

TO: FLICC Executive Board Members
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the November 14, 2002 FEB Meeting

<u>FEB Members</u>	<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Beacher Wiggins	LC		X
Stephanie Bianchi	NSF		X
Hugh Howard	State	X	X
Becky Lyon	NLM		X
Sheila McGarr	Education	X	
Sarah Mikel	NDU	X	
Kurt Molholm	DTIC	X	
Ken Nero	NLRB		X
Judy Russell	NCLIS	X	
Jocelyn Rankin	CDC	X (by phone)	
Susan M. Tarr	FLICC	X	
Cheryl Thomas	FCA	X	
Joseph Banks	FEDLINK	X	
Anna Bohlin	FLICC	X	
Lynn McDonald	FEDLINK	X	

AGENDA

1. Approval of minutes of the September 12, FEB meeting – Kurt Molholm (DTIC), Vice Chair FLICC

2. FLICC Working Groups (short reports):
 - Awards – Becky Lyon (NLM)
 - Budget and Finance – Judy Russell (NCLIS)
 - Content Management – Ken Nero (NLRB)
 - Education – Hugh Howard (State)
 - Nominating – Sheila McGarr (NLE)
 -2003-2005 FAC/FEB election update
 - Personnel – Sarah Mikel (NDU)
 - Policy – Kurt Molholm (DTIC)
 - Preservation and Binding – Stephanie Bianchi (NSF)
 - FEDLINK Advisory Council (FAC) – Cheryl Thomas (FCA), FAC Chair

3. FLICC Report — Susan Tarr (short reports):
 - FLICC Homeland Security Working Group - update
 - 2003 FLICC Forum 3/19/03 - Content Management (draft call)
 - Competitive Sourcing/Advocacy for federal staffing
 - Depository Library Council nominee
 - Federal Library Census/NCES - discussion

- FLICC Quarterly Membership Meeting, 12/5/02 - Meeting focus: Recruitment of library staff and OPM regulations - Suzy M. Barker, OPM Director of Qualifications and Examinations

4. FEDLINK (short reports):

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

5. Old Business:

New Business:

Next Meeting: Thursday, January 9, 2003

1. Approval of minutes of the September 12 FEB meeting – Kurt Molholm (DTIC), Vice Chair FLICC, called the meeting to order at 9:40 a.m. The minutes of the September 12, 2002 meeting were approved with two corrections: Cheryl Thomas’ name was added as ‘present’ to the FEB members’ present/absent list, and in the Budget and Finance report the ‘Joint Committee on Printing’ was changed to ‘Joint Committee on the Library.’

2. FLICC Working Groups (short reports):

- Awards – Becky Lyon (NLM) -- Tarr reported for Lyon that the deadline for nominations is November 15. She referred to the awards brochure included in the meeting packet and reminded members that the January 9 FEB meeting will be dedicated to selecting the awardees. So far, five nominations have been received, representing all categories.

- Budget and Finance – Judy Russell (NCLIS) – Tarr reported that in FY2002 revenue exceeded expenses by \$66,000. This was an improvement over the FY2002 projected budget, which had anticipated a shortfall of \$147,000. Both limited hiring of new staff and exceeding the targeted service revenue contributed to the increase, Tarr said. Next year’s budget will be more difficult to project because of the decrease in fees from no-year money accounts under FY2003 resolutions. McDonald said that the spending patterns of new services and contracts still need to be analyzed to get a better understanding of the financial outlook for the coming year.

- Content Management – Ken Nero (NLRB) – Tarr reported for Nero that the Content Management Working Group sponsored a successful brown bag on taxonomy tools. They have planned another brown bag for January 2003 to look at search engines. The working group is also co-sponsoring a major program with CENDI - “Business Continuation and Disaster Recovery: What we learned from 9/11.” Bob Newcomb, who has been working on national standards for topic mapping, will conduct a workshop on the subject in the spring of 2003. Molholm said that FEMA is working on a program for January of 2003 on disaster help. The program will focus more on information science than on information technology. Molholm added that on January 29, 2003, CENDI will sponsor a program called “Getting a Handle on Federal Information: Persistent Identification Using Handles.” DTIC already uses handles as persistent

identifiers and considers handles an important tool for tagging and identifying federal information.

•Nominating – Sheila McGarr (NLE) – McGarr reported on the new 2003-2005 FLICC Rotating members: Janice Beattie (National Oceanic and Atmospheric Administration), Nancy Blair (U.S. Geological Survey), Thomas Downing (U.S. Government Printing Office), James King (Naval Research Laboratory) and Kristin Vajs (U.S. Patent and Trademark Office). The FAC election resulted in the following member for a 1-year term: Brenda Corbin (U.S. Naval Observatory), and for a 3-year term: Sally Sinn (National Agricultural Library), Cheryl Thomas (Farm Credit Administration) and Paula Vincent (Executive Office of the President). The Working Group is now in the process of getting nominations for the FEB and plans to distribute the election letter and ballot by the end of November. They received numerous nominations this year because FLICC membership information was included in the nomination request letter. Tarr said that five people among eight nominees were willing to be listed on the final election ballot. As this is an unusually high number, Tarr asked for advice regarding listing all five people for only two slots, including two people representing the Army. FEB members discussed the pros and cons of such listing, and it was decided that all five candidates should remain on the ballot.

•Personnel – Sarah Mikel (NDU) – Mikel suggested that efforts be made to revitalize the working group and encourage meeting participation. She also suggested that important real life issues be addressed, such as contracting out and the aggressive ‘Third Wave’ approach affecting Army library personnel. Tarr said that earlier in the year the working group had a very useful meeting with Suzy M. Barker, OPM Director of Qualifications & Examinations, to learn about OPM regulations and how they affect recruitment. Baker has been invited to speak on these issues at the December FLICC meeting. FEB members then discussed examples of the negative effects of library downsizing, outsourcing, and competitive sourcing at Fort Bragg, Fort Belvoir, NASA Goddard and the Navy. Molholm cautioned about the destruction of the infrastructure and the importance of knowledge management vs. information technology.

3. To dovetail with the topic of knowledge management Tarr changed the agenda to jump from Working Group reports to the first three items on her FLICC report:

•FLICC Homeland Security Working Group - update – Tarr referred to a *Washington Post* listing of the agencies that will be part of the Department of Homeland Security. Tarr suggested that FLICC assist in the transition by asking librarians from these agencies to work as content advisors on information sharing and asked FEB members to suggest names. She also proposed that FLICC contemplate what it can do to effectively help this agency to get up and running with its shared systems and with a good information organization. Steve Cooper, Elliott Christian and Jim Flyzik were mentioned as players in the process of coordinating IT in the new Homeland Security Department. Tarr asked Rankin (HHS) to see if she could identify a contact point for the “chemical, biological, radiological and nuclear response assets,” and the “civilian biodefense research programs” to assist in developing the new library infrastructure at the Homeland Security Department.

•2003 FLICC Forum 3/19/03 - Content Management (draft call) - Tarr reported that the 2003 Forum would also focus on content management to demonstrate how federal libraries deal with this issue within the context of policy. Tarr discussed the Lieberman “E-Gov” Act of 2002 and its chances to survive in the Senate. She further referred to the draft Forum Call in the meeting packet which describes the suggested content. Jim Flyzik, CIO and advisor to Tom Ridge, and Mark Forman (OMB) were mentioned as potential speakers. Others suggested speakers from OMB including Norman Lorentz, Chief Technology Officer, and Dan Chenok, Chief of the Information Policy and Technology Branch. Thomas suggested a title more directly related to ‘information management’ and the library world. Molholm and Tarr felt that the phrase ‘content management’ is more clearly distinguished from ‘information technology.’ (Following the meeting the title was modified to “Enterprise Content Management.”)

FLICC Working Groups (short reports) continued:

•Education – Hugh Howard (State) – Howard gave an update on the American Management Association leadership classes FLICC plans for the spring of 2003. The classes are Developing Executive Leadership, Critical Thinking and Negotiating to Win. They were chosen as a result of the suggestions expressed by the FLICC membership at the brainstorming session in December 2001. Tarr expressed hope for a good turn out and that FLICC would inspire present and future leaders in federal libraries to attend these classes.

•Policy – Kurt Molholm (DTIC) – Molholm reported on an upcoming meeting with Lewis Bellardo, Deputy Archivist at NARA, aimed at energizing the discussion and guiding the standards of digital archiving. Several representatives from the federal library community will also attend. Molholm said that NARA is interested in working with DTIC to introduce ‘handles’ as persistent identifiers. Molholm also referred to the Government Printing Office/the Joint Committee on Printing and the decentralization of printing issue. He suggested that, due to the many changes taking place in government information, the old models might not work, and that the library community needs to be more flexible and amenable to change where necessary.

•Preservation and Binding – Stephanie Bianchi (NSF) – Tarr reported for Bianchi that the Working Group has finalized their recommendations to improve the requirements for the new binding contract. The recommendations will be forwarded to GPO and the final contract is expected to go out in an RFP by the end of this year.

•FEDLINK Advisory Council (FAC) – McDonald reported that FAC had just met. She announced that Laurie Stackpole (formerly of NRL) has been brought in on contract to work with consortia and produce a business model for consortia management. McDonald said they have received positive responses from those companies that FEDLINK would like to work with. McDonald recognized Bonnie Klein’s efforts on FAC and the related collaboration between FEDLINK and DTIC.

FLICC Report — Susan Tarr (short reports) continued:

•Competitive Sourcing/Advocacy for Federal Staffing – In the search for assistance

in the federal library community's quest for survival, Tarr referred to a document in the meeting packet received from the Canadian Government dealing with this same issue. She asked FEB members to consider how this document could be used in the U.S. and how to get people to take action. FEB members suggested a shorter version of this document for U.S. government use, perhaps through a NCLIS/FLICC collaborative effort. Protecting and maintaining the quality of information needs to be considered as part of this effort. The following suggestions were made to start the process: create an executive summary and then build underneath; collect vital statistics, maybe with the help of Outsell; FLICC collect data from its membership; use ARL data; use NCES survey data; contact libraries that are slated for outsourcing to identify common issues and data they need to provide in the outsourcing process; look at the NIH outsourcing criteria; and identify librarian skills necessary to operate an effective library. Rankin suggested Anna McGowan (FDA), presently serving on the SLA Long Range Planning Task Force, as a contact person for information on performance measurement and return on investment (ROI) criteria. Tarr asked for FEB volunteers to form a new "Federal Library Business Model" working group.

- Depository Library Council nominee – Tarr reported on the Depository Library Council and its annual search for nominees from the federal library community. Kris Vajs (USPTO) was a nominee last year. Tarr will contact her again this year about participating as a candidate in this year's selection. Tarr asked FEB members for other nominations which are normally due on March 1.

- Federal Library Census/NCES - discussion– Tarr met with Denise Davis, former Director of Statistics and Survey at NCLIS. Davis suggested that FLICC accepts NCES's decision not to schedule another census since their data collection and analysis would take at least three years. Tarr suggested a possible collaboration with Outsell as they are interested in cooperation and a broader relationship with the federal sector.

- FLICC Quarterly Membership Meeting, 12/5/02 - Meeting Focus: Recruitment of library staff and OPM regulations - Suzy M. Barker, OPM Director of Qualifications and Examinations. -- Tarr asked FEB members to help prepare questions for Barker about hiring and recruiting for federal libraries. FEB members decided that the following Working Groups would report at the meeting: Education; Content Management; Nominating; Preservation and Binding; Policy; and FEDLINK Advisory Council.

4. FEDLINK (short reports):

- FEDLINK Network Operations – Lynn McDonald reported that the FAC and FEDLINK have started the second year of the FEDLINK five-year business plan. McDonald also described the November OCLC User Group Meeting and its focus on OCLC's new preservation and digitizing services, including its new digital archiving tool. This tool will help to digitally archive intellectual property in libraries and other government agencies. FEDLINK has been identified as a marketing contact to help launch this product.

- FEDLINK Fiscal Operations — Joseph Banks -- Banks referred to the FEDLINK Fiscal Operations Registration Comparison report in the meeting packet. He said that many service requests are still in progress due to continuing resolutions. He also said that Transfer Pay

service dollars for FY2002 were higher than they have been for three years. In FY2003 Direct Pay is behind compared to last year due to the introduction of the Direct Express payment option where the fees are paid directly to the vendors. The impact of Direct Express will be better understood in January when the vendors will send their revenue reports to FEDLINK. Banks expects a positive return from this new payment option.

5. Old Business: -- Tarr referred to the 2003 FEB meeting listing and pointed out that the July 17 meeting has been changed to July 10. Tarr also mentioned that FEDLINK is still working with LC on the contract with Harrassowitz and their electronic journal consortium with the Springer Verlag - The Springer Link. Stackpole is working on the consortium part.

New Business: – McDonald referred to the “Virtual Reference: A Products and Service Sampler” program to be held on December 13, 2002. The program will offer attendees a look at services in addition to the OCLC “Question Point” tool, which was discussed at the OCLC Users Group meeting in November. FEDLINK is considering adding these types of tools to its service offerings.

Next Meeting: Thursday, January 9, 2003

HANDOUTS:

- 1 Agenda
- 2 Minutes of the September 12, 2002 FEB Meeting
- 3 Meeting Announcement 2003-2 - Taxonomy Tools
- 4 Listing of AMA classes to be offered by FLICC
- 5 FLICC/FEDLINK 2003-2005 Election Update
- 6 US Army Library Program (from How to Become an Army Librarian-Nov 02)
- 7 FLICC Personnel Working Group flyer on librarian recruitment handed out at the National Book Festival 2002
- 8 Report by the FLICC Preservation and Binding Working Group/GPO Binding Contract suggested revisions.
- 9 *Washington Post* 11/14/02 clipping/listing of Department of Homeland Security agencies
- 10 GCN article on “Architecture for homeland security agencies comint together”
- 11 FLICC 2003 Forum draft call/draft agenda
- 12 Summary of Canadian business model for Federal Libraries
- 13 FLICC Quarterly Membership Meeting/draft agenda
- 14 Copy of FLICC Web page
- 15 FEDLINK Fiscal Operations Registration Comparison as of November 12, 2002
- 16 2002 FLICC Awards brochure
- 17 Registration 2003 booklet
- 18 2003 FLICC/FEB meeting schedule
- 19 Announcements 2003-4; 2003-5;2003-6; and 2003-7

ACTION ITEMS: FEB 11/14/02

- 1 Tarr suggested that FLICC assist in the transition to the Homeland Security Department by asking librarians from these agencies to work as content advisors on information sharing and asked FEB members to suggest names. She also proposed that FLICC contemplate what it can do to effectively help this agency get up and running with its shared systems and with a good information organization. .
- 2 Tarr asked Rankin (HHS) to see if she could identify a contact point for the “chemical, biological, radiological and nuclear response assets,” and the “civilian biodefense research programs” to assist in developing the new library infrastructure at the Homeland Security Department.
- 3 Tarr asked for FEB volunteers to form a new “Federal Library Business Model” working group.
- 4 Tarr will contact Kris Vajs (USPTO) again this year about participating as a candidate for the GPO Depository Library Council. Tarr asked FEB members for other nominations which are normally due on March 1.
- 5 Tarr asked FEB members to help prepare questions for Barker (OMB) about hiring and recruitment in federal libraries to assist with her presentation at the next FLICC membership meeting.

Minutes prepared by Anna Bohlin, FLICC