

TO: FLICC Executive Board Members
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the September 11, 2003 FEB Meeting

FEB Members	Agency	Present	Absent
Deanna Marcum	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 (by phone)	
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 July 10, 2003 FEB meeting – Deanna Marcum, FLICC Chair (LC)
2. Introductions
3. FLICC Working Groups (short reports):
 - Awards – Becky Lyon (NLM)
 - Budget and Finance – Robert Willard (NCLIS)
 - Content Management – Ken Nero (NLRB)
 - FLICC offer to host federal webmasters
 - Education – Jocelyn Rankin (CDC)
 - Federal Libraries/GPO Partnership – Susan Tarr
 - Homeland Security – Hoyt Galloway (Customs)
 - proposals to provide information services for staff of the Department of Homeland Security (DHS) for FY2004
 - Nominating – Sheila McGarr (GPO)
 - FLICC Rotating Member election results
 - Personnel – Ann Parham (Army)
 - Policy – Committee of the Whole
 - Preservation and Binding – Evelyn Frangakis (NAL)
 - FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair

4. FLICC Report — Susan Tarr (short reports):
 - Update - Next steps on A-76
 - Letter on GAO A-76 appeal (final)
 - Formation of and volunteers for new “Competitive Sourcing Working Group”
 - Update - University of Md C.I.S. MIM Program
 - Update - Outsell Survey distribution
 - Update - “Nominees” for Interagency Committee under E-Gov Act (Section 207)
 - FLICC Membership meeting 9/25/03 - Meeting Focus: Outsell analysis of survey results
 - 2004 FLICC Forum on Federal Information Policies 3/25/04 - Topics?
 5. FEDLINK (short reports):
 - FEDLINK Network Operations – Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks
 6. Old Business:
 7. New Business:
- Next Meeting: Thursday, November 13, 2003
-

AGENDA

1. Approval of minutes of the July 10, 2003 FEB meeting – Deanna Marcum, FLICC Chair (LC) – Marcum called the meeting to order and asked for a moment of silence in memory of the victims of the September 11, 2001 attack. The minutes were approved as written.
2. Introductions -- Marcum asked all the FEB members to introduce themselves. She then informed the members about the recent death of Frank Ju, member of the FEDLINK systems team.
3. FLICC Working Groups (short reports):
 - Awards – Becky Lyon (NLM) – Lyon reported that minor revisions had been made to the Awards brochure prior to printing. Tarr added that the 2003 Awards forms had been posted on the FLICC Website and announced via the Fedlib listserv. The brochure will be mailed in early October to immediately follow the end of the fiscal year.
 - Budget and Finance – Robert Willard (NCLIS) – Tarr reported for Willard that the Librarian of Congress had approved the FLICC/FEDLINK budget for FY 2004. She also said that the LC Chief Financial Officer (LC CFO) had requested more information on the immediate as well as the future impact of the Faxon bankruptcy on the FLICC/FEDLINK program and the possible loss of \$450,000. Joe Banks, the FEDLINK Business Manager, proposed various action items to mitigate future risk. These were

presented and accepted by the LC CFO.

- Content Management – Ken Nero (NLRB)

- FLICC offer to host federal Web masters – Tarr reported for Nero on the upcoming program on the 2003 FLICC Information Technology Update sponsored by the working group. Congressman Martin Olav Sabo (DFL-MN) will be the keynote speaker and will present his HR 2613 “The Public Access to Science Act.” The group also plans to continue their brown bag sessions on technology/content management issues. Tarr then reported that the group has met with Bob Haycock (OMB), the designer of the Federal Enterprise Architecture system (FEA), and will keep track of the activities related to the Data and Information Reference Model and the Performance Reference Model. Mark Foreman’s resignation as the Associate Director for Information Technology and E-Gov at OMB may complicate implementation matters, but it is likely that his successor, Karen Evans, will be supportive of previous efforts.

- Bohlin reported on a suggestion by the working group that FLICC host the federal Web master meetings now held at GSA, which are similar in scope of the General Counsels Fora. Rich Kellett (GSA), who is the convener of these meetings, enthusiastically accepted the offer, and will work with FLICC to set up a LC meeting schedule for the spring of 2004.

- Education – Jocelyn Rankin (CDC) – Rankin reported on educational programs being considered by the working group, including several American Management Association courses, e.g., AMA Mini-MBA; Mastering Organizational Politics, Influences and Alliances; and Planning and Managing Organizational Change.

- The group will also coordinate with Association of Research Libraries (ARL) for online courses and with Library & Information Technology Association (LITA) for technology courses. Staff members are already making arrangements for several cataloging classes and targeted classes for federal library technicians. The Great Escapes series, which features tours to other federal and non-federal libraries, will continue with programs at the Smithsonian Institution/Natural History Museum, Society of Cincinnati, FBI, Trinity College, Georgetown University Law Library, Customs, NARA, and Pentagon. The group is also considering a federal library “block-party” with EPA, Justice, IRS, Archives, Customs/USAID, FCC, Smithsonian, and NLE. Additional programs include a brown bag/orientation for librarians, particularly newly recruited librarians, to get acquainted with the revised *Handbook of Federal Librarianship*. Tarr will provide more information and ask for member feedback via listserv on the content and duration of the Mini-MBA. As time and money are concerns, Tarr will ask the FLICC membership about the feasibility of providing several other AMA classes on different subjects during Fiscal Year 2004. FLICC will then negotiate with AMA for courses and fee structure. Willard asked if AMA membership would be available for libraries, in order to get access to AMA offerings. Tarr said she would look into the matter.

- Federal Libraries/GPO Partnership – Susan Tarr – Tarr said that the group had their formative meeting earlier in the summer, and that no further activities have been reported to date. Tarr will follow up with Judy Russell (GPO) to get more information on the progress of the group.

- Homeland Security – Hoyt Galloway (Customs)

- proposals to provide information services for staff of the Department of Homeland Security (DHS) for FY2004 – Galloway reported that he, together with Susan Tarr and Kathy Eighmey (FEDLINK), met with Michael Dorsey, Director of Administration, and Kathy Schultz, Records Officer, at the DHS offices. Galloway referred to the memorandum and

proposals in the FEB meeting packet that they presented at the DHS meeting. At the meeting two major proposals were discussed - to provide DHS libraries with cooperative virtual reference services and centralized licensing for commercial electronic databases. Tarr reported that the proposals had met with approval and had later been presented to Janet Hale, Under Secretary of Management, DHS, who agreed to go forward with the proposed initiatives. Funding is still a problem to implement the initiatives fully. Procurement of the two largest vendors, LexisNexis and WestLaw, was however made possible by DHS. Tarr expressed hope that all the initiatives included in the proposal would be fully funded and implemented within the year to avoid starting the process over. Tarr said that DHS had expressed their appreciation for a job well done. Galloway also complimented Tarr and Eighmey for their outstanding efforts on the proposals.

- Nominating – Sheila McGarr (GPO) –

- FLICC Rotating Member election results – McGarr reported that Richard Huffine (Environmental Protection Agency), Nellie Moffitt (Navy), Frances Perros (State), Carol Ramkey (Marine Corps University), and Lynne Tobin (National Imagery and Mapping Agency) were elected as rotating members to FLICC for three-year terms. The next step in the election process is a ballot for the FEDLINK Advisory Council later this month.

- Personnel – Ann Parham (Army) – Tarr reported for Parham that the working group is trying to establish a regular meeting schedule. She also said that she has requested an intern from the LC Leadership Development Program for a four month period to assist FLICC and the working group with recruitment and internship issues.

- Policy – Committee of the Whole – Tarr said that she met with Jonathan Womer, who replaced Brooke Dickson at OMB. They discussed the FEA issue and the Interagency Committee under the e-Gov Act. The decision on the final formation of this committee is on hold until Mark Foreman’s successor is in place. Jonathan Womer also agreed to give an OMB update at the FLICC Membership meeting on February 19, 2004.

- Preservation and Binding – Evelyn Frangakis (NAL) – Frangakis reported that the working group has not met for some time, but that three members (Bob Schnare, Susan Frampton and Werner Haun) will meet at the end of September to determine the course of activities for the coming year. Frangakis said that she recommended that group consider co-sponsoring a preservation and environmental control workshop with the Chesapeake Information Research Library Alliance (CIRLA). She then mentioned that FEDLINK contracts staff are presently reviewing the preservation services RFP which will be finalized later in the year.

- FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair – Pomager reported that at the last FAC meeting members discussed the upcoming Fall FEDLINK Membership Meeting and the OCLC Users Meeting. McDonald reported that the speaker for the membership meeting will be William LeFurgy, Library of Congress Digital Initiatives Project Manager, who will discuss the LC National Digital Information Infrastructure Program (NDIIP). Marcum referred FEB members to the LC homepage to look for more information about the NDIIP “Call for Proposals” and to share ideas for partnerships. Marcum said that the program needs case studies to explain the problems with bringing disparate collections together (i.e., collections with unusual kinds of content that might be of interest to Congress, such as intellectual property issues). Marcum emphasized that institutional collaboration is very important.

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

●Update - Next steps on A-76

- Letter on GAO A-76 appeal (final) - Tarr directed FEB members to the Michael Golden memo in the FEB packet regarding the appeal on the A-76 Bid Protest Regulations. GPO has taken no action to date.

- Formation of and volunteers for new “Competitive Sourcing Working Group” – Tarr said that she has four volunteers from the FLICC membership to participate on a working group dealing with this issue, and will call for more volunteers on FLICC listservs. Lyon reported that NLM is working to satisfy A-76 requirements, and that too many costly hours have been spent by staff to satisfy the outsourcing requirements. Pomager said that 60 percent of previously outsourced services in the Air Force libraries are now returning to be performed in-house. Members then discussed the pros and cons regarding contractors and the competitive sourcing process.

●Update - University of Md C.I.S. MIM Program – Tarr said that she is in touch with Roberta Shaffer at University of Md regarding their Masters in Information Management (MIM) program, and opportunities for students to participate in federal government library projects. The two projects proposed to date are “Performance Metrics Tools for Federal Libraries and Information Centers” and “Return on Investment (ROI).” If students get assigned to these projects, Tarr asked for FEB members help to provide guidance. Tarr has over a period of time, and through her involvement in various programs on metric tools and ROI, built files that can be put to good use by the students in the initial steps of the projects.

●Update - Outsell Survey distribution – Tarr said that the Outsell briefing on their recent survey of the changing roles of content deployment functions among government information professionals was in the FEB packets. She said the briefing is licensed and will only be distributed to libraries that responded to the survey. Permission for further distribution of the briefing must be requested from Tarr. Leslie Barrett, Vice President and Lead Analyst, Outsell Inc., will give a presentation on the Outsell analysis of survey results at the FLICC membership meeting on September 25, 2003. Tarr encouraged FEB members to read the briefing in preparation for asking questions at the FLICC meeting.

●Update - “Nominees” for Interagency Committee under E-Gov Act (Section 207) – Tarr reminded FEB members about the nominations of Ken Nero (NLRB) and Gretchen Schlag (Navy) to OMB for the committee. Tarr also said that she discussed with Jonathan Womer the formation of the committee and Section 207 of the e-Gov Act. In a follow-up email to Womer, Tarr pointed out three specific sections where librarian input and expertise are important: (207(f)) Categorization of information within two years, (207(e)); Public Access to Electronic [government] information within two years; and (207(g)) Access to Federally Funded Research and Development within 18 months. Womer and Tarr agreed that the Categorization of Information is the section where the library community has an important role. Tarr encouraged FEB members to respond with their ideas concerning the content of the memo, and to feel free to share the information with peers to get wider community input and comments.

●FLICC Membership meeting 9/25/03 - Meeting Focus: Outsell analysis of survey results – Tarr asked FEB members to help her finalize the agenda and working group

reports for the FLICC meeting. Tarr will contact Molholm (DTIC) regarding a Policy Working Group report.

- 2004 FLICC Forum on Federal Information Policies 3/25/04 - Topics? – Tarr said that FLICC/FEDLINK staff proposed a forum focused on the profession and to invite Laura Bush to give the keynote remarks. The question is how to shape the day around the profession and how it relates to policy. The IMLS program which is aimed at strengthening of the library profession could be a topic as would A-76 and A-130, copyright and licensing issues. Tarr asked FEB members to send her more content ideas. Willard suggested Mrs. Tom Ridge as a backup speaker as she also has a librarian background. He also asked that a listing of previous forum topics be emailed to FEB members.

McDonald reported that the success of last year's LC Book Festival is fueling the planning for the 2003 festival to be held on October 4 on the Mall. FLICC/FEDLINK will share a table with several federal agency libraries as well as the Special Libraries Association. The Military Librarians Division is introducing a special holiday post card for festival visitors to send greetings to the troops overseas.

5. FEDLINK (short reports):

- FEDLINK Network Operations – Lynn McDonald – McDonald reported that FEDLINK staff members have been working on online services contracts. Online services vendors were asked to submit new contracts in order to have the opportunity to participate in the Direct Express program. The books and serials vendors are not yet on Direct Express program. McDonald also said that the FEDLINK membership meeting will highlight the new, renewed and changed services. FEDLINK staff is also working more closely with vendors to help them understand the federal library market. McDonald also announced that the OCLC Users meeting on November 18th will feature Eric Childress (OCLC) as the speaker on the emerging metadata standards. The program will also feature OCLC updates including OCLC services and new membership categories and fees.

Tarr reported that CAPCON is in the process of being incorporated into OCLC. This will allow FLICC to do some cooperative training as fiscal transactions between organizations will be simplified.

- FEDLINK Fiscal Operations — Joseph Banks – Banks reviewed the Registration Comparison form provided in the FEB meeting packet. He reported that Transfer Pay activities were doing very well - almost 5 percent ahead of last year - while the Fee Revenue is 4 percent behind. This setback is due to loss of no year funds carryover fees introduced by the inauguration of the revolving fund and to lagging reports on income from the Direct Express option. Banks reported that the 2004 online member registration will commence on September 15. However, certain major online services vendor contracts are still in process, which may delay the online registration process. Banks also reported that the FY98 refunds are almost done so the books for that fiscal year may be closed.

6. Old Business: None.

7. New Business: None.

Next Meeting: Thursday, November 13, 2003

HANDOUTS

- 1 Agenda
- 2 Minutes of the July 10, 2003 FEB Meeting
- 3 Memo to FLICC members from Susan Tarr requesting input from members on upcoming AMA classes
- 4 A listing of suggested AMA courses with an outline of the AMA Mini-MBA course
- 5 List of suggested FLICC educational programs for 2003-2004
- 6 Memo from Susan Tarr to Janet Hale, Undersecretary of Management, DHS of 8/26/03
- 7 FLICC/FEDLINK 2004-2006 election update
- 8 Memo from Susan Tarr to Michael Golden, Assistant General Counsel, GAO of 7/10/03
- 9 Proposal from Susan Tarr to Roberta Shaffer on the U.Md. C.I.S. MIM program of 8/18/03
- 10 Outsell Briefing on Changing Roles of Content Deployment Functions: Government Information Professionals
- 11 Memo from Susan Tarr to Jonathan Womer, OMB, on e-Gov Act
- 12 FEDLINK Fiscal Operations Registration Comparison as of September 8, 2003
- 13 2004 schedule for FLICC and FEB meetings
- 14 Meeting Announcement 2003-26: Institutional Archives and Repositories in Government
- 15 Meeting Announcement 2003-27: Library of Congress Classification Workshop
- 16 Meeting Announcement 2003-28: Library of Congress Subject Headings

ACTION ITEMS

- 1 Tarr will look into whether AMA membership would be available for libraries to get access to AMA offerings.
- 2 Tarr will provide more information and ask for member feedback via listserv on the content and duration of the Mini-MBA. Tarr will also ask the FLICC membership about the feasibility of providing several other AMA classes on different subjects during FY04.
- 3 Tarr will follow up with Judy Russell (GPO) to get more information on the progress of the Federal Libraries/GPO Partnership Group.
- 4 Tarr will send out a call for more working group volunteers on FLICC listservs for the FLICC Competitive Sourcing Working Group.
- 5 Tarr will contact Molholm (DTIC) regarding a Policy Working Group report at the September FLICC Membership meeting.
- 6 Tarr encouraged FEB members to respond with their ideas concerning the content of the memo to Jonathan Womer (OMB) on Section 207 of the e-Gov Act, and to feel free to share the information with peers to get wider community input and comments.
- 7 Tarr asked FEB members to send her ideas for the 2004 Forum content.
- 8 Tarr will email a list of previous Forum topics to FEB members.

Minutes prepared by Anna Bohlin.