

TO: FLICC Executive Board Members
FROM: Roberta Shaffer, Executive Director, FLICC
SUBJECT: Minutes of the July 14, 2005 FEB Meeting

FINAL

FEB Members	Agency	Present	Absent
Deanna Marcum	LC	X	
Mary Boone	State	X	
Robyn Frank	EOP	X	
Hoyt Galloway	DHS	X	
James King	NRL	X	
Dianne McCutcheon	NLM	X	
Ann Parham	Army	X	
Judy Russell	GPO	X	
Robert Schnare	Naval War College		X
Paula Vincent	EOP	X	
Peter Young	NAL		X
Kathryn Mendenhall	FLICC	X	
Joseph Banks	FEDLINK	X	
Lynn McDonald	FEDLINK	X	
Anna Bohlin	FLICC	X	

AGENDA

1. Approval of minutes of the May 12, 2004 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL)
 - Budget and Finance – Judy Russell (GPO)
 - Competitive Sourcing – Robyn Frank (EOP)
 - Content Management – James King (NRL)
 - Education – Hoyt Galloway (DHS)
 - Federal Libraries/GPO Partnership – Judy Russell (GPO)
 - Human Resources – Ann Parham (Army)
 - Nominating – Mary Boone (State)
 - Policy – Judy Russell
 - Preservation and Binding – Robert Schnare (NWC)
 - FEDLINK Advisory Council (FAC) – Paula Vincent (EOP), FAC Chair
3. LC Report – Deanna Marcum:
 - Update - FLICC Executive Director's position
 - Miscellaneous LC issues
4. FLICC Report — Kathryn Mendenhall:

- Disbandment of the FLICC ad hoc Homeland Security - Virtual Reference Working Group
 - Meeting focus ideas for:
 - FLICC Membership meeting 9/15/05
 - General Counsels Forum 10/11/05
 - 2006 FLICC Forum on Federal Information 3/23/06
5. FEDLINK reports:
 - FEDLINK Network Operations— Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks
 6. Old Business:
 7. New Business:
 - Consolidation of the *FLICC Newsletter* and the *FEDLINK Technical Notes* – Robin Hatzyiannis
 8. Next Meeting: Thursday, September 8, 2005

AGENDA

1. Approval of minutes of the May 12, 2004 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) Marcum called the meeting to order at 9:35 am. The minutes from the May 12, 2005 meeting were approved as written.
2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL) - - Mendenhall reported for Young that the online award application will be up on the FLICC Web site by August 1st, that the 2005 Awards Brochure will be mailed in mid August, and that the deadline for the award application will be November 11, 2005.
 - Budget and Finance – Judy Russell (GPO) - - Russell said that the budget was presented to the FLICC membership on June 16. McDonald called for a follow up to FLICC members to vote to approve the budget as not enough votes had been received to date.
 - Competitive Sourcing – Robyn Frank (EOP) - - The working group’s survey to collect basic information concerning the history of outsourcing in federal libraries is in progress using SurveyMonkey software. Frank also reported that the working group is updating the outsourcing chapter of the *FLICC Handbook on Federal Librarianship*.
 - Content Management – James King (NRL) - - King said that the group is focusing on the annual content management update on “The Future of the Federal Library,” and described the program content and participating speakers. King emphasized the need to inform attendees about the outsourcing trends imposed by Circular A-76 and the changing roles of federal libraries in this concept. He said that the group is planning two brown bags for the fall on the concept of embedded librarians and on open access to government information. The group is also working with the Delphi Group on a 3-day program on information architecture. Rights Expression Language standards is also a topic that might evolve into a future 1-day program. King said that participation in establishing these standards is important

to reflect the needs of the federal government. The group is also involved in assisting FEDLINK with ideas for new database vendors.

- Education – Hoyt Galloway (DHS) - - Galloway reported on the successes of programs held since the previous FEB meeting. He said that the Content Management Working Group's brown bags continue to be popular programs as well as all cataloging classes provided through various vendors. American Management Association classes are also well attended. FLICC continues to cooperate with CAPCON, allowing CAPCON members to attend selected programs. The August "Wireless Networks in Libraries" (LITA) class was cancelled yet again due to low enrollment. FLICC offered this class in January 2005 but was cancelled. Suggested programs for 2005-2006 include effective executive speaking, project management, legislative history, document management, three new cataloging classes (Rules and Tools for Cataloging Internet Resources, Basic Subject Cataloging Using LCSH, and Creation of Name/Title Authorities), online searching and federal acquisitions law. Possible brown bag topics suggested by the working group include topics such as digitization, contracting-out, marketing, space management, centralized storage, accessing government information, training-the-trainer, paybanding, and metrics. Possible sites for the popular "great escapes" include the Pentagon, the Holocaust Museum and the Senate libraries.

- Federal Libraries/GPO Partnership – Judy Russell (GPO) - - Russell said that GPO has posted several messages for comment on the GPO digitization project. GPO is also seeking information on their internal policy related to their Web harvesting project. EPA and GPO will cooperate on this project as a pilot, and agencies will be kept informed about project progress. GPO is also proceeding with the revisions of the depository library manual, which will simplify and clarify guidance and instructions into a single consolidated electronic manual. GPO wishes to see more participation on the part of federal libraries in this project.

- Human Resources – Ann Parham (Army) - - Parham reported that the working group is focusing on the OPM 1410 Qualification Standards and the group hopes to have information ready for the new FLICC executive director and OPM in September. The working group would like to see the MLS degree as a requirement for the 1410 Qualification Standards. The group will cooperate with the Education Working Group on a brown bag on paybanding as interest for this employee pay system is increasing and already implemented by NOAA, IRS and the National Geospatial Agency. The Department of Defense and Homeland Security will also follow this system. Parham said that the group must focus their attention to the possibility of removing the librarian occupation from the services directory and have it established as a professional occupation. There is new information on this issue not previously known by members of the group. This includes the Fair Labor Standards Act that needs to be taken in consideration in future discussions with OPM. Parham also said that Denise Davis, ALA Office of Research & Statistics, gave a lecture at Florida State University, College of Information, at which she stated that there are 1,249 federal libraries and 312 military libraries. The data is posted on the ALA homepage, sourced from the American Library Directory at <http://www.ala.org/Template.cfm?Section=libraryfactsheet&Template=/ContentManagement/ContentDisplay.cfm&ContentID=22687>

- Nominating – Mary Boone (State) - - Boone reported that the group met on July 7 to identify potential candidates for the FLICC rotating membership and the FEDLINK Advisory Council (FAC) for the 2006-2008 term. Group members are in the process of calling these candidates. Before the meeting suggestions for new candidates were solicited and received from FLICC members. FLICC staff will send out a combined ballot for the two elections in mid September. FEB elections will take place later in the year.

- Policy – Judy Russell - - Russell said that there was no new information on the NLM open access initiative. She said that the American Chemical Society is adhering to the NLM policy, which is a positive move on the part of a non-federal group.

- Preservation and Binding – Robert Schnare (NWC) - - Mendenhall, Bohlin and King reported for Schnare and referred to two articles included in the FEB packet on preservation by digitization. Marcum said that she had been part of the Association for Research Libraries (ARL) preservation committee. The issue was whether digitization should be considered an appropriate preservation method or not. ARL determined that it is an appropriate method while the National Endowment for the Humanities and other organizations think otherwise. Marcum said that much caution has to be taken not to let modern digital preservation techniques supplant the preservation of the original documents for future generations. Russell said that GPO has received funding and is proceeding with their digitization project, which is part of their strategic vision. Russell asked that FLICC weigh in on the side of ARL with the caveat that appropriate actions be taken for traditional document preservation. Marcum asked that Robert Schnare and the FLICC Preservation Working Group be informed and in order to take an active role in the discussion of this issue.

- FEDLINK Advisory Council (FAC) – Paula Vincent (EOP), FAC Chair - - Vincent said that the FY2006 approval cycle has been completed along various contract and fiscal registration issues. The FAC is also discussing content and speaker ideas for the Fall FEDLINK Membership Meeting. Metrics is a topic of interest and King will give McDonald speaker contact information.

3. LC Report – Deanna Marcum:

- Update - FLICC Executive Director’s position - - Marcum reported on the selection and interview process of nine candidates. She expects that they will make the final selection from an excellent pool of candidates by the end of July. Marcum also announced that the position for the chief financial officer is still open, that the head of the Human Resources Division is in the interview process, and that the search has just started for a new director of preservation.

- Miscellaneous LC issues - - Marcum discussed the possibility of alternative cataloging strategies at the Library of Congress. She expressed her interest in hearing from the FLICC community what kinds of support federal libraries look for from LC. She asked what cataloging services LC needs to provide libraries, in what form, and can LC work with the engineers in the big search engine companies who have already developed algorithms for information retrieval. Marcum said that use of LC's catalog data in OCLC has diminished from 70 percent to 17 percent over the last five years, a loss that she contributes mainly to other vehicles such as the Internet. McDonald said that the internationalism of OCLC is also a contributing factor. FEB members then discussed the usefulness of MARC records. Although MARC provides a worldwide standard for cataloging data, members commented that MARC may be restricting access by not being compatible with new technologies such as XML and SFX type databases. Mendenhall said that efforts are now underway in LC’s Network Development/MARC Standards Office to create a “bus” to the future through such XML-based scheme as MODS, MADS, and METS.

4. FLICC Report – Kathryn Mendenhall:

- Disbandment of the FLICC ad hoc Homeland Security - DHS Virtual Reference Working Group - - McDonald said that the Virtual Reference Working Group, a sub group of the FLICC Department of Homeland Security Working Group, was formed to assist libraries affiliated with DHS to provide virtual reference services such as an “Ask a Librarian” page via Question Point. The group has now successfully completed this 12-months pilot project under

the auspices of FLICC. Mendenhall thanked the working group members for their efforts and said that the project has now transitioned to DHS. She then called for a motion to disband the group. FEB members unanimously approved the motion.

- Meeting focus ideas for:

- FLICC Membership meeting 9/15/05, the General Counsels Forum 10/11/05 and the 2006 FLICC Forum on Federal Information 3/23/06 - - Mendenhall first called for ideas for the September 15th membership meeting. Ideas suggested were National Security Personnel System (NSPS) or paybanding, digitization as a preservation reformatting method with an ARL speaker, and the GPO digitization project. Russell will follow up with Prue Adler (ARL) to find a speaker.

FEB members suggested that a speaker from NIH be called to talk about NIH's new open access policies at the General Counsels Forum in October. Dr. David Lipman, M.D., Director of the National Center for Biotechnology Information at NIH, was mentioned as a possible speaker. FEB members then discussed the need for inviting the attorneys from all the grant giving federal agencies to attend and to provide an in depth/how to discussion on the issue of open access. King will work with Stephanie Bianchi at the National Science Foundation to compile a list of appropriate granting agencies. Bohlin will follow up with these agencies with invitations to their attorneys to attend the forum.

Mendenhall then opened the discussion on possible topics for the 2006 FLICC Forum on federal information policies. FEB members again raised digitization as preservation and open access as important issues to be discussed. The forum agenda could also incorporate the work of the Section 108 Study Group, which studies the impact of new technologies on copyright laws listed in the U.S. Copyright Act. Bohlin will contact the LC Forum Planning Committee to start the planning of the 2006 Forum content, agenda and speakers.

5. FEDLINK reports:

- FEDLINK Network Operations— Lynn McDonald - - McDonald said that FEDLINK is issuing a Request for Quotes under the Preservation agreements for a customer that only wants digitization. They will ask FEDLINK's preservation vendors to modify their agreements to include this service. She also said that two new staff members have joined FEDLINK Network Operations, and a third person will start at a later date. McDonald said that FEDLINK staff is reviewing book jobber proposals as well as serial vendor Requests for Quotations. Cooperation with CAPCON is continuing regarding educational programs. FEB members then discussed the Outsell Inc. "GO!" conference. McDonald added that revisions are still in the works on the FEDLINK Member Handbook. The Handbook chapters might eventually be dissembled and not necessarily posted in a "handbook" format.

- FEDLINK Fiscal Operations — Joseph Banks - - Banks referred members to the FFO registration comparison report in the FEB meeting packet and reported that Transfer Pay is operating on a fiscally stable path due to the influx of funds from the Department of Homeland Security. He said that Direct Pay shows a dollar increase compared with FY2004 and that Direct Express shows a dollar increase due in large part to FEDLINK accountant Shun Fong Seto's persistent follow-up of delinquent vendors. He also said that the program is on track and solvent. FEDLINK fiscal staff is working on the automated amendment process of the online registration system that they will inaugurate at the beginning of FY2006. Other necessary changes to the FEDLINK fiscal system will be made as soon as the registration system has been certified. He then said that all the documentation for the distribution of the Faxon bankruptcy funds is in place for the final closeout. Mendenhall thanked Banks and FEDLINK staff for a job well done.

6. Old Business: No report.

7. New Business:

•Consolidation of the *FLICC Newsletter* and the *FEDLINK Technical Notes* – Robin Hatziyannis - - Hatziyannis referred to copies of the *FLICC Newsletter* and the *FEDLINK Technical Notes* and made the point that printing cost, delay in publishing due to limited staff resources, lack of content, cross over content, etc., requires an adjustment as to publishing options for the two newsletters. She said that the most obvious solution was to combine the two, but asked for further suggestions from FEB members. Hatziyannis also said that the *FEDLINK Technical News* is a required publication and should be maintained “as is.” FEB members suggested that a FLICC top news section be provided on the Web-site as topics of interest occur The FedLib listserv would be the vehicle for news alerts to inform about a news item of interest. Hatziyannis suggested that feature articles on for example e-government or general counsel fora topics be added to the *FEDLINK Technical Notes* for a trial period of two years, and phase out the *FLICC Newsletter* by the end of 2005. She said that a special FLICC 40th Anniversary issue of the *FLICC Newsletter* is in progress and could serve as the final issue. Both FLICC/FEDLINK newsletters are posted online in a pdf format. FEB members from GPO and NIH indicated that their newsletters are now mainly published online for more timely information distribution. After some discussion the consensus among FEB members was to maintain the *FEDLINK Technical Notes* “as is” and phase out the *FLICC Newsletter* by the end of the year.

8. Next Meeting: Thursday, September 8, 2005

HANDOUTS

- 1 Agenda
- 2 Minutes from the May 12, 2005 FEB meeting
- 3 Draft agenda for the 2005 Content Management Update “ The Future of the Federal Library
- 4 FCW.COM article on Fugitive documents elude preservationists: GPO, Library of Congress turn to Web harvesting
- 5 FLICC Membership Meeting September 15, 2005 draft agenda
- 6 FEDLINK Fiscal Operations Registration Comparison as of July 11, 2005
- 7 *FEDLINK Technical Notes*, January /February 2005
- 8 *FLICC Newsletter*, Spring/Summer 2004
- 9 Excerpt from LC Briefing document for the 2005 ALA Annual Conference on the U.S. Copyright Act and the Section 108 Study Group
- 10 Articles from the ARL Newsletter Vol 33, No. 4, on Digitization as Preservation
- 11 2005 Schedule for FLICC and FEB meetings
- 12 Meeting Announcement 2005-22: AMA 5-Day MBA Program
- 13 Meeting Announcement 2005-24: Digital Licensing and Online Content - online course
- 14 Meeting Announcement 2005-16: Book Blitz II - Tackling Complex Cataloging Rules
- 15 Meeting Announcement 2005-15: Book Blitz I - Making MARC Records That Work

ACTION ITEMS

- 1 Marcum asked that Robert Schnare and the FLICC Preservation Working Group be informed in order to take an active role in the discussion whether digitization should be considered an appropriate preservation method or not.
- 2 King will give McDonald contact information for a speaker familiar with metrics as a possible topic for the Fall FEDLINK Membership Meeting.

3 Russell will follow up with Prue Adler (ARL) to find a speaker on digitization as a preservation reformatting method for the September 15 FLICC Membership Meeting.

4 King will work with Stephanie Bianchi at the National Science Foundation to compile a list of appropriate federal research granting agencies. Bohlin will follow up with these agencies with invitations to their attorneys to attend the General Counsels Forum in October, 2005.

5 Bohlin will contact the LC Forum Planning Committee to start the planning of the 2006 Forum content, agenda and speakers.

Minutes prepared by Anna Bohlin