Board which will be vacated by Gonzalez in Fall 2021.

*Outcomes / action items:* Earnstein Dukes, TTU (absent), was nominated to join the committee. Diane Bruxvoort, UNT, will also join the nominating committee.

TDL Governing Board Nominating Committee:

- Diane Bruxvoort, UNT
- Earnstein Dukes, TTU (pending confirmation)
- Courtney Mumma, TDL
- Kristi Park, TDL

*Next steps:* Robert Sweet will confirm with Earnstein Dukes and report back on her decision to join the nominating committee. TDL will convene the nominating committee and begin the election process in July 2021. The new at-large member will be announced at the Annual Member Board meeting in Fall 2021. The new Governing Board vice-chair/chair-elect will be announced at the Fall 2021 Governing Board meeting.

## III. TDL Executive report

Reference: [Carpentries membership pilot report](#) and [Progress on Strategic Plan initiatives](#)

Courtney Mumma, TDL Deputy Director, updated the governing board on the progress of the Carpentries membership pilot, and shared a brief thank you video from TDL members who benefitted from the train-the-trainer workshops.

Kristi Park, TDL Executive Director, provided brief status updates on progress against Year 1 Key Performance indicators (KPIs) from the TDL Strategic Plan 2020-23. Park shared progress made on strategic plan initiatives, despite challenges and some delays, and reported growth of the consortium and a year of firsts (first out-of-state member, Arizona State; first public library, Houston Public; and first community college, Tarrant County College District).

The TDL Strategic Plan including Mission and Vision Statements can be found on the TDL website at <https://www.tdl.org/governance/strategic-plan/>.

*Outcomes / action items:* Lorraine Haricombe, Vice-Chair/Chair-Elect, UT, Robert Sweet, TTU, and Athena Jackson, UH, congratulated TDL on a successful year, acknowledging the increased online engagement during the pandemic, and for accomplishing substantial goals. Athena Jackson, UH, noted gaps in digital library work, namely the digital divide and being cognizant of the environmental impact of digital libraries, archives, and preservation. Kristi Park, TDL, acknowledged that TDL can add action items around the digital divide in our Anti-Racism Action plan, and that TDL has been looking for partners to work with on measuring the environmental impact of digital preservation storage.

*Next steps:* NA

#### **IV. Financial Report**

Reference: [Financial report FY21](#)

Kristi Park, TDL, shared that the consortium remains financially strong. TDL exceeded income estimates by a small margin and maintained a large cash reserve (approx. \$1.4 million) coming into the fiscal year. (See next section for discussion around spending down the cash reserve). Most notably, lockdown during the pandemic meant that TDL saw large savings in travel and professional development as well as marketing initiatives, and underspent the projected FY21 budget.

*Outcomes / action items:* NA

*Next steps:* NA

## V. Financial Outlook & Strategy

Reference: [FY22 Budget](#) and [Proposals for Cash Reserve Investments](#)

Kristi Park, TDL Executive Director, shared the projected budget for fiscal year 2022 (FY22) for the consortium. The budget included spending from the cash reserves, but did not include the investments proposed by the Cash Reserve Subcommittee. Park noted that the budget includes travel and marketing expenditures, as the TDL and its members anticipate the gradual resumption of in-person activities beginning in the next year.

Kelly Gonzalez, Chair, shared the Cash Reserve Subcommittee's proposals for cash reserve investments and called for a vote to approve each investment. The committee proposed the investment of between \$661,171 - \$726,171 of the TDL cash reserve over three years (FY22-24) in several priority areas aligned with the TDL Strategic Plan, including Diversity, Equity, Inclusion, and Accessibility (IDEA); metadata aggregation for the Digital Public Library of America; and the Vireo open source (OS) project sustainability planning.

Specific investments proposed were:

- Funding for three years for ARL Diversity Resident position
- Funding for two years for DPLA Coordinator position
- Funding for Accessibility review and remediation
- Funding for Vireo OS consultant

*Outcomes / action items:* Shawna Kennedy-Whittar, Secretary-Treasurer, WTAMU, moved to accept the FY22 budget. Diane Bruxvoort, UNT, seconded the motion. The board unanimously approved the FY22 budget by voice vote. Proposed cash reserve investments were voted on individually.

- Funding for ARL Diversity Resident position:
  - Lorraine Haricombe, Vice-Chair/Chair-Elect, UT, motioned to approve.
  - David Carlson, TAMU, seconded the motion.
  - Funding for ARL Diversity Resident position was unanimously approved by voice vote.
- Funding for DPLA Coordinator position:
  - Shawna Kennedy-Whittar, Secretary-Treasurer, WTAMU, motioned to approve.
  - Diane Bruxvoort, UNT, seconded the motion.
  - Funding for the DPLA Coordinator position was unanimously approved by voice vote.

- Funding for Accessibility review and remediation:
  - Lorraine Haricombe, Vice-Chair/Chair-Elect, UT, motioned to approve.
  - Shawna Kennedy-Whittar, Secretary-Treasurer, WTAMU, seconded the motion
  - Funding for Accessibility review and remediation was unanimously approved by voice vote.
- Funding for Vireo OS consultant:
  - David Carlson, TAMU, motioned to approve.
  - Diane Bruxvoort, UNT, seconded the motion.
- Funding for Vireo OS consultant was unanimously approved by voice vote.

*Next steps:* TDL leadership will commence planning for the approved positions as well as implementing the accessibility review and Vireo consultation beginning Summer 2021.

## **VI. Post-pandemic environment**

Kristi Park, TDL Executive Director, discussed preferred meeting format for Fall 2021 board meeting and beyond. Board members agreed that having one virtual meeting in the fall and one in-person meeting in the spring (rotating locations) will work best. Athena Jackson, UH, mentioned that her team is developing a set of best practices around hybrid remote / in-person meetings and will share them with the board when available.

Park also shared that TDL staff will remain full-time remote through the fall and reassess flexible work arrangements in January 2022. Park expects that TDL staff will continue full-time remote work in the future and will maintain space in the Perry Castañeda Library for meetings, hoteling, and storage.

*Outcomes / action items:* The TDL Governing Board will meet virtually in Fall 2021. The Spring 2022 meeting will be held in person, location TBD.

*Next steps:* TDL staff will work with the governing board and admins to coordinate the Spring 2022 meeting.

## **ADJOURNED**

Kelly Gonzalez, Chair, adjourned the meeting at 2:45 p.m.