

TO: FLICC Executive Board Members
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the July 10, 2003 FEB Meeting

FEB Members	Agency	Present	Absent
Beacher Wiggins	LC		X
Evelyn Frangakis	NAL	X	
Hoyt Galloway	Customs		X
Becky Lyon	NLM	X	
Sheila McGarr	GPO	X	
Sarah Mikel	NDU	X	
Ken Nero	NLRB	X	
Ann Parham	Army	X	
Carla Pomager	Army	X	
Jocelyn Rankin	CDC		X
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 May 15, 2003 FEB meeting – Sarah Mikel (NDU) FLICC FEB Vice Chair

2. FLICC Working Groups (short reports as time allows):
 - Awards – Becky Lyon (NLM)
 - Budget and Finance – vacant
 - Content Management – Ken Nero (NLRB)
 - Education – Jocelyn Rankin (CDC)
 - Federal Libraries/GPO Partnership – Susan Tarr
 - Homeland Security – Hoyt Galloway (Customs)
 - Letter to Secretary Ridge
 - Nominating – Sheila McGarr (GPO)
 - Personnel – Ann Parham (Army)
 - Policy - Committee of the Whole
 - Preservation and Binding – Evelyn Frangakis (NAL)
 - FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair

3. FLICC Report — Susan Tarr (short reports):
 - Next steps on A-76
 - Draft letter on GAO A-76 appeal
 - Formation of working group or assignment to Personnel Working Group

- Update - Representative on the Depository Library Council
- Update - Outsell Survey
- Update - “Nominees” for Interagency Committee under E-Gov Act (Section 207)

- Report - Federal General Counsels’ Forum 7/8/03

4. FEDLINK (short reports):
 - FEDLINK Network Operations – Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks

5. Old Business:

6. New Business:

Next Meeting: Thursday, September 11, 2003

AGENDA

1. Approval of minutes of the May 15, 2003 FEB meeting – Sarah Mikel (NDU) FLICC FEB Vice Chair – Mikel called the meeting to order at 9:35. The minutes were approved as written.

2. FLICC Working Groups (short reports):

- Awards – Becky Lyon (NLM) - Lyon said that the 2003 Awards nomination documents are being updated and that new definitions for “Library/Information Center” have been suggested. The new definition makes it clear that the award applicant is submitting its nomination as part of an entire organization offering full service and not just a component of that service. Lyon said that the suggested changes had already been approved by the Awards Working Group, and asked FEB members to comment on the new wording. FEB members made some changes, and voted to approve the following new language: “Description:All nominations must be made on behalf of an entire library or information center (e.g., main or branch library);” “Eligibility:.....(e.g., main or branch).”

- Budget and Finance – vacant - Tarr announced that Judy Russell has stepped down from the FEB and from her role as the FEB liaison to the Budget and Finance Working Group, due to time constraints as the new GPO Superintendent of Documents. Bob Willard (NCLIS) has replaced Russell on FEB and thus also assumed the working group liaison duty. Tarr reported that the FY04 budget was presented at the FLICC membership meeting on June 5, and that staff has prepared the FY04 budget ballot for the final vote of approval. FEB members were asked to submit their vote using the ballot enclosed in the meeting packet.

- Content Management – Ken Nero (NLRB) - Nero reported on the last working group meeting where Bob Haycock from OMB gave a presentation on the Data and Information Reference Model (DRM), which provides federal agencies with a common framework to categorize the data and information of the government. The DRM is part of the Federal Enterprise Architecture (FEA) which also includes the Performance Reference Model, the Business Reference Model, the Service Component Reference Model and the Technical Reference

Model. These models are now being developed on an IT/CIO/Budget Office level, but the hope is that federal librarians be invited to assist as the work with the DRM continues.

Tarr will follow up with Haycock and OMB to discuss the possibility of giving the FLICC membership an opportunity to weigh in on the FEA process. Tarr will also forward Haycock's PowerPoint presentation to the membership. Nero was concerned that agency CIO's might not be forthcoming in involving the agency librarians. Parham (Army) said that some attempts to that effect had already been made by the Army CIO, who recognizes the value of librarian involvement. Tarr mentioned the importance of librarians keeping themselves informed about this issue as it reaches their agencies, and to be willing to be proactive and assist on a local level. Nero also emphasized the role of the Business Reference Model (BRM) and that more information on this model and the FEA can be found at www.feapmo.gov.

The working group has not yet determined the topics for their upcoming brownbags on November 21, 2003, January 22 and April 6, 2004. Jan Herd (LC), a working group member, is the liaison between FLICC and the Public Service Collections Directorate in the co-sponsorship of "Topic Maps: The Inventor's Perspective on Subject-based Access." The program will be held on October 15. The working group is also coordinating the September 12 Information Technology Update program on "Institutional Archiving."

- Education – Jocelyn Rankin (CDC) - Bohlin (FLICC staff) reported for Rankin and said that high interest for American Management Association (AMA) classes continues within the community, most recently expressed at the FEDLINK membership meeting on May 8. Members discussed a five-day AMA Mini MBA program, as there seems to be a need for business-related education. Members did not object to a five-day long program as long as it was announced several months ahead of time. It would also be more feasible for out-of-town people to attend a continuous five-day program rather than spread the program out over several weeks or months, which would involve more cost and travel. Members discussed the possibility of modifying the first two modules of the mini MBA class (which deal with business accounting and business finance and economics) to better suite the federal sector. If FLICC is successful in negotiating these changes as well as a good fee structure, FLICC would offer this MBA class and announce the program at least six months ahead of time. FLICC could also offer two other AMA classes during 2004. FEB members' class preferences were: "Moving from an Operational Manager to Strategic Thinker;" "Mastering Organizational Politics, Influences and Alliances;" and "Planning and Managing Organizational Change." FLICC staff will negotiate further with AMA.

- Federal Libraries/GPO Partnership – Susan Tarr - Tarr reported that nine librarians volunteered to serve on the GPO ad hoc working group to discuss issues related to the future of the depository program within the federal library context. They held their first meeting in June and established an infrastructure for the group, including a closed listserv. The meeting participants noted that physical security/general public access issues do not yet hamper their libraries from participating in the program. Another issue for future discussion is the depository libraries' role three to five years from now, when 80 percent of the documents will be transmitted electronically. Their next meeting will be in September.

- Homeland Security – Hoyt Galloway (Customs)

- Letter to Secretary Ridge – Tarr reported for Galloway that the group is meeting every two to three weeks. The group's mission is to encourage DHS to establish a central library and/or librarians and to ensure professional information content management on the highest level. FLICC staff members faxed a letter to this effect to Secretary Ridge on June 26, 2003. Tarr referred to the letter in the meeting packet which outlines the details of the group's

actions: implementation of a virtual library and other free resource links on the DHS intranet portal, and access for DHS staff to commercial databases to support investigations and administrative tasks. Kathy Eighmey (FEDLINK) has worked closely with the individual agencies to gather information about commercial database users. The group will make a proposal to DHS for central funding, and to use the FEDLINK Direct Express option, which has also met with approval from vendors. They will also explore the provision of cooperative digital reference services via the DHS intranet portal, and coordinate interlibrary loan services for materials not available electronically nor in the DHS collections. Parham suggested that Army libraries would be willing to serve as a resource and model having already gained some experience in many of these areas. Several position descriptions to serve as samples for a DHS Library Director position were collected by Tarr and forwarded to Kathy Schultz, the DHS records manager. Schultz is in charge of producing the new position description.

- Nominating – Sheila McGarr (GPO) - McGarr reported that the group met on June 25 to identify potential candidates for the FLICC rotating membership and FEDLINK Advisory Council (FAC). Group members are in the process of calling these candidates. FLICC staff will send out the FLICC Rotating member ballot in August and the FAC ballot in late September.

- Personnel – Ann Parham (Army) – Parham reported on the group's June 26 organizing meeting. They used PictureTel technology because one of the co-chairs is not able to attend meetings in person. Mary Boone (State) and Greta Lowe (NASA) have agreed to co-chair the group. They plan to pursue a variety of issues at future meetings: core-competencies, recruitment and retention, and professional advancement and development of federal librarians. The group will also continue to work with the Department of Labor on the issue of removing federal librarians from their hourly wage schedule.

- Policy - Committee of the Whole – No report.

- Preservation and Binding – Evelyn Frangakis (NAL) - Frangakis reported that the GPO Binding Contract (Program B405-S) has again been awarded to the Mid-Atlantic Bindery, Petersburg, VA, which is a division of Information Conservation Inc. All repair work except for preservation facsimile or photocopying as been subcontracted to the Etherington Conservation Center in Greensboro, NC. Frangakis said that a new scanner technique for rare books, developed by the Kirtas company, was recently demonstrated at LC. Tarr attended the demonstration and reported on the successes - and failures - of the new scanning system. Frangakis said that the working group has not met for some time and no educational programs are being planned by the group for the near future.

- FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair - Pomager said that the council met on June 5. As Pomager was absent from that meeting, Tarr reported that much of the discussion concentrated on the results of the focus group activities from the FEDLINK Membership meeting on May 8. The focus groups identified new approaches and options for the FEDLINK program in FY04.

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

- Next steps on A-76
 - Draft letter on GAO A-76 appeal - Tarr reported that she drafted a letter on behalf of the federal library and information center community to protest the lopsided appeal process following A-76 bids. Tarr referred to a copy of the draft letter addressed to Michael

Golden, Assistant General Counsel at GAO, and a GAO document on “Administrative Practice and Procedure; Bid Protest Regulations, Government Contracts” included in the meeting packet. With these documents as her support materials, she explained the strategies used in writing the letter. She also said that she had been careful to be concise in explaining the library communities’ view on the A-76 issues. Lyon (NLM) and Willard (NCLIS) suggested that a clearer explanation of FLICC and who it represents be added to the introductory part of the letter.

- Formation of working group or assignment to Personnel Working Group
- Tarr reported that FDA staff members have requested that FLICC assist in explaining the A-76 process to affected libraries. The Personnel Working Group is unable to add this item to their already long list of priorities. Tarr has already assisted several agencies that have requested help as well as referred to the chapter on A-76 in the Federal Librarianship Handbook. Parham suggested that, instead of forming a new working group, a resource list be put together with agencies and contacts that have already gone through the process. FEB members, however, agreed that a new ad hoc working group would be the better choice. Volunteers will be sought using the FEDLIB and FLICC Membership listservs. Nero (NLRB) made a motion that FLICC form an ad hoc “Competitive Sourcing Working Group,” contingent on the solicitation of members and a chair. Members unanimously approved the motion.

•Update - Representative on the Depository Library Council - Tarr referred to a letter in the meeting packet from Judy Russell (GPO) saying that the FLICC nominee was not accepted for the GPO Depository Library Council. The new Federal Libraries/GPO Partnership group is, however, intended to include the federal sector more fully in strategies for the depository program.

•Update - Outsell Survey - Tarr reported that Outsell has a draft survey report, representing 280 federal responses, ready for publication in mid August. State and local libraries have been included in the final analysis. Tarr asked Outsell to identify differences between the federal and the state/local libraries as the information otherwise would be very skewed. Leslie Jacobs, the Outsell staff member assigned to the federal sector, agreed to do a separate federal analysis. This will be included in the survey report. A discussion ensued on the difficulty in filling out and printing the Outsell survey form. Tarr will ask Outsell to release next year’s survey instrument early to accommodate the answering process. FEB members agreed that Outsell needs to be more in tune with federal government ways and needs in order to produce a valid survey.

•Update - “Nominees” for Interagency Committee under E-Gov Act (Section 207)
- Tarr said that there has been no activity on the formation of the E-Gov Interagency Committee sponsored by OMB.

•Report - Federal General Counsels’ Forum 7/8/03 - The general counsels met on July 8 to discuss “Rights Management for Access to Research Results Funded by Federal Grants.” The discussion revealed that there is a surprising lack of consistency among agencies in their collection policies for the publications resulting from research grants or contracts. Some activities to deal with access are taking place, including the recently issued “Public Access to Science Act” or H.R. 2613 introduced by Congressman Sabo (DFL-Minnesota) and OMB’s revision of Circular A-110. A bigger issue is government contract work where the federal library community is more likely to have a say. Contract work policies and practices at individual agencies will be the topic of the next General Counsels Forum on November 5, 2003.

4. FEDLINK (short reports):

•FEDLINK Network Operations – Lynn McDonald - Tarr reported for McDonald that EBSCO did purchase Faxon, which made EBSCO responsible for carrying out the coordination of the publishers' activity to grace the 2003 subscriptions. Publishers have accommodated a major portion of the subscriptions. The 21 FEDLINK members that were affected by the Faxon bankruptcy have been notified about the status of their subscriptions.

•FEDLINK Fiscal Operations — Joseph Banks - Banks referred to the FEDLINK Fiscal Operations Registration Comparison document in the meeting packet. He said that, by comparing the signed and committed service dollars between FY2003 and FY2002 the numbers show a 1.9 percent increase from last year, but that there are some setbacks due to reduced fee revenue and to lagging reports on income from the Direct Express option. He expects a break even status by year end. He also expects to receive end-of-year money from various agencies, which should solidify revenue projections.

5. Old Business: - Willard suggested that the title of the new working group, discussed under Tarr's report on A-76, should be the "FAIR Competitive Sourcing Working Group." Tarr suggested that the members of the new working group should take the name change under advisement.

6. New Business: - No new business.

HANDOUTS

- 1 Agenda
- 2 Minutes of the May 15, 2003 FEB Meeting
- 3 Text revision draft for 2002 FLICC Awards announcements
- 4 FY2004 FLICC/FEDLINK Budget Ballot
- 5 Management Education and Training Opportunities for FY2004/AMA MBA class
- 6 Copy of letter to Secretary Ridge, DHS, from Beacher Wiggins dated 6/26/03
- 7 Draft letter to Michael R. Golden, GAO
- 8 GAO document on "Administrative Practice and Procedure; Bid Protest Regulations, Government Contracts"
- 9 Letter from Judy Russell, GPO, to Susan Tarr dated 5/8/03 regarding nominations to the Depository Library Council
- 10 Agenda from the 7/8/03 General Counsels Forum
- 11 Memo from Martha Monell, EPA, to Senior Resource Officials regarding "EPA's Rights to Copyrighted Software and Written Materials Developed under Assistance Agreements," dated 7/11/03
- 12 Digital reproduction release form from the University of Rhode Island Sea Grant Depository
- 13 FEDLINK Fiscal Operations Registration Comparison as of July 7, 2003

ACTION ITEMS

- 1 Tarr will forward Robert Haycock's PowerPoint presentation on the Federal Enterprise Architecture (FEA) to the membership. Tarr will follow up with Haycock and OMB to discuss the possibility of giving the FLICC membership an opportunity to weigh in on the FEA process.
- 2 FLICC staff will negotiate with AMA regarding the 5-day MBA program.
- 3 Tarr will solicit volunteers to form a new ad hoc "Competitive Sourcing Working Group" using the FEDLIB and FLICC Membership listservs.

- 4 Tarr will ask Outsell to release this year's survey instrument early to accommodate the answering process.