

TO: FLICC Executive Board Members **FINAL**
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the September 9, 2004 FEB Meeting

FEB Members	Agency	Present	Absent
Deanna Marcum	LC	X	
Mary Boone	State		X
Hoyt Galloway	DHS	X	
Jane Bortnick Griffith	NLM	X	
James King	NRL	X	
Ann Parham	Army	X	
Linda Parker	Labor	X (by phone)	
Jocelyn Rankin	CDC		X
Robert Schnare	Naval War College	X	
Wynne Tysdal	NDU		X
Peter Young	NAL		X
Paula Vincent	EOP	X (for Tysdal)	
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 15 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)

2. 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)
 - retire the DHS Libraries Ad Hoc Working Group
 - Virtual Reference Pilot continues through March 2005
 - 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

3. FLICC Report — Susan M. Tarr (short reports):
 - GC Forum Discussion on Fair Use (7/16/04) - notes will be issued
 - 2004 Outsell Survey -status report
 - FLICC 40th Anniversary in 2005
 - Consortial licensing for science libraries - progress report
 - FEDLINK exemption from amendment to DOD Authorization Act - progress report
 - M.I.M. study team on performance measures - progress report
 - Next FLICC Meeting 9/23/04: Walter Warnick (OSTI) on Science.gov
4. FEDLINK (short reports):
 - FEDLINK Network Operations— Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks
5. Old Business:
6. New Business:

Next Meeting: Thursday, November 4, 2004

AGENDA

1.

Approval of minutes of the July 15 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) - The July15 minutes were approved with the following changes to the Human Resources Working Group report (see strikeouts and redline): “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 ~~DoD~~ **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, ~~with DoD support,~~ 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.”

Marcum then announced that Tarr will retire from her post as Executive Director of FLICC in January of 2005. Marcum and FEB members shared their regrets regarding Tarr’s departure from FLICC and the Library of Congress, remarked on her many accomplishments and wished her all the best in retirement. Marcum said that she was holding transition discussions and making preparations for a replacement, and encouraged FEB members to solicit names for possible candidates for the FLICC Executive Director position.

2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL) - - Tarr reported for Young that the Awards brochure is now on press and the nomination forms for the 2004 Awards are on the FLICC

Web site.

- Budget and Finance – James King (NRL) - - Tarr reported for King that the budget was approved by the Library of Congress Chief Financial Officer with the caveat that he will review the overhead rate that FEDLINK pays LC as soon as the new agency-wide financial system is in place.

- Competitive Sourcing – Linda Parker (Labor) - - Tarr reported for Parker that the group met in the summer and continues to assemble resources on competitive sourcing for the FLICC Web site. She also said that Parker attended the meeting on the controversial situation facing the FAA Library and the plans to establish a new aeronautical research center. Vendors, users of the FAA library collection, and library and information professionals attended the meeting. The outcome was that the FAA library staff will be retained, but no funds are available to purchase library resources. FEB members then discussed government agencies' low regard for their libraries and the need for more education about agency libraries as valuable information resources to their constituents. As this trend of closing federal libraries has become more common in the Navy, Tarr asked whether a letter should be written by FLICC to the Secretary of the Navy explaining the concern of the loss of libraries as a most important resource for their constituents. Parham said that a DoD moratorium memo on closing military libraries could be cited in such a letter. Parham will send copy of the memo to Tarr. King will send Tarr an information paper on the Librarian of the Navy position and the Navy General Library Program. (Parker joined the FEB meeting late via telephone and confirmed Tarr's earlier report on the FAA Library and the lack of funding. She said closing the library is a major concern as there are safety issues involved. FEB members then discussed the need for ALA and SLA to get involved in the FAA Library situation.)

- Content Management – James King (NRL) - - King reported on the very successful September "Information Technology Update" on the E-gov Act of 2002. Tarr thanked King for coordinating this outstanding program. King also said that the working group is planning two brown bag programs for the fall.

- Education – Jocelyn Rankin (CDC) - - Bohlin (FLICC) reported for Rankin on the upcoming joint meeting of the Human Resources and the Education Working Groups with SLA's Director, Janice Lachance, on educational outreach collaboration. Bohlin said that FLICC has not planned many fee-based programs for the fall, but that there are several free programs on the schedule. FLICC has planned a number of programs for 2005, including programs for library technicians, a series of cataloging and American Management Association (AMA)-style leadership and management classes. FEB members who attended the AMA 5-day Mini MBA class last summer commented on the high quality of the program. Members agreed that AMA needs to make a few changes to the content to better suit the federal library community, but supported offering the program again in 2005. Tarr suggested that the AMA class "Mastering Organizational Politics, Influence and Alliances" might be offered again next year exclusively to library directors who would be more directly involved in high level decision-making. Networking among library directors is an added value to these classes. When generally announced for spring 2004, the class did not get adequate registration and was therefore cancelled.

Bortnick said that the National Library of Medicine would be willing to host a Great

Escapes and a visit to the exhibit “Changing the Face of Medicine: Celebrating the Lives and Achievements of America’s Women Physicians,” on display until April 2, 2005. Bohlin will contact Bortnick to make further arrangements.

- Federal Libraries/GPO Partnership – Susan M. Tarr - - No report.

- Homeland Security – Hoyt Galloway (DHS)

-retire the DHS Libraries Ad Hoc Working Group -Virtual Reference Pilot continues through March 2005 - - Galloway reported that Kathy Eighmey, formerly of FEDLINK, now serves as the DHS Library Services Director and that she will take over the responsibility of coordinating DHS libraries. As a result, the FLICC Ad Hoc DHS Libraries Working Group would no longer be needed. Galloway made a motion to retire the working group, and FEB members voted to do so.

The subgroup of the DHS Working Group which is coordinating the Virtual Reference Pilot, will continue through March of 2005. The group’s “Ask a Librarian” service is taking hold, and more and more activities connected to this service have been noticed by the participating libraries, particularly the Customs and Border Protection Department Library. Galloway also mentioned that the Naval Post Graduate School has developed a virtual library system which he hopes will become a DHS Web resource. Galloway also announced that the Customs and Border Protection Department Library telephone numbers have changed.

- Human Resources – Ann Parham (Army) - - Parham said that the group has not met over the last couple of months, other than jointly with the Education Working Group, and that consequently no progress has been made regarding the continued discussion with the Department of Labor to remove the librarian’s occupation from the Service Contract Act (SCA) - Directory of Occupations. Tarr reported that some progress has been made on the Presidential Management Fellows Program. She said that since information on this program does not necessarily reach the accredited library schools, she will send an e-mail notice to library schools to give them information the Presidential Management Fellows Program and invite them to nominate outstanding students.

- Nominating – Mary Boone (State) - - Tarr reported that the nominations for the FLICC Rotating and FAC members are in progress and that FLICC members will receive a ballot at the end of September.

- Policy – Jane Bortnick Griffith (NLM) - - 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 interests 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.

- Preservation and Binding – Robert Schnare (NWC) - - Schnare reported that the Preservation Basic Ordering Agreements (BOAs) are now available. McDonald referred to a list of 13 preservation services vendors. She said that FEDLINK will market these new services at various venues throughout the fall, and will educate FEDLINK members about the intricacies of these services. Schnare pointed out that contracting preservation needs through FEDLINK vendors is a way to assure quality preservation and repair. McDonald said that some of the vendors provide binding in conjunction with other special preservation services; this will not interfere with the GPO binding contract. Schnare suggested that FLICC hold educational training sessions on the new services and the new preservation technologies, possibly via the Web. He then thanked Tarr, and especially FEDLINK staff member Anne Harrison, for all of their help in the preparation of the Preservation BOAs.

Schnare also said that he is working on a revision of *The Navy Disaster Preparedness Workbook* for the end of 2004.

- FEDLINK Advisory Council (FAC) – Wynne Tysdal (NDU), FAC Chair - - Paula Vincent (EOP) reported that the FEDLINK Membership meeting will be held on October 14, 2004, and will feature a presentation on electronic copyright by Carrie Russell, Copyright Specialist at the American Library Association, Washington Office. She also mentioned that the group discussed the new credit card pilot and related surcharge for educational programs. Tarr said that to simplify the process FAC established a fixed fee of \$10-\$25. The \$10 fee will match the 7.75 percent fee paid by users of FEDLINK Training (FT) accounts for

most of FLICC/FEDLINK programs but will be capped at \$25 for some of the contract classes that are more expensive.

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

- GC Forum Discussion on Fair Use (7/16/04) - notes will be issued - - Tarr reported that she will distribute the final minutes from the July GC Forum shortly via the FLICC listserv.

- 2004 Outsell Survey -status report - - Tarr said that the report from the 2004 Outsell Survey is now under editorial review. There were about 380 government respondents, most of which were federal. She also said that, as Outsell does not do random sampling, the results from year to year get skewed as different clusters and types of libraries respond to the survey. Outsell plans to improve their data gathering techniques in the future. Tarr hoped that some good information will come out of the statistical analysis.

- FLICC 40th Anniversary in 2005 - - Tarr said that FLICC will celebrate its 40th

anniversary next year. A question was raised as to the exact date of the forming of FLICC in 1965 and Tarr said she would find out. Tarr asked FEB members to give her ideas for celebration activities.

- Consortial licensing for science libraries - progress report - - Tarr said that this group of science libraries was formed to create models for science publication licensing. The group will meet with the Cambridge Scientific Abstracts representatives at the end of September. The meeting participants will explore how pricing is allocated in the federal sector.

- FEDLINK exemption from amendment to DoD Authorization Act - progress report - - Tarr said that there had been no progress on the DoD Authorization Act and that she will send FEB members more information as it becomes available.

- M.I.M. study team on performance measures - progress report - - Tarr said that she will meet with students of the Masters of Information Management Studies (M.I.M.) program at the University of Maryland. She also said the students are now visiting and learning about various libraries. The program will have student interns prepare a toolkit (measurement tools) and a Return on Investment (ROI) formula for federal special libraries.

- Next FLICC Meeting 9/23/04: Walter Warnick (OSTI) on Science.gov - - Tarr reported that Walter Warnick (OSTI) will report on the Science.gov initiative and its relationship to PubScience and PubMed.

Tarr added that the next FLICC General Counsels Forum will be held on October 26 and focus on appropriations law from the GAO point of view.

4. FEDLINK (short reports):

- FEDLINK Network Operations— Lynn McDonald - - McDonald reported that September 13, 2004 is the opening date for FEDLINK online registration which includes the new preservation services. FEDLINK staff is also working closely with OCLC as it modernizes its interfaces for interlibrary loan and cataloging. FEDLINK and other networks are testing OCLC's new QuestionPoint program and which will be available on the FLICC/FEDLINK Web site. McDonald reminded FEB members of the Outsell Inc. "Go" conference in Leesburg, September 19-21, 2004.

McDonald said that the Faxon settlement process is moving forward. As soon as FEDLINK learns about the final settlement amounts, it will reimburse member accounts and provide instructions on how to use these monies.

- FEDLINK Fiscal Operations — Joseph Banks - - Banks referred FEB members to the Registration Comparison sheet in the meeting packet and said that the Transfer Pay/Service dollars and the Fee Revenue show an increase over last year. He also said that FEDLINK is about 91 percent on target in terms of the budgeted revenue and that they are anticipating a slight shortfall in projected revenue for FY04. Banks then described how

FEDLINK staff made all fiscal transactions necessary prior to October 1 to accommodate the implementation of the new agency-wide fiscal system. FEDLINK, however, will continue using its subsidiary fiscal system until April 2005 when it will adopt the new fiscal system.

5. Old Business: No old business.
6. New Business: No new business.

Next Meeting: Thursday, November 4, 2004

HANDOUTS

- 1 Agenda
- 2 Minutes from the July 15, 2004 FEB meetings
- 3 Agenda for the September 14, 2004 joint meeting of the FLICC Education and Human Resources Working Groups
- 4 NIH Notice NOT-OD-04-064: Enhanced Public Access to NIH Research Information
- 5 Preservation Services Basic Ordering Agreement, S-LC04017 - Vendor List
- 6 Draft agenda for the September 23, 2004 FLICC Quarterly Membership Meeting
- 7 FEDLINK Fiscal Operations Registration Comparison as of September 7, 2004
- 8 2004/2005 schedules for FLICC and FEB meetings
- 9 FEB member roster for 2004
- 10 Meeting Announcement 2004-31: Principles of Dewey Decimal Classification
- 11 Meeting Announcement 2004-32: Library of Congress Subject Headings
- 12 Meeting Announcement 2004-33: Library of Congress Classification Workshop
- 13 Meeting Announcement 2004-35: U.S. Copyright Law Online
- 14 Meeting Announcement 2004-36: Managing Copyright Issues Online

ACTION ITEMS

- 1 Marcum encouraged FEB members to solicit names for possible candidates for the FLICC Executive Director position and to forward the information to her.
- 2 Tarr may draft a letter to the Secretary of the Navy explaining the issue of the closing of Navy libraries. Parham will send Tarr a copy of the DoD moratorium memo on

closing military libraries. King will send Tarr an information paper on the Librarian of the Navy position and the Navy General Library Program.

- 3 Bohlin will contact Bortnick to make arrangements for a Great Escapes to NLM.
- 4 Tarr will send an email notice to library schools to give them information on federal job opportunities through the Presidential Management Fellows Program.
- 5 Tarr will look for the exact date of the forming of FLICC in 1965.
- 6 Tarr asked FEB members to give her ideas for FLICC 40th anniversary celebration activities.
- 7 Tarr will send FEB members more information on the FEDLINK exemption from the amendment to the DoD Authorization Act as it becomes available.

Minutes prepared by Anna Bohlin.