GOVERNING BOARD MEETING
February 28, 2022 | 10:00 a.m. - 1:00 p.m. | ONLINE

ATTENDEES

Diane Bruxvoort, University of North Texas

Athena Jackson, University of Houston

Earnstein Dukes, Texas Tech University

Lorraine Haricombe (Chair), University of Texas at Austin

Dean Hendrix, University of Texas at San Antonio

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

Julie Mosbo Ballestro, Texas A&M University

Kristi Park, Texas Digital Library

Courtney Mumma, Texas Digital Library

Lea DeForest (notetaker), Texas Digital Library

Welcome & Agenda Review

Reference: meeting agenda

Lorraine Haricombe, Chair, called the meeting to order at 10:05 a.m.

Governing Board members welcomed a new member to the board, Dean Hendrix, Vice Provost & University Librarian, University of Texas at San Antonio.

I. Approval of Meeting Minutes

Reference: see meeting minutes

Shawna Kennedy-Witthar, Secretary / Treasurer, asked Board members to review and approve meeting minutes from the June 2021 governing board meeting.

Outcomes / action items: Lorraine Haricombe motioned to approve the June 2021 meeting minutes; motion was seconded by Diane Bruxvoort.

Next steps: TDL will publish the June 2021 Governing Board meeting minutes in DSpace.

II. Selection of Vice-Chair/Chair Elect for TDL Boards

Reference: see bylaws

Lorraine Haricombe called for discussion and voting to select a Vice-chair / Chair-Elect for service on TDL's Governing Board. Kristi Park, TDL, clarified terms and roles expected of the vice-chair.

Outcomes / action items: Haricombe called for nominations from the floor. Shawna Kennedy-Witthar nominated Diane Bruxvoort of UNT; Athena Jackson seconded. Bruxvoort accepted the nomination. Haricombe called for a vote to approve Bruxvoort as Vice-Chair / Chair-Elect. All present voting members approved.

Next steps: Bruxvoort will begin term as Vice-Chair / Chair-Elect immediately, joining the board officers on the Executive Committee, and will assume the role as Board Chair in Fall 2022.

III. Discussion of board membership issues

Reference: see bylaws

Item 3A: Invitation to the State Librarian to serve in ex officio non-voting role on the Governing Board

Lorraine Haricombe called for discussion and voting on the role and expectation of service of the State Librarian's on TDL's Governing Board. The Board had invited the previous State Librarian to serve as an ex officio non-voting member of the Board, but this expectation was not codified. Board members noted the helpful contributions of the previous State Librarian, including lending perspective on the Texas legislature and pointing TDL to funding opportunities. Members noted the Texas State Library and Archives and Texas Digital Library overlap work in a number of areas, such as open educational resources and digital collections management.

Outcomes / action items: Haricombe called for approval of a standing invitation to the State Librarian as an ex officio, non-voting member of TDL's Governing Board. It was motioned to approve; Dean Hendrix, UTSA seconded the motion. All present voting members approved.

Next steps: TDL will draft amendments to the bylaws to include the Texas State Librarian as an ex officio, non-voting member of the Governing Board. Additional amendments to the bylaws regarding recusal and executive session protocols will be drafted by the Executive Committee. Amendments of the bylaws will be handled via email and ready for approval by the next Governing Board meeting. Kristi Park will send a letter of invitation to Gloria Mendez, the current State Librarian.

Item 3B: *Increasing number of elected seats on the Governing Board*

Lorraine Haricombe called for discussion and voting on the number of elected seats on TDL's Governing Board to reflect the increase in regular membership, as allowed by TDL Bylaws. Kristi Park noted that TDL's bylaws include a mechanism for increasing the size of the governing board to correlate with the number of regular members of the consortium. Board members highlighted TDL's growth, increasing to 29 members - seven joining the consortium since 2019. Park noted that TDL's membership includes 18 regular members who are eligible for representation on TDL's governing board. Based on TDL's bylaws, the governing board should include four at-large representatives; the board currently includes three at-large representatives.

Outcomes / action items: Haricombe called for a motion to approve addition of a fourth at-large member to join TDL's Governing Board. Diane Bruxvoort motioned to approve; Athena Jackson seconded. Board members unanimously approved the addition of a fourth at-large representative to the Governing Board.

Next steps: Action: TDL will bring the bylaws discussion to the Executive Committee for drafts to be approved by the next board meeting. The Governing Board will convene a nominating committee at its Spring/Summer meeting, as is customary, to bring names of eligible deans / directors for voting among membership. Names of candidates for two at-large seats will be put forward for vote by the Member Board to begin 3-year terms in the 2022-23 academic year.

IV. Racial Equity Action Plan (REAP) Revisions

Reference: [see REAP](#)

Kristi Park presented an updated Racial Equity Action Plan or REAP (formerly Anti-Racism Action Plan) and facilitated a discussion of Board-level diversity and inclusion goals to be included therein. Park reminded the Board that the purpose of the REAP was intended to codify intentions as actions and integrate the (living) document into TDL's, governance, strategies, operations, and assessment. Park outlined revisions to the REAP proposed by TDL, the change to the title to reflect positivity and action, and noted different sections that capture policies and practices already in place at TDL as well as aspirational strategies and goals moving forward. The board agreed that one of its roles in relation to the Action Plan will be to set priorities for coordinated action among the membership to promote equity in digital collections across the consortium.

Outcomes / action items: Park called upon Governing Board members to contribute to the REAP by providing feedback in a shared document by March 31. The Executive Committee will draft a board-level objective for the REAP based on discussion at the meeting.

Next steps: TDL will share the REAP as a Google Doc in suggestion mode so Governing Board members can suggest revisions and leave comments for review, open through March 31. Beginning in April, TDL will open the document to the entire membership and call for contributions through early May. TDL will then present the final version to the membership during the annual Texas Conference on Digital Libraries.

V. Financial Report

Reference: [see budget documents](#) | [revised FY23 budget](#)

Item 5A: Mid-year FY22 Financial Report

Kristi Park noted that the financial report reflects through the end of calendar year 2021 but doesn't reflect expenses for the first quarter of 2022. At the time of reporting, TDL had not yet billed for digital preservation storage. Park reported that salaries and fringe benefits are higher than expected due to approval of one-time expenditures for hiring of DPLA Coordinator, though the TDL administrative associate position has been vacant since Fall 2021.

Park noted that while, again, as in FY21, TDL saw savings in travel in the first half of FY22 due to the pandemic, she will participate in upcoming professional development during CLIR's Leading Change Institute in summer 2022 and deputy director Courtney Mumma recently completed executive training from Raw Signal. Executive training funding for both Park and Mumma was allotted from one-time expenditure in 2020. Marketing also underspent the projected FY22 budget. Park noted that one-time expenditures around strategic initiatives are not accounted for in the budget.

Outcomes / action items: No action required of the board.

Next steps: Park will submit a revised mid-year financial report to the Board in a follow up email.

Item 5B: FY23 proposed budget discussion

Kristi Park provided an outlook for the FY23 budget including income from membership and fees as well expenditures that will reflect strategic investments approved in FY21 (see next section for detail in the Strategic Investments Report). Park highlighted accidental omissions in expenditure line items around strategic investments.

Outcomes / action items: Park requested to postpone vote for approval once the corrected budget is submitted to the board.

Next steps: TDL will make corrections to the proposed FY23 budget and request approval by the board via email.

Addendum: TDL's revised budget for FY23 was sent to all Governing Board members on February 28 and approved by email with five votes in favor.

VI. Strategic Plan Report

Reference: [see goals report](#)

Kristi Park & Courtney Mumma presented a report on TDL's 2020-2023 strategic plan, including a Cash Reserve Investments update and proposed revisions to key performance indicators (KPIs).

Item 6A: Strategic Investments Report

Courtney Mumma reported on progress toward strategic investments for web accessibility, open source software sustainability, TDL's new DPLA service, and building a Diversity Residency in Digital Libraries program.

Mumma reported that TDL is working with consultants on web accessibility alongside funding accessibility audits to improve TDL's digital repository hosting service and DSpace 7; lobbying the Global Dataverse Community for accessibility fixes to improve all users' experiences for the Texas Data Repository; and building plans to implement accessibility features for TDL's open academic journal hosting service (powered by Open Journal Systems) as they are released by the Public Knowledge Project, the OSS home of OJS.

Mumma noted the recent addition of TDL's newest staff member, Elliot Williams, who joined in November 2021 as TDL's first DPLA service coordinator. TDL coordinated a recent event, the Digital Collections Love-In, that introduced Elliot to digital collections stewards from across Texas and provided an opportunity for TDL to get acquainted with potential members and TxHub service subscribers. Additionally, Mumma reported on steps taken towards progress on OSS sustainability for Vireo, including meeting with an OSS sustainability consultant.

Mumma also reported on progress made toward establishing TDL's first Diversity Residency in Digital Libraries. TDL has convened a planning committee, composed of members of five TDL member institutions, that will assist TDL in creating a holistic, positive experience for the Resident. Board member Athena Jackson (University of Houston Libraries) serves as Board liaison to this committee. The committee is tasked with developing a job description, convening a hiring committee, and developing a rotation that will both introduce the Diversity Resident to the work of digital librarians and archivists as well as nurture their professional development.

Outcomes / action items: No action required for the board.

Next steps: TDL meets with an OSS sustainability consultant in March 2022. Mumma reports that TDL is on track to post the Diversity Resident in Digital Libraries position in April 2022 with a target start time frame in August 2022.

Item 6B: *Proposed Revisions to Key Performance Indicators*

Kristi Park outlined revisions proposed to key performance indicators (KPIs) in TDL's 2020-2023 strategic plan. Park proposed updating metrics for TDL's DPLA service to measure the number of institutions subscribed to the service, rather than the number of items aggregated. Park proposed a second revision to the KPIs to account for needed strategic planning around the Texas Conference for Digital Libraries and TDL event planning. Board members supported the proposed revisions.

 Outcomes / action items: No action required for the board.

Next steps: TDL will submit a revised strategic plan to the board for review, will inform members of the changes, and will update public-facing documentation to reflect the revisions.

VII. Outreach Updates

Kristi Park reviewed TDL's member and service recruitment efforts as well as shared TDL member's service usage and membership levels.

Outcomes / action items: No action required for the board.

Next steps: NA

VIII. Any other business

Lorraine Haricombe called for additional items for discussion from the board. Governing Board members vocalized support for TDL leadership and staff and shared in their gratitude for the collaboration with member staff working at TDL member institutions.

Outcomes / action items: No action required for the board.

Next steps: NA

IX. Adjourn

Lorraine Haricombe adjourned the meeting at 11:50 a.m. Next meeting is slated for Summer 2022, date and time TBD.