

TO: FLICC Executive Board Members **FINAL**  
 FROM: Susan M. Tarr, Executive Director, FLICC  
 SUBJECT: Minutes of the January 13, 2005 FEB Meeting

FEB Members	Agency	Present	Absent
Deanna Marcum	LC		X
Mary Boone	State	X(by phone)	
Robyn Frank	EOP	X	
Hoyt Galloway	DHS	X	
Jane Bortnick Griffith	NLM	X (by phone)	
James King	NRL	X	
Ann Parham	Army	X	
Judy Russell	GPO	X	
Robert Schnare	Naval War College	X (by phone)	
Paula Vincent	EOP	X	
Peter Young	NAL		X
Susan M. Tarr	FLICC	X	
Kathryn Mendenhall	FLICC	X	
Joseph Banks	FEDLINK	X	
Lynn McDonald	FEDLINK	X	
Anna Bohlin	FLICC	X	

AGENDA

1. Approval of minutes of the November 4, 2004 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 – vacant
  - Competitive Sourcing – vacant
  - Content Management – James King (NRL)
  - Education – vacant
  - Federal Libraries/GPO Partnership – Judy Russell (GPO)
  - Human Resources – Ann Parham (Army)

- Membership and Governance – inactive
- Nominating – Mary Boone (State)
- Policy – Jane Bortnick Griffith (NLM)
- Preservation and Binding – Robert Schnare (NWC)
- FEDLINK Advisory Council (FAC) – FAC Chair
- Awards – Peter Young (NAL)
  - final selection of FLICC Awards recipients for 2004

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

- LC Gift Authority - update
- Next GC Forum 2/1/04 - “Being an Agency Sky Captain in the Federal E-Record World of Tomorrow.”
- FLICC Membership meeting 2/17/05 - Meeting Focus: M.I.M. student presentation on performance metrics
- Update - 2005 FLICC Forum on Federal Information Policies 3/24/05 - “Evolving Information Policy: Open Access and New Constraints.”

6. FEDLINK (short reports):

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

7. Old Business:

8. New Business:

Next Meeting: Thursday, March 10, 2005

AGENDA

1. Approval of minutes of the November 4, 2004 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) - - Parham, Vice Chair of FLICC, called the meeting to order at 9:35 am. The minutes from the November 4, 2004 meeting were approved as written.

2. Welcome to newly elected members to the FLICC Executive Board – Deanna Marcum - - Parham welcomed all FEB members and introduced the newly elected members Robyn Frank, Director of the Library and Research Services Division at the Executive Office of the President, and Judy Russell, Superintendent of Documents at the U.S. Government Printing Office.

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. Members asked Ann Parham to serve for one more year and she accepted the nomination. FEB voted unanimously to re-elect Parham as 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 and asked the new members to select a working group assignment. The new liaison roles for 2005 are Galloway for Education Working Group, Frank for the Competitive Sourcing Working Group, and Russell for the Budget and Finance Working Group (King will remain on this working group and will assist Russell as needed).

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

- Budget and Finance – vacant - - Tarr reported that Carol Bursik (Justice) has agreed to continue as chair and that McDonald is arranging the group's meeting schedule. The group will prepare the projected FY2006 budget for approval by FAC, FEB and the FLICC/FEDLINK membership at various meetings during spring of 2005. The Librarian of Congress, James Billington, will then provide the final approval.

- Competitive Sourcing – vacant - - Tarr reported that the group presented their first in a series of brown bags called "Competitive Sourcing: A Catalyst for Change" on January 11, 2005. Staff will post a video of the program on the FLICC Web site. Program participants asked many questions during the session and the working group members have agreed to research those questions further. The responses to these questions will also be made available at a later date on the FLICC Web site.

- Content Management – James King (NRL) - - King reported that the group will sponsor a brown bag on February 2, 2005 on "E-gov: An Update for Librarians and Information Specialists."

- Education – vacant - - No report.

- Federal Libraries/GPO Partnership – Judy Russell (GPO) - - Russell reported that she will restore communication with the group and plan a meeting for early February. She also said that GPO will provide all their standard publications electronically except for "central titles" in the 2005-2006 timeframe. She plans to discuss this change with the group, including the digitization of historical and other materials and what implications this will have on federal libraries. FEB members suggested that Russell ask working group members if they are willing to remain on the group. Tarr suggested that Russell give a report on these latest GPO activities to the FLICC membership in February for further input and Russell agreed to do so. She will also report on the GPO new Strategic Vision for the 21<sup>st</sup> Century which she believes will also be of great interest to the FLICC community. Russell said that GPO's fiscal health and the redevelopment of its headquarters are main components of the plan.

- Human Resources – Ann Parham (Army) - - Parham reported that the group met via teleconference in place of a previously scheduled meeting with OPM representatives to discuss the development of competencies and other related issues. OPM representatives were unable to attend, but another meeting with them will be scheduled for a later date. The group decided to put their efforts into different areas including encouraging the Department of Labor to remove the librarian's occupation from the Directory of Occupations and revisit the librarian qualification and classification standards. Russell suggested that the group look into the classification of the technical information specialist position after issues arose at GPO regarding reclassifying this position. Russell will forward a list of these issues to the working group. Griffith pointed out that the OMB Circular A-76 on performance of commercial activities might have an impact on this issue.

- Membership and Governance – Inactive - no report.

- Nominating – Mary Boone (State) - - Boone referred to the FLICC/FEDLINK 2005-2007 Election Update form included in the meeting packet. Boone welcomed the new FEB members Frank and Russell and said that the 2005-2007 election cycle was now complete. The Nominating Working Group will reconvene in June.

- Policy – Jane Bortnick Griffith (NLM) - - Griffith said that the final release of the NIH public access policy has been postponed and that she will report on further activities as soon as they become available.

- Preservation and Binding – Robert Schnare (NWC) - - Schnare reported that the Preservation basic ordering agreements (BOAs) were now in place and were being used by FEDLINK customers. Russell asked if the group is looking into the ARL document on recognizing digitization as a preservation reformatting method. Schnare said that this document will be discussed at the ALA Midwinter conference which he will attend.

- FEDLINK Advisory Council (FAC) – FAC Chair - - Vincent reported that at the January FAC meeting the council elected three new officers. She is now the chair, with Cheryl Thomas (FCA) as vice chair and Vicky Crone (Air Force Historic Support Office) as secretary.

- Awards – Peter Young (NAL)
  - final selection of FLICC Awards recipients for 2004 - - FEB members proceeded with the final selection of FLICC Awards recipients for 2004.

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

- LC Gift Authority - update - - Tarr reported that she is working with the Library of Congress (LC) General Counsel’s Office to support an opinion that LC could use its Gift Fund Authority to help preserve or digitize collections that are under the custodial care of government agencies.

- Next GC Forum 2/1/04 - “Being an Agency Sky Captain in the Federal E-Record World of Tomorrow.” - - Tarr announced that the next General Counsels Forum will be held on February 1 and encouraged FEB members to attend.

- FLICC Membership meeting 2/17/05 - Meeting Focus: M.I.M. student presentation on performance metrics - - Tarr referred FEB members to the draft agenda in the meeting packet and asked liaisons to tell Anna Bohlin if they wish to give a report at the meeting. Tarr then said that she has been in contact with the M.I.M. students and given them the comments of several federal librarians who had proofread the students’ report. The proofreaders included James King (NRL), Blane Dessy (Justice), Kris Vajs (PTO) and Gail Hodge (NASA Goddard/International Associates). The report will be on the FLICC Web site this spring.

- Update - 2005 FLICC Forum on Federal Information Policies 3/24/05 - “Evolving Information Policy: Open Access and New Constraints.” - - Tarr reported that Dr. Elias Zerhouni, Director of NIH, accepted the invitation to be the keynote speaker. She is working on inviting other speakers to the Forum and announced that there will be a FLICC 40<sup>th</sup> anniversary celebration reception after the Forum.

6. FEDLINK (short reports):

- FEDLINK Network Operations— Lynn McDonald - - McDonald reported that

FEDLINK is in the process of finalizing the Faxon RoweCom documents which will allow distribution of payouts from the FLICC/FEDLINK reserve to about 30 libraries that incurred losses in connection with the Faxon bankruptcy. FEDLINK staff and contracting officers are also in the process of competing serials subscriptions and will hold several workshops on the RFQ process in February and March. McDonald also reported that network directors are negotiating pricing changes at OCLC to better suit the needs of the networks including FEDLINK.

•FEDLINK Fiscal Operations — Joseph Banks - - - Banks reviewed the FEDLINK Fiscal Operations Registration Comparison Chart of January 1, 2005, with FEB members and concluded that the FEDLINK financial outlook is very positive and that the organization is solvent. He also said that new services to the Department of Homeland Security increased Transfer Pay revenues by over 10 percent. Banks also reported that, while the Library of Congress is in the process of converting to a new Momentum financial system, FLICC/FEDLINK is still operating with a subsidiary system for its own specific fiscal operations, but will soon integrate into the LC system. Banks said that switching to Momentum had presented numerous problems as it is not fully compatible with FEDLINK's accounting needs. Thus, staff is now working on redesigning the system to suit FEDLINK's specific requirements.

7. Old Business: No old business.

8. New Business: King asked about the progress of updating FLICC's historical account and the design of a new logo in connection with FLICC's 40<sup>th</sup> anniversary. Tarr responded that funds have been allocated for a new and/or anniversary logo. Tarr will assign staff to follow up on the historical account similar to the 25<sup>th</sup> anniversary account published in the *FLICC Newsletter* of Fall 1990.

Next Meeting: Thursday, March 10, 2005

## HANDOUTS

- 1 Agenda
- 2 Minutes from the November 4, 2005 FEB meetings
- 3 FLICC Bylaws
- 4 Guidelines for FLICC FEB members
- 5 FLICC/FEDLINK 2005-2007 election update
- 6 Draft 2004 FLICC Forum Call and Agenda
- 7 FLICC/FEDLINK Suggestions from FLICC Quarterly Membership Meeting Brainstorming Session, December 2, 2004
- 8 Memo regarding LC/FLICC General Counsels Forum on February 1, 2005
- 9 Draft Agenda for the February 17 FLICC Membership Meeting
- 10 FEDLINK Fiscal Operations Registration Comparison as of January 10, 2005
- 11 FEB member roster for 2005
- 12 2005 schedule for FLICC and FEB meetings
- 13 Meeting Announcement 2005-7: 2006 Serials Subscriptions/Requests for Quotation Briefings
- 14 Meeting Announcement 2005-9: Great Escapes/NLM
- 15 Meeting Announcement 2005-10: LITA Regional Institute: Wireless Networks in Libraries
- 16 Meeting Announcement 2005-11: Basic Serials Cataloging Workshop

ACTION ITEMS

- 1 Russell will give a report on the latest GPO activities to the FLICC membership in February.
- 2 The Human Resources Working Group will look into the classification of the technical information specialist position. Russell will forward to the group issues that were raised at GPO regarding reclassifying this position.
- 3 FEB working group liaisons will tell Anna Bohlin if they wish to give a report at the February FLICC meeting
- 4 Tarr will assign staff to follow up on the FLICC historical account similar to the 25<sup>th</sup> anniversary account published in the *FLICC Newsletter*, Fall 1990.

Minutes prepared by Anna Bohlin.