

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

**FINAL**

FEB Members	Agency	Present	Absent
Deanna Marcum	LC	X	
Mary Boone	State		X
Hoyt Galloway	DHS		X
Jane Bortnick Griffith	NLM	X (by phone)	
James King	NRL	X	
Ann Parham	Army	X	
Linda Parker	Labor	X	
Jocelyn Rankin	CDC	X (by phone)	
Robert Schnare	Naval War College	X	
Wynne Tysdal	NDU		X
Peter Young	NAL	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 13 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. Welcome to newly elected and appointed members to the FLICC Executive Board – Deanna Marcum
3. FLICC Working Groups reports:
  - Awards – Peter Young (NAL)
  - Budget and Finance – James King (NRL)
  - Competitive Sourcing – Linda Parker (Labor)
  - Content Management – James King (NRL)
  - Education – Jocelyn Rankin (CDC)
  - Federal Libraries/GPO Partnership – Susan M. Tarr
  - Homeland Security – Hoyt Galloway (DHS)
  - Human Resources – Ann Parham (Army)
  - Nominating – Mary Boone (State)
  - Policy – Jane Bortnick Griffith (NLM)
  - Preservation and Binding – Robert Schnare (NWC)
  - FEDLINK Advisory Council (FAC) – Wynne Tysdal (NDU), FAC Chair

4. FLICC Report — Susan M. Tarr (short reports):
  - FLICC Authorization Renewal
  - FEDLINK exemption from amendment to DOD Authorization Act
  - M.I.M. study team on performance measures - progress report
  - Next General Counsels Forum 7/16/04: Fair Use Roundtable Discussion
  - Next FLICC Meeting 9/23/04: Walter Warnick (OSTI) on Science.gov
5. FEDLINK (short reports):
  - FEDLINK Network Operations— Lynn McDonald
  - FEDLINK Fiscal Operations — Joseph Banks
6. Old Business:
7. New Business:

Next Meeting: Thursday, September 9, 2004

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#### AGENDA

1. Approval of minutes of the May 13 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) - - Marcum called the meeting to order at 9:35 am. The May 13 minutes were approved as written.
2. Welcome to newly elected and appointed members to the FLICC Executive Board – Deanna Marcum - - Marcum welcomed Mary Boone (State) and Peter Young (NAL) to the FEB.
3. FLICC Working Groups reports:
  - Awards – Peter Young (NAL) - - Tarr reported that FLICC staff is in the process of updating the FLICC Web site and the 2004 Awards brochure. The update will include the revised eligibility statement for the Federal Library Technician of the Year Award. A possible change in the ranking framework is still pending regarding the Federal Librarian of the Year Award, but this change would not go in effect until the 2005 awards cycle.
  - Budget and Finance – James King (NRL) - - King reported that the FLICC FY05 budget was approved by the membership. Tarr reported a minor change in the indirect cost/LC overhead rate, which increased the cost by only \$3000. Tarr also said that as part of the continuing negotiations regarding the Faxon bankruptcy, FEDLINK may have to reimburse library customers an additional \$50,000 for claimable amounts. FEDLINK is discussing vendor re-procurement costs with the Justice Department bankruptcy attorney.
  - Competitive Sourcing – Linda Parker (Labor) - - Parker reported that the group will review and list resources for competitive sourcing in chapter five of the *Handbook of Federal Librarianship* available on the FLICC Web site. FLICC will also serve as a

clearing house for samples of “statements of work” for library services contracts. Parker also said that a mentoring function will be established along with a list of librarians who would be willing to serve as mentors for others in some stage of competitive sourcing. Tarr will provide a contact link for these services on the FLICC Web site. A discussion by FEB members concluded that these services and resulting documents would not be subject to FOIA because the Legislative Branch is not covered by FOIA>

- Content Management – James King (NRL) - - King reported that the group is focusing on the planning of the September 1, 2004, Information Technology Update on the e-Government Act of 2002.

- Education – Jocelyn Rankin (CDC) - - Rankin reported that two upcoming events, the “Institute for Federal Library Technicians” and the “AMA 5-day MBA,” are both filled to capacity and have waiting lists. She said that the group will meet again in September to continue the discussion on collaborating with SLA’s educational/certification programs. Tarr reported that FLICC and OCLC/CAPCON have established a collaborative effort to share educational resources, where the membership from each organization would have access to the other’s programs. A recent example of this collaboration is a series on digitization and preservation offered by CAPCON.

- Federal Libraries/GPO Partnership – Susan M. Tarr - - Tarr reported that although the group has not met, it is keeping abreast of several activities at GPO through correspondence with Judy Russell, Superintendent of Documents.

- Homeland Security – Hoyt Galloway (DHS) - - Tarr reported for Galloway that former FEDLINK Network Program Specialist, Kathy Eighmey, will be the new Library Services Director for the Department of Homeland Security (DHS). Eighmey had already served in a coordinating capacity at DHS for a one year on detail from FEDLINK. Eighmey, reported to Tarr that in a recent conversation with the head of the DHS’ records and information management, Juan Riaz, FEDLINK was mentioned as the most efficient procurement service.

- Human Resources – Ann Parham (Army) - - Parham reported that the Human Resources Working Group Web site is now available on the FLICC Web site . Parham also said that she has contacted the Department of the Army attorney familiar with human resources issues to get support for the continued discussion with the Department of Labor to remove the librarian’s occupation from the Service Contract Act (SCA) - Directory of Occupations. The attorney will contact a colleague and expert on SCA issues and felt confident that this issue could eventually be put to rest. Parham said that she will familiarize herself with the Federal Library Standards Act and how it relates to the Service Contract Act.

- Nominating – Mary Boone (State) - - Tarr reported for Boone that Suzanne Ryder (NRL) is the new working group chair. Due to time constraints, the working group will attempt to conduct both the FLICC Rotating Members and the FAC elections simultaneously.

- Policy – Jane Bortnick Griffith (NLM) - - Griffith reported that not much activity relevant to the federal library community can be expected from Congress outside of the Appropriations deliberations. However, Griffith encouraged librarians to pay attention to some of the appropriations language, particularly in the reports. Marcum added that the Senate Appropriations Committee is marking up the LC request earlier than expected. The LC request has already been considered by the committee on the House side.

- Preservation and Binding – Robert Schnare (NWC) - - Schnare said that the preservation RFPs are almost ready to be awarded. Members of the working group are now writing a chapter on disaster planning, including IT disaster planning. The chapter will be posted on the FLICC Web site as part of the *FLICC Handbook of Federal Librarianship*, as well as the *Disaster Preparedness Workbook*. Links to both resources are available on the FLICC Web site.

- FEDLINK Advisory Council (FAC) – Wynne Tysdal (NDU), FAC Chair - - McDonald reported for Tysdal that the FAC is working with Outsell on co-sponsoring Outsell’s excellent “BrainGrains” educational programs. FEB members then discussed the September Outsell “Go” conference on information trends and technologies.

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

- FLICC Authorization Renewal - - Tarr reported that FLICC is now re-authorized for another five years with an expiration date of July 1, 2009.

- FEDLINK exemption from amendment to DOD Authorization Act - - Tarr reported that she has been working with the LC Congressional Relations Office (CRO) to neutralize a rider on the DoD Authorization Act (S.2400) which would have limited any interagency acquisition/procurement programs to a one percent fee. GSA was the original target for this act because of misuse of funds. The act was modified with an amendment (no.3385) which will exempt FEDLINK from the DoD limitation. If the rider and the amendment are passed, an information campaign will be necessary to inform FEDLINK DoD customers about the content of the amendment. Tarr will check with CRO about the final congressional disposition of the matter.

- M.I.M. study team on performance measures - progress report - - Tarr met with students of the Masters of Information Management Studies (M.I.M.) at the University of Maryland and gave them information on contacts for “Best Practices” for library metrics. The deliverables of this project will be a collection of recommended sources with annotations, a proposal for a toolkit (measurement tools) and a Return on Investment (ROI) formula. Dr. Eileen Abels, professor at the University of Maryland Library and Business Schools, has agreed to serve as a resource person for the M.I.M. students. Tarr said that she eventually would like to see a cooperative effort with OCLC/CAPCON, SLA and FLICC in honing tools for measuring special libraries. The M.I.M. study would provide the starting point for this effort. FEB members then discussed the value of this project and the necessity for new measuring tools, a much needed complement to the King measurement studies of the early 1990s.

•Next General Counsels Forum 7/16/04: Fair Use Roundtable Discussion - - Tarr said that the General Counsels Forum on July 16 will continue the Fair Use discussion. Schnare asked for minutes of the meeting and Tarr will make a request to the General Counsels Office to provide a notetaker.

•Next FLICC Meeting 9/23/04: Walter Warnick (OSTI) on Science.gov - - Tarr said that the next FLICC meeting on September 23 will focus on a presentation from Walter Warnick (OSTI) on Science.gov.

5. FEDLINK (short reports):

•FEDLINK Network Operations— Lynn McDonald - - McDonald reported that the Faxon bankruptcy still preoccupies FEDLINK staff time, but that progress has been made on reimbursing member library accounts and providing information on how to put this money to good use. She said that C&G and FEDLINK are also working on contract renewals and marketing of FEDLINK at various contractor specific conferences. McDonald then elaborated on the joint meeting with OCLC/CAPCON and the possibility of sharing resources and informing the OCLC staff about the specific needs of federal libraries. The discussion at the meeting also touched upon the role of the OCLC Members Council and OCLC's new interest in special libraries. McDonald mentioned some concern about the lack of representation of the federal sector on the OCLC Members Council in spite of extensive contributions by national federal libraries of cataloging records into the OCLC database.

•FEDLINK Fiscal Operations — Joseph Banks - - Banks referred to three fiscal reports in the FEB meeting packet and said that FEDLINK is ahead of the fiscal status of last year by eight percent on transfer pay service dollars as well as on fees for the entire program. Direct Express is also making progress. Tarr added that it is essential that FEDLINK meets the projected budget in FY04. Banks then referred to the a four-year Key Indicator Comparison Chart which shows a steady increase in service dollars. The declining Direct Pay statistics are explained in part by the increased use of the Direct Express option. Lexis-Nexis users of the GSA procurement option are now being encouraged to return to FEDLINK's Direct Express option. Banks also mentioned that FEDLINK is part of the overall LC change to a new financial system, Momentum, which should be in place within the next six months.

6. Old Business: - - No old business.

7. New Business: - - Parker related the controversial and threatening situation facing the FAA Library due to the proposed establishment of a new aeronautical research center. The following announcement was submitted by FAA to the *Federal Register*:

“The Federal Aviation Administration is seeking expressions of interest from law schools, universities, aerospace associations, and other interested parties in establishing an aeronautical research center. The center would be an educational and research facility that would provide the public access to the FAA's collection of papers and publications documenting the history of aerospace in the United States. The center would also maintain a collection of technical and legal aerospace resources and would serve as the FAA's main library facility.

To establish the center, the FAA would contribute: (1) access to its historical collection as

well as its current technical and legal collection; (2) space for the collection; (3) office equipment; and (4) experienced aviation librarians. Other FAA contributions such as internship opportunities for students could be developed depending on the needs of the participating party. Contributions from the participating party would include: (1) the purchase of on-line and paper subscriptions, maintenance and binding of legislative and historical documents, and other miscellaneous expenses to maintain the collection; (2) maintenance of office equipment, supplies, and library software packages; and (3) space design and architectural costs for the center.

Conference for Interested Parties: The FAA will host a conference for interested parties to respond to questions and identify other services and contributions that could benefit the participating parties. The conference will take place on July 29, 2004, FAA Headquarters, 800 Independence Avenue, SW, Washington, DC 20591, 9th. floor, Room 900 East at 2:00 p.m.”

FEB members discussed the issue and the overall threat of such actions to both the FAA library and to other federal libraries. Some members expressed interest in attending the July 29 conference.

Next Meeting: Thursday, September 9, 2004.

#### HANDOUTS

- 1 Agenda
- 2 Minutes from the May 13, 2004 FEB meetings
- 3 Memo from Susan Tarr to John Webster on “FLICC/FEDLINK FY 2005 Budget and Fee Structure Proposal,” dated July 9, 2004
- 4 Excerpt from the National Authorization Act for Fiscal Year 2005
- 5 Memo from Susan Tarr to James Billington on “Renewed Authorization for the Federal Library and Information Center Committee,” dated June 2, 2004
- 6 FLICC Authorization
- 7 List of contacts for “Best Practices” for Library Metrics
- 8 Memo from Elizabeth Pugh and Susan Tarr on “Next LC/FLICC General Counsels Forum 7/16/04
- 9 Draft Agenda for the September 23, 2004, FLICC Membership Meeting
- 10 FEDLINK Fiscal Operations Registration Comparison as of July 14, 2004
- 11 FLICC/FEDLINK Key Indicators Comparisons for the 3<sup>rd</sup> quarter of FY01, FY02, FY03 FY04 (2 pp)
- 12 2004 schedule for FLICC and FEB meetings
- 13 FEB member roster for 2004
- 14 Meeting Announcement 2004-21: AMA- 5-Day MBA Program
- 15 Meeting Announcement 2004-27: Institute for Federal Library Technicians
- 16 OCLC/CAPCON training announcement: Digitization and Preservation Workshop Series 2004

### ACTION ITEMS

- 1 Tarr will provide a contact link for the Competitive Sourcing Working Groups clearing house listings of samples of Statements of Work and mentors.
- 2 Parham will familiarize herself with the Federal Library Standards Act and how it relates to the Service Contract Act.
- 3 Tarr will check with CRO about the final congressional disposition on the outcome of the amendment of the DoD Authorization Act
- 4 Tarr will make a request to the General Counsels to provide a note-taker for the General Counsels Forum on 7/16/04

Minutes prepared by Anna Bohlin.