

TO: FLICC Executive Board Members
FROM: Susan M. Tarr, Executive Director, FLICC
SUBJECT: Minutes of the November 4, 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 (by phone)	
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 September 9 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL)
 - recommendation regarding SLA Competencies for the Federal Librarian of the Year Award
 - Budget and Finance – James King (NRL)
 - proposed third tier of transfer pay fees
 - Competitive Sourcing – Linda Parker (Labor)
 - Content Management – James King (NRL)
 - Education – Jocelyn Rankin (CDC)
 - Federal Libraries/GPO Partnership – Susan M. Tarr
 - Human Resources – Ann Parham (Army)
 - Nominating – Mary Boone (State)
 - election results for FLICC and FAC
 - nominees for FEB
 - Policy – Jane Bortnick Griffith (NLM)
 - Preservation and Binding – Robert Schnare (NWC)

- FEDLINK Advisory Council (FAC) – Wynne Tysdal (NDU), FAC Chair

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

- FLICC Bylaws revision
- FLICC 2005 Forum 3/24/05
- Letter to the Secretary of the Navy
- 2004 Outsell Survey -Part II
- FLICC 40th Anniversary in 2005
- Consortial licensing for science libraries - progress report
- FEDLINK exemption from amendment to DOD Authorization Act - final

status

- M.I.M. study team on performance measures - progress report
- Next FLICC Meeting 12/2/04 - Focus: Brainstorming the future of federal libraries and information centers

4. FEDLINK (short reports):

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

5. Old Business:

6. New Business:

Next Meeting: Thursday, January 13, 2005

AGENDA

1. Approval of minutes of the September 9 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) - - Marcum called the meeting to order. The minutes were approved with a corrected statement supplied by Griffith (NLM) for the FLICC Policy Working Group, as follows: “Griffith reported that the focus of Congress is presently on appropriations, and that the House Labor/HHS/Education Appropriations Committee report language includes a recommendation for public access to NIH funded research. (Griffith reported later in the meeting that the House had just passed the appropriations bill containing the recommendation for NIH to provide public access to the results of the research it funds.) She said that NIH, the major funding agency for biomedical research, sponsored three meetings for the main stakeholders (public interest groups, scientists, and publishers) to hear their views. Griffith then distributed the NIH proposed policy statement on public access. The proposed policy statement requests that NIH grantees deposit their final peer-reviewed manuscripts that have been accepted for publication to PubMed Central (PMC), the digital archive of biomedical literature maintained by the National Library of Medicine's National Center for Biotechnology Information. PMC will make the deposited articles publicly and freely available online within 6 months of publication. There is a 60 day public comment period to allow an opportunity for broad input to the process. In a related area, Griffith said that pressure to provide public access to the results of clinical trials

has also increased, especially the full disclosure of information on certain risky medications. She also discussed the importance of open access to clinical trial registries and the efforts NLM has made to scan and make available past medical journal articles on PubMed Central. FEB members then discussed institutional repositories, and Tarr suggested this issue could be discussed on a policy level at the 2005 FLICC Forum.”

2. FLICC Working Groups reports:

•Awards – Peter Young (NAL)

-recommendation regarding SLA Competencies for the Federal Librarian of the Year Award - - Young reported that the Awards Working Group has proposed to maintain SLA’s competencies as the basis for evaluating the award for federal librarian of the year. FEB members unanimously voted to approve this proposal. Young referred FEB members to the brochure in the meeting packet, and Tarr reminded members that the deadline for nominations was November 12, 2004.

•Budget and Finance – James King (NRL)

-proposed third tier of transfer pay fees - - Tarr said that FLICC, FEB and FAC approved a one-year fee pilot. Transfer pay customers with accounts of over \$1,000,000 will now pay a lower FEDLINK administrative fee in FY2005. The new fee will be 5 percent of the service dollar amount exceeding \$1,000,000 in a single vendor account. The FEB has approved the new lower administrative fee for FEDLINK transfer pay accounts for a one-year pilot program to assess its value to customers and determine the effect it would have on FEDLINK program revenues. The standard FEDLINK administrative fee for Transfer Pay accounts is 7.75 percent on the first \$300,000 for each service and 7.00 percent for service above the \$300,00 threshold. The new 5 percent fee adds a new million-dollar threshold to the fee structure. Tarr will announce this change to the standard FEDLINK fee structure to the membership hoping that the reduced fees will attract new customers.

•Competitive Sourcing – Linda Parker (Labor) - - Tarr reported that the group was upgrading its Web site resources due to increased interest in the area of competitive sourcing, primarily in the appropriations process. The group will also revise and update Chapter V of the *Handbook of Federal Librarianship* and plan a brown bag discussion session in January 2005 on the outsourcing process.

•Content Management – James King (NRL) - - King reported that the group recently sponsored two programs, the 2004 Information Technology Update on “The E-Government Act of 2002: A Progress Report” in September and a brown bag on “OpenURL: Unlocking the Doors to Your Resources.” He also said that the group will discuss ideas for their 2005 educational programs at their next meeting.

•Education – Jocelyn Rankin (CDC) - - Rankin said that a joint meeting of the Human Resources and the Education Working Groups was held in September with SLA’s Director, Janice Lachance, on educational outreach collaboration in connection with SLA’s efforts to establish a Government Information Division in support of federal librarians. Rankin also mentioned that SLA will implement an Online Learning Center which will be very useful

to librarians who are not able to travel to specific sites for their education. Tarr reported that the group decided to repeat the AMA Mini-MBA program in July and hold an additional AMA seminar “Communicating Up, Down and Across the Organization” in May 2005. Tarr also said that the Institute for Federal Library Technicians will not be held in 2005 but that resources will be put into developing a Web video of the institute using the best sections from past years’ programs. The idea is to alternate onsite institutes starting in 2006. The group is considering the development of an advanced level of the institute for those technicians who have already attended the original version. Bohlin (FLICC) added that she was researching several professional organizations sponsoring educational programs so FLICC can provide the best training required for library managers and staff.

- Federal Libraries/GPO Partnership – Susan M. Tarr - - Tarr said that the group formed a year and a half ago to assist Judy Russell and GPO with feedback from the federal library community on issues related to GPO initiatives on their depository library systems. Tarr will keep FEB members informed about the viability of the working group and she will also consult with Russell as to the need for the continuance of this group.

- Human Resources – Ann Parham (Army) - - Parham said that the group planned two meetings for the late fall and at that time the group will continue the discussion with the Department of Labor to remove the librarian’s occupation from the Service Contract Act (SCA) - Directory of Occupations. Also on the agenda will be the Presidential Management Fellows Program and the update of the group’s FLICC Web site.

- Nominating – Mary Boone (State)

- election results for FLICC and FAC - - Boone reported that the newly elected rotating members to FLICC were Ed Burgess (U.S. Army Command And General Staff College), Carolyn Ray (Wright Patterson Air Force Base), Maxine Reneker (Naval Post Graduate School), Barbara Silcox (National Institute of Standards and Technology) and Peggy Tuten (Central Intelligence Agency). The new members elected to the FAC were Pat Alderman (National Defense University), Vicky Crone (Air Force History Support Office, 2nd term) and Diane Schnurrpusch (Defense Technical Information Center).

- nominees for FEB - - Boone then referred FEB members to the “Nomination of FLICC Executive Board Members” memo in the meeting packet and asked members to fill out the form and forward it to Anna Bohlin by November 15, 2004.

- Policy – Jane Bortnick Griffith (NLM) - - Bortnick reported there had been a lot of comments made regarding the NIH recommendation for public access to NIH funded research. NIH is compiling and responding to all the comments. She said that NIH will then formulate a final policy based on the input received. At this time, it is uncertain to NIH officials whether there will be further congressional input on the matter. The publishing community has spoken out most strongly against the proposal, but NIH has received many comments from interest groups on all sides. Strong support for the measure comes from the medical community and the House while the Senate remains neutral. Bortnick also said that NIH has the authority to move forward on the proposal but will have to take in consideration any strong directives coming from Congress.

•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. The group was considering whether to add deacidification to the BOAs or just post information on the FLICC Web page. Tarr said that she was enthusiastic about the 13 preservation vendors now available through FEDLINK and hoped that funding will be made available for agencies to support preservation, consultation and training needs. McDonald said that FLICC/FEDLINK will provide training in how to use these newly established preservation services.

•FEDLINK Advisory Council (FAC) – Wynne Tysdal (NDU), FAC Chair - - Tarr reported for Tysdal that the Council sponsored the FEDLINK Fall Membership Meeting in October and is preparing for the OCLC Users Group Meeting in November. McDonald said that the featured presentation on electronic copyright by Carrie Russell, Copyright Specialist at the American Library Association, Washington Office, was very well received. The meeting will be available for viewing on the FLICC Web site soon.

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

•FLICC Bylaws revision - - Tarr referred FEB members to the FLICC Bylaws and asked for approval of changes, including: insertion of the FLICC mission statement into the preamble; member additions (Institute of Museum and Library Services), deletions (U.S. Information Agency), and name changes (Government Accountability Office) to the FLICC membership; responsibilities of the FEDLINK membership; and changing OCLC Users Council to OCLC Members Council. The revised bylaws now allow email or facsimile distribution of information from FLICC/FEDLINK to its boards, councils, working groups and membership. Young suggested that FEDLINK develop a process for taking action against a vendor for unsatisfactory performance. Tarr said that such actions were already in place and handled by FLICC staff. FEB members voted unanimously to approve the bylaws as revised.

•FLICC 2005 Forum 3/24/05 - - Tarr reported on the agenda for the March FLICC Forum and Bortnick and Marcum agreed to assist with a letter of invitation and follow up for the Forum morning keynote speaker, Elias Zerhouni, Director of the National Institutes of Health. Tarr will also invite a congressional speaker for the afternoon keynote session. Tarr said that some recognition should be made at this event for FLICC's 40th Anniversary, and suggested having a reception following the Forum program. Marcum said that Dr. Billington's Forum remarks should be drafted to address the anniversary celebration. Staff will look into a venue for an evening reception. King (NRL) suggested that FLICC develop an anniversary logo for printed materials throughout the year. Young added that similar announcements had been successfully used by the Agricultural Research Service over a period of time resulting in wider recognition of the service. King said that a past, present and future theme works well at these occasions, which Tarr concurred fits well with the FLICC millennium poster theme which carried the message "Federal Libraries: A Record of Our Past - A Link to Our Future."

Letter to the Secretary of the Navy - - Tarr referred to a draft letter to the Secretary of the Navy, Gordon R. England, in the meeting packet. FEB members discussed edits that would emphasize the impact of the elimination of the Librarian of the Navy position and the

disbandment of the central staff of the Navy General Library Program. The FEB voted to approve the letter as revised with the final paragraph to read, "At this critical time in the defense of our nation, Naval personnel need immediate access to the most reliable and complete information available. Reestablishment of the Librarian of the Navy position and reconstitution of the Navy General Library Program office are vital components to meet that requirement."

- 2004 Outsell Survey - Part II - - Tarr announced that part two of the 2004 Outsell Survey on budget and organization was now accessible. She encouraged FEB members to fill out the questionnaire. Marcum said that the Library of Congress had engaged Outsell to do a major survey on their users' needs and expectations. Young said that NAL/USDA has recently contracted with Outsell for a project to conduct customer surveys and plans to submit the survey instrument for OMB approval as required. Tarr reported that for the past year, Outsell had encouraged agencies to do end-user surveys.

- FLICC 40th Anniversary in 2005 - - Covered under the FLICC 2005 Forum discussion.

- Consortial licensing for science libraries - progress report - - Tarr said that representatives from six science agency libraries will meet with Cambridge Scientific Abstracts (CSA) managers to continue discussions about consortial licencing. Other possible vendors will also be contacted for similar licensing agreements. Young stressed the fact that this type of vendor/librarian interaction is important to understand various agency information access needs. If successful, the consortium could include other federal agencies in need of scientific publications. These vendor services will then be made available through FEDLINK.

- FEDLINK exemption from amendment to DOD Authorization Act - final status
- - Tarr said that she did not yet have the conference language on the act, but will fax the conference report to FEB members as it becomes available.

- M.I.M. study team on performance measures - progress report - - Tarr informed FEB members about the progress report given to her by the Masters of Information Management (M.I.M) study team. She said that the students had completed the research phase, compiled a bibliography, conducted and documented site visits to several agency libraries (Veterans Affairs Hospital, National Institutes of Health, National Institute of Standards and Technology, Environmental Protection Agency), interviewed subject matter experts, developed a Return on Investment (ROI) model and started assembling a toolkit. The students found that outcome evaluations at libraries are rare and suggest that 7 to10 percent of the library operating budgets would be required for a comprehensive assessment. These percentages are based on information included in the Institute of Museum and Library Services grant application guidelines. Young asked if the M.I.M. students had been exposed to the Government Performance and Results Act in terms of outcomes. Tarr explained that the need for this exposure had not seemed relevant at the time but she will provide information on this act to the students. Tarr will receive a final report by the end of January and expects the students to make a presentation of their findings at the February 17, 2005 FLICC Membership

Meeting. Some of the students were interested in continuing examinations of the FLICC study for their graduation capstone projects which might result in an interactive system and an automated capture of the toolkit for easier future use by librarians. Tarr then confirmed that the study is mainly quantitative.

- Next FLICC Meeting 12/2/04 - Focus: Brainstorming the future of federal libraries and information centers - - Tarr confirmed the content of the FLICC Membership Meeting agenda with FEB members. Tarr said the meeting focus will be a brainstorming session on the future of federal libraries and information centers, similar in scope to the brainstorming session on education and training that was held at a FLICC meeting in 2002. Tarr asked FEB members to comment on the draft list of discussion question included in the FEB meeting packet. Members discussed the issue of maintaining and preserving a unique physical collection at length and agreed that each agency has the responsibility to protect and preserve its unique historical collections along with balanced efforts to virtualize other parts of the collection. Tarr agreed to revise the question list and to provide the membership with relevant information in preparation for the meeting.

Stemming from discussions at a FLICC General Counsels Forum on Appropriations Law, Tarr raised the issue of using the Library of Congress Gift Authority to help federal libraries get gift money to preserve the government heritage of their historical collections. Tarr will follow up with LC's General Counsel, Elizabeth Pugh, and the LC Development Office Director, Charles Stanhope, to explore this option further.

4. FEDLINK (short reports):

- FEDLINK Network Operations— Lynn McDonald - - McDonald reported that serials contracts are being awarded and that two briefings on Requests for Quotation will be held in February and March of 2005. She said that progress is being made in the Faxon bankruptcy case including a final settlement amount and details for the reimbursement process to libraries. FEDLINK staff has also negotiated with OCLC to stop proposed price increases on ILL.

- FEDLINK Fiscal Operations — Joseph Banks - - Banks reported that the FEDLINK Fiscal Operations Registration Comparison form has been upgraded to be easier to read. He said that as of November 1 Transfer Service Dollars showed a 53.6 increase in revenue over FY04, and that Direct Pay was slightly down. Direct Express is ongoing but had no activity yet because these vendors report sales to FEDLINK on a quarterly basis. Banks said that he forecasts expenditures at a \$5,014,624 level and anticipates that the revenue will be slightly higher at \$5,055,083. Banks also reported that, while the Library of Congress is in the process of converting to a new Momentum financial system, FLICC/FEDLINK was still operating with a subsidiary system for its own specific fiscal operations, but will integrate into the LC system by April 2005.

5. Old Business: Parham thanked Rankin for her time and effort on the FLICC Executive Board, and Rankin said she had benefitted greatly from the experience.

6. New Business: Tarr encouraged FEB members to attend the FEB meeting in January to

help select the final winners of the FLICC Awards for 2004.

Next Meeting: Thursday, January 13, 2005

HANDOUTS

- 1 Agenda
- 2 Minutes from the September 9, 2004 FEB meetings
- 3 FLICC/FEDLINK 2005-2007 Election Update
- 4 Nomination packet of FLICC Executive Board (FEB) Members
- 5 Amended draft FLICC Bylaws
- 6 Draft 2005 FLICC Forum agenda
- 7 Draft letter to the Secretary of the Navy
- 8 Email message from Susan Tarr to the FLICC membership on the 2004 Outsell Survey - Part II of 11/2/04
- 9 Draft agenda for the 12/2/04 FLICC Membership Meeting
- 10 Draft discussion questions for the FLICC Membership Meeting brainstorming session
- 11 Vision 2000 statement for federal libraries
- 12 FEDLINK Fiscal Operations Registration Comparison as of November 1, 2004
- 13 FLICC 2004 Awards Brochure
- 14 2005 schedules for FLICC and FEB meetings
- 15 Meeting Announcement 2005-1: AACR and MARC for Video Recordings
- 16 Meeting Announcement 2005-3: Extending the Life of Books with Mass Deacidification
- 17 Meeting Announcement 2005-4: FEDLINK Fall OCLC Users Group Meeting
- 18 FEDLINK Information Alert 2005-1: Vendors Offering Direct Express Option in FY05

ACTION ITEMS

- 1 Tarr will keep FEB members informed about the viability of the Federal Libraries/GPO Partnership Working Group and she will also consult with Russell as to the need for the continuance of this group.
- 2 Staff will look into a venue for an evening reception in connection with the 2005 FLICC Forum to celebrate FLICC's 40th anniversary.
- 3 Tarr will fax the DOD Authorization Act conference report to FEB members when it becomes available.
- 4 Tarr will provide the M.I.M. students with information on the Government Performance and Results Act.
- 5 Tarr will follow up with LC's General Counsel, Elizabeth Pugh, and the LC Development Office Director, Charles Stanhope, to explore the option of using the Library of Congress' Gift Authority to help federal libraries get gift money for preserving their

historical physical collections.

Minutes prepared by Anna Bohlin.