

TO: FLICC Executive Board Members  
 FROM: Susan M. Tarr, Executive Director, FLICC  
 SUBJECT: Minutes of the September 12, 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
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	
Susan M. Tarr	FLICC	X	
Joseph Banks	FEDLINK	X	
Anna Bohlin	FLICC	X	
Lynn McDonald	FEDLINK	X	

### AGENDA

1. Approval of minutes of the July 18, FEB meeting – Kurt Molholm (DTIC), Vice Chair FLICC
2. Report on the Commercial Activities Panel - Robert Tobias, Distinguished Adjunct Professor, American University, and member of Commercial Activities Panel
3. 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 FLICC/FAC elections update
  - Personnel – Sarah Mikel (NDU)
  - Policy – Kurt Molholm (DTIC)
  - Preservation and Binding – Stephanie Bianchi (NSF)
  - FEDLINK Advisory Council (FAC) – Cheryl Thomas (FCA), FAC Chair
4. FLICC Report — Susan Tarr (short reports):
  - Establish a FLICC Homeland Security Working Group?
  - Federal Library Census/NCES
    - invite Jeffrey Owings of NCES to November 14 FEB meeting?

- FLICC Quarterly Membership Meeting, 9/19/02 - Special focus: Strategic Planning
  - retirement luncheon following meeting (Stackpole, Earnest, Weed, and possibly Clemmer)
- General Counsels Forum, 11/5/02- Richard Kellett, GSA, on legal issues in Web measurement
- 2003 FLICC Forum, 3/19/03 - Topic?
  - importance of printed and Web-based proceedings
- SLA/ARL/FLICC partnership for a regional FLICC education event/Monterey, CA 9/13-17/02
- National Book Festival task group with SLA/MLD and ALA/FAFLRT (Oct. 12)

5. FEDLINK (short reports):

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

6. Old Business:

New Business:

Next Meeting: November 14, 2002

1. Approval of minutes of the July 18, FEB meeting – Kurt Molholm (DTIC), Vice Chair

FLICC, called the meeting to order at 9:40 am. The minutes of the July 18, 2002 were approved without correction.

2. Report on the Commercial Activities Panel - Robert Tobias, Distinguished Adjunct

Professor, American University, and member of the Commercial Activities Panel (CAP) –

Molholm introduced guest speaker Robert Tobias, who was invited to present CAP's findings and recommendations to Congress regarding the pros and cons of the OMB Circular No. A-76 and the Federal Acquisitions Regulation (FAR) process for conducting public/private competition.

Although CAP recommends a modified A-76, Mr. Tobias has urged Congress to direct that a competition be conducted before final decisions are made. A Q&A session followed: Russell

asked if Congress was likely to follow his advice. Tobias said that if CAP had unanimously supported the recommendations, it is possible that Congress would act, but it is always unclear what Congress will do ultimately. Molholm asked who is taking the risk, government or the private firm, and Tobias said that contracting out should be thought of as “sourcing”; the question becomes who performs the responsibilities of government.

Tarr asked if the issue of “inherently governmental” work had been discussed. Tobias said the panel considered this issue too complex and avoided it because objective criteria were hard to establish. Russell asked who makes the decision of what is “inherently governmental” and what should be contracted out or not. Tobias responded that each agency is obligated to define what is “inherently governmental” under the Fair Act; agency decisions are then reviewed by OMB.

Tarr asked if anyone had done studies on the functions that have been contracted out with follow up reports on the success and cost of these functions. Tobias said “no” because the contracting community resists collecting this data, arguing that it is impossible to get a good comparison. Evaluations without comparative data are used as reporting tools.

FEB members discussed the difficulty for an agency to prove savings by doing the work within the agency without being forced to outsource. Tobias suggested an independent contractor could help agencies demonstrate that they can create savings in their customer community, i.e., savings that can be calculated and measured.

The discussion continued on the importance of the knowledge base and the knowledge worker.

Tarr said that if the value of the library is based on the knowledge of the library and its staff, outsourcing is not a sustainable model. She also said that outsourced library programs have been more successful if they have retained their library director as COTR, and/or if the contractor has stayed with the agency over a long period of time.

Tobias referred to state and local studies of outsourcing which showed that the more significant the knowledge transfer necessary to success, the higher the probability of contract failure. The existing knowledge base needs to be replicated for a successful transition.

FEB members agreed that certain areas of library work can and should be contracted out and managers should do whatever is necessary to create an efficient organization.

3. FLICC Working Groups (short reports):

- Awards – Becky Lyon (NLM) – Tarr reported for Lyon that staff members had incorporated the changes suggested by the working group and had begun promoting the two Library/Information Center categories (large and small). The Web site with the 2002 Awards information is up, and the new Awards brochure, with the approved changes, is being printed.

- Budget and Finance – Judy Russell (NCLIS) – Tarr reported that the membership passed the FY2003 budget which survived the LC review process with only two minor changes. Although the overhead rate is lower, the commuter subsidy is higher, resulting in no gain or loss. Regarding the FLICC/FEDLINK Business Plan Tarr said there will be no legislative initiative by LC on the carryover authority in 2002. LC is continuing its preparatory work and will restart its

efforts when the new Joint Committee on Printing staff is in place in early 2003.

- Content Management – Ken Nero (NLRB) – Tarr reported for Nero that the working group has been reactivated and has met twice since the last FEB meeting and will continue to meet every first Tuesday of the month. They are sponsoring a brownbag on taxonomy on October 30, 2002 and are planning other brownbags for 2003. Tarr explained that the working group has now reorganized around a smaller core group after an earlier expansion with members of the CIO Council Knowledge Management/Content Management Special Interest Group. The working group is also developing an all-day program in cooperation with CENDI on “Business Continuation and Disaster Recovery” for December 11th.

- Education – Hugh Howard (State) – Tarr reported the working group has recommended several program ideas in keeping with the suggestions expressed by the FLICC membership at the brainstorming session last September. Bohlin has worked with the American Management Association and persuaded them to present their programs for FLICC in 2003 at a greatly reduced price.

- Nominating – Sheila McGarr (NLE) – McGarr reported that the working group met in July and identified several potential candidates for 2003-2005 FLICC and FAC elections. The FLICC ballots are now back but not yet tallied. The FAC election memo and ballot will be mailed at the end of September.

- Personnel – Sarah Mikel (NDU) – Mikel read a statement from Tad Downing

regarding the meeting held in July. The working group invited Suzy M. Barker, OPM Director of Qualifications & Examinations, to learn about OPM regulations and how they affect recruitment. The group will continue to meet on a regular basis to discuss these matters further. Baker has been invited to speak on these issues at the December FLICC meeting.

- Policy – Kurt Molholm (DTIC) – Molholm asked Russell about the status at GPO/JCP and the decentralization of printing and related congressional hearings. Russell said that no hearings have been held to date, nor have any new regulations been issued by OMB. Cost analysis before making any decisions had been discussed. Molholm then reported on a meeting at NARA where they were taking a closer look at the changes in the world of preservation and how that affects records management and digital archiving. NARA has limited resources and is mainly interested in the history of government; they are not positioned to decide what other agencies should retain. Agencies must decide for themselves what should be retained. Molholm said that there had been no activity on S.803, Senator Lieberman's e-Government Act .

- Preservation and Binding – Stephanie Bianchi (NSF) – McDonald reported for Bianchi that the working group is finalizing the “statement of work” (SOW) for developing a standard federal conservation/preservation service contract through FEDLINK. They will also meet with OCLC on their new digital preservation efforts and the establishment of a preservation cooperative.

- FEDLINK Advisory Council (FAC) – Cheryl Thomas (FCA), FAC Chair – no report.

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

- Establish a FLICC Homeland Security Working Group -- Tarr asked FEB to start thinking about how the federal library community can help agencies who are dealing with homeland security issues. She suggested that efforts to coordinate information be done under the aegis of FLICC and apart from agency reorganizations. Molholm said that FEMA has a working group that deals with homeland security. DTIC and NTIS are discussing homeland security as well. FEB members then discussed internal and external access to electronic records and the role of the records managers. Russell said that the NCLIS study, Panel II report, deals with these issues. Tarr said that we need to look for key players in the FLICC community who would be interested in working on a homeland security working group. She asked FEB members to talk to and solicit participation by colleagues.

- Federal Library Census/NCES -- Tarr related her discussion with Jeffrey Owens at NCES. Owens said that NCES does not consider federal libraries among their priorities at this time. It was decided that Tarr, Russell and Denise Davis, Director of Statistics and Survey at NCLIS, would meet with Jeff Owens and Jeff Williams at NCES. Russell will contact Davis and Tarr will contact NCES and set up a meeting.

- FLICC Quarterly Membership Meeting, 9/19/02 - The meeting focus will be a presentation by Marjorie Gildenhorn, Director, Information Services, U.S. Department of the Treasury, on “Strategic Planning for Federal Information Services.” Tarr had asked her to talk about strategic planning on both a political and an operational level.

- General Counsels Forum, 11/5/02- Richard Kellett, GSA, will be the speaker on legal issues in Web measurement, and will explain what can and cannot be measured in regard to both inside and outside users. Tarr encouraged FEB members to develop questions for Kellett in advance of the next Forum.

- 2003 FLICC Forum, 3/19/03 - Tarr solicited ideas for a topic for the 2003 FLICC Forum, and asked if content management would be a valid idea for a full-day program. She then asked FEB members to send her ideas for suitable Forum topics. Tarr also asked whether to spend FEDLINK money to print Forum proceedings. The full proceedings have not been published since 2000. She said that staff members prepare an extensive Forum account for the *FLICC Newsletter*. After a discussion on how to properly account for the Forum content, the consensus among the FEB members was to cease publishing separate Forum proceedings; the *FLICC Newsletter* article provides sufficient coverage. Speakers who provide full papers will have the opportunity to have them posted on the FLICC/FEDLINK Website. The *FLICC Newsletter* Forum article will refer readers to the appropriate links on the Website. Tarr and Bohlin will revise the speaker invitation letter and reformat the wording to that affect.

- SLA/ARL/FLICC partnership for a regional FLICC education event/Monterey, CA 9/13-17/02 –Tarr will attend this conference on measurement and hopes to collect recommendations on how the federal library community might develop a common approach formal measurements.

- National Book Festival task group with SLA/MLD and ALA/FAFLRT (Oct. 12)

– Mike Conklin, on detail with FEDLINK from the Treasury Department, is helping organize this event which will highlight the federal library services to the public. An announcement about the event has been sent to the FLICC/FEDLINK community.

5. FEDLINK (short reports):

- FEDLINK Network Operations – Lynn McDonald -- Tarr reported that FNO is talking with LC acquisitions staff about writing a contract with Harrassowitz, an international book jobber. Harrassowitz is willing to work with LC and let other federal libraries have access to their services through the LC contract. Tarr asked FEB members to find out whether there was interest in Harrassowitz service in their libraries. LC is also interested in Harrassowitz's electronic journal consortium with the Springer Verlag - The Springer Link. LC wants to establish partnerships with other federal libraries to pursue these options. Tarr will try to find their most recent journal title list. Rankin will talk to the HHS group to find out if they are interested. East View, Harrassowitz and other companies are interested in LC becoming their electronic archive for foreign publications. McDonald said that FEDLINK had been asked for help in identifying agencies and to form a consortium that might be interested in purchasing these materials. Other FNO activities included working with members on end-of-year purchases.

- FEDLINK Fiscal Operations -- Banks gave a positive fiscal report. The service dollars/transfer pay figure is ahead of last year's schedule and the revenue is better than initially forecasted. The Direct Express pilot, following the GSA model, is in progress for FY2003 with five vendors: LEXIS NEXIS, West Group, ProQuest, Gale Group and EBSCO Publishing.

Further description of the pilot is available by video on the FLICC Website,  
<http://www.loc.gov/flicc/video/htuf/express.html>.

6. Old Business:

A question was asked regarding the status of the replacement letter to DoD for a representative to FLICC. Tarr and Bohlin will send letter to DoD Deputy CIO.

New Business: No New Business

Next meeting: Thursday, November 14, 2002

HANDOUTS:

1. Agenda
2. Minutes of the July 18, 2002 FEB Meeting
3. Robert Tobias biography
4. FAC election memo
5. White House first document on National Strategy for Homeland Security/Executive Summary
6. News Briefing from *Federal Computer Weekly* on “Bush seeks ‘big picture.’”
7. Draft Agenda for the September 19, 2002 FLICC Quarterly Meeting
8. Outsell report: Government and public libraries stretched thinner than their corporate or academic counterparts

9. Outsell briefing: The Changing Roles of Content Deployment Functions; Part 3 of a 7-part series: Government & Public Information Professionals
10. FEDLINK Fiscal Operations Report
11. FEDLINK brochure
12. FEB Membership Roster
13. FEB/FLICC meeting schedules for 2002 and 2003
14. Meeting Announcement – Library Assessment and Benchmarking Institute, Monterey, CA, 9/13-17, 2002
15. FLICC Meeting Announcement 2002–26 Virtual Reference in the Federal Library: Policies, Practices and Prospect

**ACTION ITEMS:** FEB 9/12/02

- 1 Tarr asked FEB members to talk to and solicit participation by colleagues for a homeland security working group
- 2 Tarr, Russell and Denise Davis, Director of Statistics and Survey at NCLIS will meet with Jeff Owens and Jeff Williams at NCES. Russell will contact Davis and Tarr will contact NCES and set up a meeting.
- 3 FEB members may want to develop questions in advance for Richard Kellett at the next GC Forum.

- 4 FEB members should send Tarr ideas for suitable Forum topics.
- 5 Tarr and Bohlin will look at the Forum speaker invitation letter to reformat the wording to suit the new Forum publication structure.
- 6 FEB members will look into whether there was interest in Harrassowitz' service in their libraries. Tarr will try to find the most recent journal title list.
- 7 Tarr and Bohlin will send letter to DoD Deputy CIO asking for a replacement of Kathy Earnest.

Minutes prepared by Anna Bohlin, FLICC