

TO: FLICC Executive Board Members
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the July 18, 2002 FEB Meeting

<u>FEB Members</u>	<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Winston Tabb	LC		X
Stephanie Bianchi	NSF		X
Hugh Howard	USIS	X	
Becky Lyon	NLM		X
Sheila McGarr	Education	X	
Sara Mikel	NDU		X
Kurt Molholm	DTIC		X
Ken Nero	NLRB	X	
Judy Russell	NCLIS		X
Denise Lomax (FAC)	BOP	X	
Jocelyn Rankin	CDC	X	
Susan M. Tarr	FLICC	X	
Joseph Banks	FEDLINK	X	
Anna Bohlin	FLICC	X	
Robin Hatziyannis	FLICC	X	
Lynn McDonald	FEDLINK	X	

AGENDA

1. Approval of minutes of the May 16, FEB meeting B Susan M. Tarr, Executive Director, FLICC
2. FLICC Working Groups (short reports):
 - Awards B Becky Lyon (NLM)
-status of FY2002 awards cycle
 - Budget and Finance B Judy Russell (NCLIS)
 - Content Management B Ken Nero (NLRB)
 - Education B Hugh Howard (State)
 - Nominating B Sheila McGarr (NLE)
 - Personnel B Sarah Mikel (NDU)
 - Policy B Kurt Molholm (DTIC)
 - Preservation and Binding B Stephanie Bianchi (NSF)
 - FEDLINK Advisory Council (FAC) B Cheryl Thomas (FCA), FAC Chair
3. FLICC Report C Susan Tarr (short reports):
 - DOD representative to FLICC
 - Update on A-76 and the FAIR Act
 - Commercial Activities panel/Bob Tobias
 - SLA/ARL/FLICC partnership for regional FLICC education event/Monterey, CA
9/13-17/02

- NISO 239.7 standards
- FLICC Quarterly Membership Meeting, 9/19/02
-retirement luncheon following meeting
- National Book Festival working group with SLA/MLD and ALA/FAFLRT (Oct. 12)

4. FEDLINK (short reports):

- FEDLINK Network Operations B Lynn McDonald
- FEDLINK Fiscal Operations C Joseph Banks

5. Old Business:

New Business:

AGENDA

1. Approval of minutes of the May 16, FEB meeting B Susan M. Tarr, Executive Director, FLICCB Tarr opened the meeting for Kurt Molholm at 9:35. Minutes were reviewed, changes suggested and partially voted upon for approval pending an electronic quorum vote. [Members voted via the FEB closed listserv on August 30, 2002 and approved the minutes as corrected.]

2. FLICC Working Groups (short reports):

- Awards B Becky Lyon (NLM)-- Tarr reported that the working group and FLICC staff members have incorporated all of the FEB suggested changes into the FY2002 promotional materials. A link to the awards page from the main FLICC Web site= s What= s New page will be available on July 19, 2002. The fiscal year period has been emphasized in the new materials and the text also announces the separate awards based on size; the nomination form collects data needed to make selections. The working group has also recommended that there be no ties for the library and information center awards since two awards will now be given for that category. Tarr asked members to review the Web site and told members to look for a paper brochure later in the summer. The revised instructions also encourage nominators to fax the application packages and give them a date to contact FLICC if they have not received a confirmation of their application.
- Budget and Finance B Judy Russell (NCLIS)-- Tarr reported that members should have received an email with instructions on how to view an online version of the budget and its supporting materials and to complete the ballot. Tarr said staff members opted for this format because of mail delays, particularly in the Washington, D.C. area. Tarr asked FEB members who have not voted to please vote today at the meeting. She announced that the LC overhead rate was even lower than anticipated and hence the expenses will be lower.
- Content Management B Ken Nero (NLRB)BNero reported the working group has been revived. Nero said the working group recently sent a message to its listserv to encourage new involvement and to develop a task force to move forward. The deadline for volunteers is July 26. Tarr then gave FEB members a history of the evolution of the content management group and its work with the CIO KM working group. This larger, multi-agency group was not as focused as FLICC working groups tend to be, so the CM co-chairs want to refocus the FLICC working group and revitalize it. As reported by Nero, the group intends to have the task force plan a brown bag program on taxonomies (with Jan Herd

(LC)) and the fall Information Technology Update with a focus on content management software. Nero then asked FEB members to consider supporting two proposed initiatives from the working group: one to create an expertise database to link people across subjects (knowledge management) and another to develop a document depository to reflect the content management function. Both initiatives will focus on the subject of disaster recovery.

The purpose of these efforts is to tackle content and technology issues together and gain experience. The program is counting on free technical support for the database. If the FEB approves their moving forward, the project will be contingent on getting volunteers and free technology to move the effort forward. Tarr has also talked to the Education Working group about having a disaster recovery chapter on the Web site and she thought the CM demonstration project could be that chapter. She felt it meets up nicely with the development of the revision of the current handbook. Nero asked for a time frame of approval from the FEB. Tarr suggested that the vote be completed electronically in August. Nero agreed to send the proposal to FEB members for a vote. He also said they would like more members and Tarr outlined the listserv invitations that have been sent recently. Tarr said she will send the call for members to the FLICC membership listserv.

- Education B Hugh Howard (State)-- Howard reported on the recent meeting where the group agreed to update their online handbook on federal librarianship. Howard updated the FEB on the outcomes of subgroup discussions on the training topics identified by FLICC membership and said they are currently planning the FY2003 calendar. He reported that Rosemary Russo is organizing more Great Escapes tours for the fall, and announced the details related to the annual Technicians Institute have been finalized. Tarr referred members to the institute's meeting announcement in the FEB meeting packets. Tarr also said that this was the first year there was no waiting list for the Technicians Institute and reported that her staff is developing a video of the sessions. They plan to complete a conglomerate tape of past years for a Abest of@ version.
- Nominating B Sheila McGarr (NLE)-- McGarr said that Bohlin had sent a message to the working group members about continuing their services to the working group; only a few members declined the invitation. She said the group will meet in person next week with plans to conduct future business by email. Tarr asked FEB members to think about people who would be good FLICC rotating, FAC and FEB members. McDonald reported there was concern about over-representation of military libraries on the FAC. Tarr said the program needed experienced FEDLINK members.
- Personnel B Sarah Mikel (NDU)-- Tarr reported that the working group was meeting on July 19 with a representative from OPM. She said they are focusing on recruiting federal librarians and helping potential candidates learn how to get federal jobs. Tarr said the group had asked her to contact the deans of the library schools and ask them how they might help the federal community recruit more librarians. Sometime in August or September, the working group plans to talk with two local library schools about recruiting issues. Nero asked about Catholic University's federal librarian course; Tarr said FLICC used to be part of that class but the university had terminated the course. Rankin asked if the group was looking at the scope of the federal librarian position description. Tarr said that the group had worked with OPM in the past on updating the 1410 series and then had gotten OPM to update the position qualifications. Tarr said the group had moved away from those issues to respond to the anticipated retirement and job turnover rates in federal agencies. Howard suggested FLICC hold a one-day seminar/fair on federal librarianship.
- Policy B Kurt Molholm (DTIC)--Tarr mentioned the listserv message she had sent to

- FLICC membership on e-government legislation. She announced that it had passed the Senate but had been modified since the FEB looked at it last fall. Tarr said if it made it out of the House, there would be items for federal librarians to watch. Tarr will ask Molholm to share information about its status via listservs.
- Preservation and Binding B Stephanie Bianchi (NSF) --Tarr reported that the working group had not met recently but staff members are moving forward on a preservation services request for proposal (RFP). McDonald said the RFP services included microfilming, reproduction/photocopying for different materials, training and consulting, and conservation. Tarr and McDonald also updated the members on the binding contract that is up in August from GPO. GPO has allowed FLICC= s working group six months to look at its requirements.
 - FEDLINK Advisory Council (FAC) B Cheryl Thomas (FCA), FAC Chair B Lomax reported for Thomas that the last FAC meeting was electronic (via emai). The topics under discussion included the new Web page design and planning the FEDLINK Fall membership meeting on October 17 with speakers on outsourcing and commercial activities.

3. FLICC Report C Susan Tarr (short reports):

Tarr reported on Tabb's retirement and announced Beacher Wiggins will be acting in his stead.

- DOD representative to FLICCB Tarr referred members to their meeting packet to the copy of the definitions of FLICC membership. She had members review the definitions of Apermanent membership@ and Acabinet-level representation.@ She said that in the past the head of the Pentagon Library had served as the representative from DOD. She asked members if there was a better position to represent DOD now. Tarr said they will send a letter to Rumsfeld to ask for an appointee and FLICC might want to suggest to him which position would best represent DOD. Tarr suggested that FEB discuss this issue electronically.
- Update on A-76 and the FAIR ActB Tarr reported that she pulled together the responses from the FLICC listserv about members experiences. Tarr asked members to keep these responses confidential. She said she had been looking for common problems and found that a common thread was that there were not good matches between FAIR inventory categories and positions in federal libraries. Tarr asked members if it would be appropriate for FLICC to ask OMB to expand its categories for the FY2003 inventory. Tarr thought it was important that functions in the library be appropriately designated so that if there are key library positions that would be harmed from being contracted out, they need to be identified. Tarr asked members what, if anything, should the community do to create a better framework for inventorying library functions. Tarr said that a member of the Commercial Activities panel, Bob Tobias, will be asked to attend the next FEB membership meeting in September. Nero agreed to forward a link to the new A-76 memo revision when it is released.
- SLA/ARL/FLICC partnership for regional FLICC education event/Monterey, CA 9/13-17/02B Tarr referred members to their meeting packets for copy of the SLA Web site with links to information about the September conference. She said it was FLICC= s first attempt to do an offsite educational event and she said she was concerned that SLA is low on staff for this effort. She and people at ARL have been identifying speakers. It will be a four-day conference on measurement methodologies, balanced scorecard, surveys and focus groups, Web statistics, and online services statistics (NISO standards). Tarr asked members to

contact any colleagues on the West Coast to encourage people to attend.

NISO Z39.7 standards B Tarr referred members to the revised standards listserv that Steve Kerchoff sent out to the FEDLIB listserv. She encouraged members to have someone in their agency libraries look at the standards as they will become a major future benchmark of data from vendors.

- FLICC Quarterly Membership Meeting, 9/19/02 B Tarr asked members for speaker/topic suggestions for the focus of the meeting. She also announced that after the meeting there will be a luncheon honoring recent retirees.
- National Book Festival working group with SLA/MLD and ALA/FAFLRT (Oct. 12)-- Tarr said there has been clear interest in the event from a variety of organizations, but as yet there is no information about the event until LC receives notice of a House resolution on the event.

4. FEDLINK (short reports):

- FEDLINK Network Operations B Lynn McDonald B McDonald said FNO was focusing on consortial issues and has had discussions with HHS about a consortium for OVID services. Her staff has also met with NAL staffers about their Digitop project which delivers information electronically throughout USDA. NAL is interested in negotiating an enterprise-wide license. She also announced the FEDLINK Direct Express pilot for an alternative procurement method modeled on GSA. The vendors for the pilot are West, Lexis Nexis, EBSCOHost (online services only), Gale, and ProQuest. McDonald said the AHow to Use FEDLINK@ event has been canceled and will be replaced with online videos on changes in the program.
- FEDLINK Fiscal Operations C Joseph Banks reported on the registration comparison document in their meeting packets. He said the financial news is still good, with transfer pay dollars 8 percent ahead of last year= s. He pointed out the impact of the Lexis-Nexis shift from direct pay to GSA, although transfer pay revenues have more than offset this loss. He said another measure of program health is the percent of budget earned, and FEDLINK has earned 90 percent of its required fee revenue. He reported that FEDLINK had made a large expenditure for a procurement module for the new financial system. Tarr then gave a history of the financial system upgrade. Tarr said that if expenses and revenues are equal in FY2002, the program will have surpassed the FY2002 Budget goal of a \$140,00 shortfall, to be offset with prior-year carryforward funds. Tarr also announced that the opening of online registration for FY2003 has been changed from mid-August until the mid-September because of how quickly IAGs can now be issued and to allow for additional work on the new financial system.

5. Old Business: No old business.

New Business: No new business.

Next Meeting: Thursday, September 12, 2002

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Action Items

1. Tarr will use the closed FEB listserv to call for a vote of those members not present to approve the

minutes of the May meeting.

2. Nero will send the CMWG proposal to FEB members for the vote. Tarr suggested that the vote on these initiatives be completed electronically in August.
3. Tarr will send the call for new members for the CM working group to the FLICC membership listserv.
4. Tarr will ask Molholm to share information about recent e-government legislation with the FEB listserv.
5. Tarr will call on the FEB to discuss the issue of DOD representative to FLICC via the FEB listserv. FLICC will send a letter to Rumsfeld to ask for an appointee.
6. Tarr will ask Molholm about inviting Commercial Activities Panel Member, Bob Tobias, to the next FEB membership meeting in September.
7. Nero will forward FEB Members a link to the new A-76 memo revision when it is released.

Handouts distributed at the July 18, 2002 FEB Meeting

1. Agenda
2. Minutes of the May 16, 2002 FEB Meeting
3. CMWG Proposal (Draft)
4. FLICC Bylaws
5. NISO Z39.7 Draft Standards
6. SLA/FLICC/ARL Monterey Web Page
7. FEDLINK Fiscal Registration Comparison
8. Confidential Response Regarding Commercial Activities (Susan--want on list?)
9. FLICC Quarterly and FEB Meeting Schedule
10. Meeting Announcement MA2002-25: Cataloging Concepts: Descriptive Cataloging

Minutes prepared by Robin Hatziyannis (FLICC).