

TO: FLICC Executive Board Members  
 FROM: Susan M. Tarr, Executive Director, FLICC  
 SUBJECT: Minutes of the January 15, 2004 FEB Meeting

FEB Members	Agency	Present	Absent
Deanna Marcum	LC	X	
Evelyn Frangakis	NAL	X	
Hoyt Galloway	Customs		X
James King	NRL	X	
Becky Lyon	NLM	X	
Sheila McGarr	GPO	X	
Ann Parham	Army		X
Carla Pomager	Army	X	
Jocelyn Rankin	CDC	X (by phone)	
Robert Schnare	Naval War College	X (by phone)	
Robert Willard	NCLIS		X
Susan M. Tarr	FLICC	X	
Joseph Banks	FEDLINK		X
Lynn McDonald	FEDLINK	X	
Anna Bohlin	FLICC	X	

AGENDA

1. Approval of minutes of the November 13, 2003 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. Welcome to newly elected members to the FLICC Executive Board – Deanna Marcum
3. FLICC Organization and Planning – Susan M. 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 – Robert Willard (NCLIS)/vacant for 2004
  - Competitive Sourcing – vacant
  - Content Management – vacant
  - Education – Jocelyn Rankin (CDC)
  - Federal Libraries/GPO Partnership – Susan M. Tarr
  - Homeland Security – Hoyt Galloway (Customs)
  - Human Resources – Ann Parham (Army)
  - Membership and Governance – inactive
  - Nominating – Sheila McGarr (GPO)

- Policy – Committee of the Whole/led by Kurt Molholm (DTIC)
- Preservation and Binding – Evelyn Frangakis (NAL)
- FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair
- Awards – Becky Lyon (NLM)/vacant for 2004
  - final selection of FLICC Awards recipients for 2003

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

- Depository Library Council nomination
- Next GC Forums 2/24/04
- FLICC Authorization renewal by July 2004: FEB majority voted no substantive changes
- FLICC Membership meeting 2/19/04 - Meeting Focus: Legislative Update on the 108<sup>th</sup> Congress and Policy Update from OMB
- Update - 2004 FLICC Forum on Federal Information Policies 3/25/04 - “E-Competencies for E-Government: Changing Role of the Federal Information Professional.”

6. FEDLINK (short reports):

- FEDLINK Network Operations— Lynn McDonald
- FEDLINK Fiscal Operations — Joseph Banks

7. Old Business:

8. New Business:

Next Meeting: Thursday, March 18, 2004

1. Approval of minutes of the November 13, 2003 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) – Marcum 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 – Deanna Marcum – Marcum welcomed newly elected members James King (NRL) and Robert Schnare (Naval War College). Marcum also recognized Becky Lyon (NLM) who is ending her term on FEB and who will be replaced by Jane Bortnick Griffith as the new NLM representative.

3. FLICC Organization and Planning – Susan M. 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. Ann Parham was nominated, and she accepted the nomination. The FEB voted unanimously to elected Parham as the new FEB vice chair.

- Overview of FEB member responsibilities – Tarr 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. The new liaison roles were identified as follows:

Evelyn Frangakis/Content Management; Bob Schnare/Preservation and Binding; James King/Competitive Sourcing; and Jane Bortnick Griffith/Policy. Tarr will determine the liaisons to the Awards and Budget and Finance Working Groups at a later date. [Subsequently King agreed to provide liaison to the Budget and Finance Working Group; Tarr will provide liaison to the Competitive Sourcing Group until a FEB liaison is identified.]

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

- Budget and Finance – Robert Willard (NCLIS)/vacant for 2004 – No report.
  
- Competitive Sourcing – vacant – Tarr reported that the group will have its first meeting on January 16, 2004 and that Karen Kapust, Director of the Food and Drug Administration Library, has agreed to serve as chair.
  
- Content Management – James King (NRL) reported that the group is planning several brown bag sessions to follow up on issues discussed at the 2003 Information Technology Update on “Institutional Archives and Repositories in Government.” A September 2004 “Information Technology Update” program will deal with OMB’s development of “enterprise architecture.” King also said that the group is collaborating with GSA in hosting the Federal Webmasters’ fora.
  
- Education – Jocelyn Rankin (CDC) – Rankin reported that the first session of the “Soaring to Excellence” program for library technicians held on January 13 had 47 attendees, compared to 26 attendees in 2003. Rankin then referred to program announcements in the meeting packet, including AMA’s “Planning and Managing Organizational Change,” the LITA regional institute on “XML in Libraries” and the brown bag session inaugurating the second edition of the *Handbook of Federal Librarianship*.
  
- Federal Libraries/GPO Partnership – Susan M. Tarr – Tarr reported that the group held their second meeting at GPO on January 14, and that Judy Russell, Superintendent of Documents at GPO, reported on other her interaction with other stakeholders and her goals for support and information from the federal library community. The group discussed action items regarding the depository library program, including an electronic distribution scheme, motives for participating in the program other than free publications, and the development of a list of favorites for digitization from the legacy collections. They also questioned digitization standards for this project; Russell stated that GPO intends to use the highest/best practices standards. GPO will also consult the Library of Congress digital program.
  
- Homeland Security – Hoyt Galloway (Customs) – Tarr reported for Galloway that the Virtual Reference Sub-Group is very active in their efforts to provide DHS libraries with cooperative virtual reference services and centralized licensing and funding for commercial electronic databases. DHS has already approved and funded the virtual reference project using FEDLINK OCLC services. Tarr said that she is monitoring the outcome of the group’s work as it might be used as a model for other federal agencies.
  
- Human Resources – Ann Parham (Army) – Parham reported that the guest speaker at the last meeting was Dr. Marty Hale from the Catholic University MLS program. Dr. Hale talked about recruitment, internships and her willingness to consider creative programs to benefit federal libraries and library science students. Hale suggested that internship possibilities could be announced in the federal library community via the FLICC Web site. Parham also said that the group is developing a new Web site and a new mission statement. Another important

issue for the group is to continue the discussion with the Department of Labor to remove the librarian's occupation from the Directory of Occupations. Parham noted that after more than a year of efforts by working group members and FEDLINK staff, the Department of Labor has taken no action to correct this matter. Parham also noted that a change in the directory is essential, because the hourly wages indicated there are used to set the wages for outsourced librarians, resulting in much lower than normal wages for librarians.

- Membership and Governance – inactive – No report.

- Nominating – Sheila McGarr (GPO) – McGarr recognized the two newly elected members to FEB, King and Schnare as well as the newly appointed board member, Bortnick Griffith. Marcum thanked Robert Willard, who will retire as the Executive Director of NCLIS, for his efforts on FLICC's behalf.

- Policy – Committee of the Whole – No report.

- Preservation and Binding – Evelyn Frangakis (NAL) – Frangakis reported that the preservation services request for proposal (RFP) has been announced on the FLICC Web site. Schnare added that the GPO Binding Contract as well as the Disaster Recovery Contract (in draft format) have also been posted on the Web site.

- FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair – Pomager reported that the FAC brainstormed the pluses and minuses of FEDLINK services to better judge revisions to the FEDLINK 2004 business plan.

- Awards – Becky Lyon (NLM)/vacant for 2004

- final selection of FLICC Awards recipients for 2003 – Lyon reported that the working group received a large number of award applications this year. Tarr said that, before proceeding with the final awards selection, a decision had to be made as to whether a nominee identified as holding a professional series 1412, GS11 position could qualify for the library technicians award category. The Awards Working Group had disqualified the nominee in the 1412 (Technical Information Specialist) professional series. The nominee, however, was considered by the nominator as high level library technician due to the lack of the MLS degree. Tarr said the Awards Working Group had previously decided not to define nominations by series because there are professional librarians in a number of professional series including the 1412 series. FEB members discussed the benefits to libraries of moving technicians from the 1411 to the 1412 series, allowing agencies to give promotions and salary increases to those lacking the MLS degree. At the end of the discussion FEB members unanimously accepted a motion to accept the recommendation of the Awards Working Group to disqualify the 2003 nomination of the series 1412, GS-11 nominee, and to examine the ongoing policy matter further at the next FEB meeting. On another policy matter, Willard questioned whether there was a conflict of interest if a nominator served on the FEB, but after some discussion conceded to other FEB members' opinions that FEB members and their agencies should be eligible for the awards. Willard also suggested that the nominator's name be blanked out to the evaluators. These matters were also referred to the March FEB meeting for further discussion.

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

- Depository Library Council nomination – Tarr said GPO has again invited FLICC to nominate a representative to the GPO Depository Library Council. Willard suggested that not only librarians but senior users of information generated by the government

be invited to the Council. McGarr agreed that this is important. Willard suggested Peter Young (NAL) as a possible nominee. Tarr will follow up with Young prior to the March 1 nomination deadline.

- Next GC Forums 2/24/04 – Tarr said the meeting will focus on Fair Use issues. She is also in the process of inviting speakers from the Copyright Clearance Center to talk about copyright and licensing in the federal government.

- FLICC Authorization renewal by July 2004: FEB majority voted no substantive changes – Tarr said that there was no need to reconstitute the Membership and Governance Working Group as the authorization was approved as is by a majority of the FEB via the FEB closed listserv. The unrevised authorization will be moved forward to the Librarian of Congress for his signature by July 2004.

- FLICC Membership meeting 2/19/04 - Meeting Focus: Legislative Update on the 108<sup>th</sup> Congress and Policy Update from OMB – Tarr said that Jeffrey Seifert, Analyst in Information Science and Technology Policy, LC, will give a legislative update of the 108<sup>th</sup> Congress, and Jonathan Womer, Policy Analyst, OMB, will give an executive branch policy update.

- Update - 2004 FLICC Forum on Federal Information Policies 3/25/04 - “E-Competencies for E-Government: Changing Role of the Federal Information Professional.” – Tarr is working on finalizing the speaker list for the 2004 FLICC Forum. She said that First Lady Laura Bush was unavailable as the keynote speaker; Tarr has instead invited Janice Lachance, Executive Director for the Special Libraries Association. Tarr referred to the draft forum agenda in the FEB meeting packet and discussed some of the invited speakers.

6. FEDLINK (short reports):

- FEDLINK Network Operations— Lynn McDonald – McDonald reported on the Faxon bankruptcy situation, and said that FEDLINK is still waiting for the written guidance from GAO on whether FEDLINK or the individual customers’ accounts will be charged for the incurred losses. She also reported on a presentation made at the ALA Midwinter conference, in which an attorney for the RoweCom/Faxon creditors’ committee said they were working with the committee for Divine’s creditors on a solution that would avoid any further disputes or legal actions. McDonald also reported on the progress of virtual reference services for the Department of Homeland Security and on cooperation with CAPCON, now part of OCLC, including the OCLC digital archiving service.

- FEDLINK Fiscal Operations — Joseph Banks – Banks reviewed the FEDLINK Fiscal Operations Registration Comparison Chart of January 12, 2004 with the FEB members and concluded that the FEDLINK financial outlook is very positive and that the organization is solvent. He also said that new services, that FEDLINK now provides to the Department of Homeland Security, increased Transfer Pay Services revenues by over 10 percent.

7. Old Business: No old business.

8. New Business: Willard called for suggestions for the new executive director of NCLIS.

Tarr again thanked Becky Lyon for her six-year service on FEB.

Next Meeting: Thursday, March 18, 2004

HANDOUTS

- 1 Agenda
- 2 Minutes of the November 13, 2003 FEB Meeting
- 3 FLICC Bylaws
- 4 Guidelines for FLICC FEB members
- 5 2004 schedule for FLICC and FEB meetings
- 6 FLICC/FEDLINK 2004-2006 election update
- 7 FLICC Authorization of 1999
- 8 Draft 2004 FLICC Forum Call and Agenda
- 9 Draft Agenda for the February 19 FLICC Membership Meeting
- 10 FEDLINK Fiscal Operations Registration Comparison as of January 12, 2004
- 11 FEB member roster for 2004
- 12 Meeting Announcement 2004-11: AMA - Planning and Managing Organizational Change
- 13 Meeting Announcement 2004-12: Introduction to Federal Librarianship: Resources, Opportunities and Networking
- 14 Meeting Announcement 2004-13: LITA Regional Institute: XML in Libraries

ACTION ITEMS

- 1 Several FLICC Awards issues were deferred to be discussed at the March 18 FEB meeting:
  - Eligibility of professional Series 1412 nominees for the Federal Technician of the Year Award:
  - Conflict of interest if a nominator serves on the FEB, or blank out the nominator's name for the evaluator;
2. Tarr will follow up with Peter Young (NAL) as a possible candidate for the GPO Depository Library Council prior to the March 1 nomination deadline.

Minutes prepared by Anna Bohlin.