

TO: FLICC Executive Board Members
FROM: Susan M. Tarr, Executive Director, FLICC
SUBJECT: Minutes of the January 9, 2003 FEB Meeting

<u>FEB Members</u>	<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Beacher Wiggins	LC	X	
Evelyn Frangakis	NAL	X	
Hoyt Galloway	Customs		X
Becky Lyon	NLM	X	
Sheila McGarr	Education	X	
Sarah Mikel	NDU	X	
Ken Nero	NLRB	X	
Ann Parham	ARMY	X	
Judy Russell	GPO		X
Jocelyn Rankin	CDC	X (by phone)	
Susan M. Tarr	FLICC	X	
Cheryl Thomas	FCA	X	
Joseph Banks	FEDLINK		X
Anna Bohlin	FLICC	X	
Lynn McDonald	FEDLINK	X	

AGENDA

1. Approval of minutes of the November 14, 2002 FEB meeting – Beacher Wiggins (LC)
FLICC Chair
2. Welcome to newly elected members to the FLICC Executive Board – Beacher Wiggins
3. FLICC Organization and Planning – Susan Tarr
 - Nomination of FEB Vice Chair
 - Overview of FEB member responsibilities
 - Working Group assignments
4. FLICC Working Groups (short reports as time allows):
 - Budget and Finance – Judy Russell (NCLIS)
 - Content Management – Ken Nero (NLRB)
 - Education – vacant
 - Membership and Governance – vacant
 - Nominating – Sheila McGarr (NLE)
 - Personnel – Sarah Mikel (NDU)
 - Policy – vacant
 - Preservation and Binding – vacant
 - Survey – vacant
 - FEDLINK Advisory Council (FAC) – Cheryl Thomas (FCA), FAC Chair

- Awards – Becky Lyon (NLM)
 - final selection of FLICC Awards recipients for 2002

5. FLICC Report — Susan Tarr (short reports):
 - Depository Library Council nominee - update
 - FLICC Homeland Security Working Group - update
 - Competitive Sourcing/Advocacy for federal staffing -update
 - Federal Library Business Model Working Group
 - 2003 FLICC Forum 3/19/03
 - FLICC Quarterly Membership Meeting, 2/20/03
 - Federal General Counsels' Forum 3/4/03
6. FEDLINK (written reports):
 - FEDLINK Network Operations – Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks
7. Old Business:
8. New Business:

Next Meeting: Thursday, March 27, 2003

AGENDA

1. Approval of minutes of the November 14, FEB meeting – Beacher Wiggins (LC) FLICC Chair – Beacher Wiggins called the meeting to order at 9:35. The minutes were approved as written.
2. Welcome to newly elected members to the FLICC Executive Board – Beacher Wiggins – Wiggins welcomed newly elected members Evelyn Frangakis (NAL) and Ann Parham (Army), as well as appointed members Becky Lyon (NLM) and Hoyt Galloway (Customs).
3. FLICC Organization and Planning – Susan Tarr
 - Nomination of FEB Vice Chair – Tarr reviewed the FLICC bylaws regarding the election of a new FEB Vice Chair. She then asked for nominations. Sarah Mikel was nominated. A unanimous vote elected Mikel as the new FEB vice chair, and she accepted the nomination.
 - Overview of FEB member responsibilities – Tarr then reviewed the responsibilities of FEB members as described in the FLICC Bylaws.
 - Working Group assignments – Tarr described working group liaison roles, indicating that each FEB member represents one working group. She asked if any members wanted to change their current liaison role. Ken Nero agreed to continue his liaison role to the Content Management Working Group. Evelyn Frangakis is the new liaison to the Preservation and Binding Working Group and Ann Parham is the new liaison to the Personnel Working Group. Hoyt Galloway will be asked by Tarr to serve as the liaison to the Education Working Group. Because the Policy Working Group comprises the entire Executive Board (plus selected members

of the federal information community), there is no official liaison. Tarr will ask Kurt Molholm if he will continue to make policy reports at quarterly FLICC membership meetings.

4. FLICC Working Groups (short reports as time allows):

- Budget and Finance – Judy Russell (GPO) – Tarr reported for Russell and said the group would reconvene in March to begin its work on the FY2004 budget.

- Content Management – Ken Nero (NLRB) – Tarr reported for Nero that the group met on January 7th. She referred to a meeting announcement for a brown bag sponsored by the group on “Intranet Search Engines.” She also mentioned the group’s co-sponsorship with CENDI of the “Business Continuation and Disaster Recovery: What We Learned From 9/11” program, held on December 11, 2002. The session provided excellent information on disaster planning and was video taped for future sale. More brown bag events are being planned by the group. Working group member Barry Wheeler is preparing a knowledge management website pilot on disaster preparedness and planning. Brooke Dickson (OMB) will attend the next working group meeting on February 4th to discuss content management issues from an OMB perspective.

- Education – vacant – No report.

- Membership and Governance – vacant – No report.

- Nominating – Sheila McGarr (NLE) – McGarr referred members to their meeting packets for the 2003-2005 election report that lists the new members to FLICC, FAC and FEB.

- Personnel – Sarah Mikel (NDU) – Mikel reported that the group will meet on January 16th to discuss application processes, recruitment of federal librarians, outsourcing, and the “third wave.” OPM’s Suzy Barker, Director, Examinations and Qualification Branch, has offered her assistance to the group’s personnel efforts.

- Policy – vacant – No report.

- Preservation and Binding – Evelyn Frangakis – Tarr reported for Frangakis that the statement of work for FEDLINK preservation services is still in process but will be finalized shortly. The working group has also finalized their recommendations on the requirements for the new binding contract. Their recommendations have been forwarded to GPO.

- Survey – vacant – No report.

- FEDLINK Advisory Council (FAC) – Cheryl Thomas (FCA), FAC Chair– Thomas reported that the FAC met on December 5, 2002, and discussed the FEDLINK business plan, including efforts on reducing customer barriers, digital library efforts, digitizing contracts and portals.

- Awards – Becky Lyon (NLM) – The second half of the FEB January meeting was dedicated to the final selection of FLICC Awards recipients for 2002. During the selection process FEB members raised the following items to consider for the next Awards cycle: the

nominations should state clearly that the awardee accomplished the work to be awarded during the fiscal year of the award; no “honorable mentions” will be awarded in the library/information center categories (large and small); the working group, as well as FEB members, would like to see clarification on the definition of the term “library/information center” to help discourage nominations for individual functional units within a library/information center. The clarification will be included in next year’s awards brochure. Members decided not to give an “honorable mention” in the librarian category for 2002..

5. FLICC Report — Susan Tarr (short reports):

- Depository Library Council nominee - update – Tarr reported that she is working with Kris Vajs (USPTO) as a potential nominee and new federal library representative to the Depository Library Council.

- FLICC Homeland Security Working Group - update – Tarr said that she has identified the librarians in those libraries that are targeted to migrate to the Department of Homeland Security. She referred members to a contact list included in the meeting packet and asked for suggestions of additional names. The Department of Homeland Security (DHS) working group will be called upon to discuss their interest in receiving FLICC assistance to coordinate resource sharing and planning. They will also be called upon to provide a group approach to a proposal to the new department on information and content management, a proposal which would allow libraries more say in how content will be organized and delivered throughout in the new agency. Rankin (CDC) was asked to provide names for the group from HHS.

- Competitive Sourcing/Advocacy for federal staffing -update -- Tarr reported on responses to the FLICC Membership December Competitive Sourcing Survey. She referred members to the survey report in the packet and presented the results in detail. A discussion ensued on statistical differences and definitions. Tarr asked what agencies, such as OMB and the White House, should be contacted in terms of a promotional effort of consciousness raising. The Canadian model for federal libraries was also discussed as a possible tool. Tarr will keep members informed by email on continued development.

- 2003 FLICC Forum 3/19/03 – Tarr reported on the progress of the event planning. All is on schedule, but the final congressional speaker has yet to be determined.

- FLICC Quarterly Membership Meeting, 2/20/03 – Tarr asked members for ideas for the membership meeting focus.

- Federal General Counsels’ Forum 3/4/03 – Tarr said that the General Counsels Forum will discuss copyright issues. The program has been coordinated by Bonnie Klein (DTIC) in collaboration with a CENDI Copyright Task Group, which has developed a set of FAQs on government copyright.

6. FEDLINK (short 3reports):

- FEDLINK Network Operations – Lynn McDonald – No report.

- FEDLINK Fiscal Operations — Joseph Banks – Tarr gave an update on the Faxon/Rowecom bankruptcy proceedings, and the financial effects and overall relationship to FEDLINK and its customers. Tarr will forward the public report on the Faxon proceedings to FEB members when available. Tarr also referred to the FEDLINK fiscal operations report which indicates a deficit due to the continuing resolution situation, causing the delay of agency allocation

of service funds to FEDLINK.

7. Old Business: Tarr referred back to the Awards Working Group's notes in the packet and the questions raised at their last meeting, and suggested that these issues will be discussed at the next FEB meeting. She will also forward FEB members a summary of the two award nominations that raised questions about the "information center" category.
8. New Business: Tarr thanked Cheryl Thomas (Farm Credit Administration) for all her contributions as a member of FEB and as Chair of FAC.

HANDOUTS:

- 1 Agenda
- 2 Minutes of the November 14, 2002 FEB Meeting
- 3 FLICC/FEDLINK 2003-2005 Election Update
- 4 FLICC Bylaws
- 5 Guidelines for FEB members
- 6 Notes from the FLICC Awards Working Group meeting 12/6/02
- 7 Letter from Bruce James, Public Printer, GPO, to Susan M. Tarr
- 8 List of Homeland Security Department Library contacts
- 9 Email memorandi from Susan M. Tarr to Eileen Welch on HSD information service planning
- 10 Analysis of FLICC Membership Responses to 12/02 Competitive Sourcing Survey
- 11 Draft Agenda and Call/2003 FLICC Forum
- 12 Email memo from Bonnie Klein to Susan M. Tarr on the GC Forum/Copyright
- 13 Executive Summary of FLICC/FEDLINK FY 2002
- 14 FEB Roster
- 15 Meeting Schedule for FLICC and FEB for 2003
- 16 Meeting Announcements: - 2003-8 Developing Executive Leadership
 - 2003-10 The Balanced Scorecard Method
 - 2003-11 Intranet Search Engines
- 17 Information Alert 2003-1 "Training Agreements and Training Account Information"
- 18 CENDI Program Announcement on "Getting a Handle on Federal Information" 19
FLICC/FEDLINK flyer on Federal Libraries and Information Centers: A National Resource

ACTION ITEMS:

1. Tarr will ask Hoyt Galloway (Customs) to serve as the liaison to the Education Working Group. Tarr will ask Kurt Molholm (DTIC) if he will continue to provide the Policy Working Group report at FLICC membership meetings.
2. Tarr asked for suggestions of additional names for the Homeland Security Department WG.
3. Rankin (CDC) was asked to provide names for the Homeland Security Department WG from HHS.
4. Tarr will keep members informed by email on the continued developments of the FLICC Membership 12/02 Competitive Sourcing Survey.
5. Tarr asked members what agencies to approach for promotion and consciousness raising.
6. Tarr will forward the public report on the Faxon proceedings to members when available.

- 7 Tarr referred back to the Awards Working Group's notes in the packet and the questions raised at their last meeting, and suggested that these issues will be discussed at the next FEB meeting.
- 8 Members requested that a summary be forwarded to them of the two award nominations that raised questions about the "library/information center" category.

Minutes prepared by Anna Bohlin, FLICC