

BLW - draft - 9/9/91

**EXECUTIVE COMMITTEE MEETING
AUGUST 29 - 30, 1991**

Members Present: Charles E. Reid, NCLIS Chairman; Elinor H. Swaim, Vice Chairman; Daniel Casey, Member; J. Michael Farrell, Alternate Member (Thursday afternoon and Friday morning only)

NCLIS Staff Present: Peter. R. Young, NCLIS Executive Director; Mary Alice Hedge Reszetar, Associate Executive Director; John G. Lorenz, Coordinator, Library Statistics Program; Jane Williams, Research Associate; Barbara L. Whiteleather, Special Assistant to the Director and Recording Secretary

WHCLIS Staff Present: Rhea Farberman; Peggy O'Hare; Mark Scully

Guests Present: Suzane Arnold, Sugar Association, Inc.; Elileen Cooke, American Library Association, Washington Office; Mark Vonderhaar, Bethesda, Maryland

The Chairman called the meeting to order at 9:15 a.m. Chairman Reid pointed out that the main purposes of this Executive Committee meeting is to: (1) give direction to the WHC staff for the framework of the final WHC Report; (2) review the NCLIS budgets for FY 1991, 1992, and 1993; and (3) set the agenda for the NCLIS/WHC Advisory Committee joint meeting, October 23 - 25, 1991.

NCLIS Official Register

The draft August 1991 NCLIS Current Listing of Members' Names and Address^{es} was distributed for review. It was requested that several changes and additions be made before distribution in final form.

Listing, NCLIS Membership

A draft listing of NCLIS Membership (including date nominated, date confirmed, year term expires, and person succeeded) was prepared by Mrs. Williams for review by the Executive Committee. There were many suggestions for changes and additions. Mrs. Williams will revise the listing for distribution to the full Commission. Mr. Young remarked, "Gathering all of this information together into one place ~~has been~~ ^{will be} a real research effort."

Mrs. Swaim suggested that the Commissioners, themselves, propose to the White House the names of possible nominees. Mrs. Swaim suggested that ~~Mr.~~ ^{Dr.} Robert Wedgeworth would be a particularly strong recommendation and an excellent Commissioner.

Thanks to John Berry

At the request of the Executive Committee, staff will prepare a thank you letter to Mr. John Berry, Editor, *Library Journal*, for his fair, accurate and unbiased coverage in the article, "Consensus Out of Chaos" regarding the White House Conference.

Approval of Minutes

The Minutes of the Executive Committee Meeting held April 17 - 18, 1991, were approved with the following name corrections on page 10: Lines 1 and 2: Neal Conan. Third paragraph, line 6: Kurt Cylke.

MOTION

It was **MOVED** by Daniel Casey, seconded by Elinor Swaim, to approve the Minutes of the Executive Committee Meeting, April 17 - 18, 1991, as corrected.

The Motion carried unanimously.

NCLIS Budget Report

The Executive Committee reviewed the ^{sheet of} draft budget ^{figures} reports for FY 1991, 1992, and 1993. Mrs. Williams pointed out that the draft budgets recommend the hiring of experts and consultants rather than the hiring of permanent staff. At the Chairman's request, ^{suggestion,} Mrs. ~~Whiteleather~~ ^{NCLIS and LSP staff will be referred to as} will be listed as a permanent contract employee rather than as ~~a~~ consultants.

Mrs. Williams recommended a maintenance review of the current NCLIS staff positions with regard to grades versus assigned duties.

Chairman Reid expressed the importance of protecting NCLIS' twelve authorized staff positions. To this end, Chairman Reid recommended that the administration of the Library Services Program and the ICSOC program be incorporated into NCLIS' program:

Full Time equivalency for Commissioners	=	1
Full Time NCLIS Staff	=	6
Full Time LSP Staff	=	4 ⁵
Full Time Contract Employee	=	1
 TOTAL	=	 12

Chairman Reid called for a documentation of NCLIS resources in support of past, present, and future WHC activities. [There will be much Commissioner and staff time devoted to the WHC Final Report and Implementation of the Recommendations.] In addition, he suggested that it would be helpful to have a report which would provide the whole picture of NCLIS/LSP revenue subsidies, NCLIS actual expenses, and personnel paid for from LSP funds.

Chairman Reid stated, "My testimony on the FY 1993 budget will have to be different from the two previous fiscal years; we need a cost-center approach. Our presentation to Congress needs to make us

explain what 'bang for the buck' we get." Mr. Young agreed and stated, "Our appropriations testimony points up the need for strategic planning at the NCLIS retreat." In preparation for the retreat, staff should prepare an outline of resources available, previous ongoing commitments, products to be produced, new program proposals, and optimum and current personnel projections.

Chairman Reid suggested that it would be helpful to have a one-page financial statement (similar to the statement prepared for the Annual Reports).

The Executive Committee discussed expected reimbursements from WHC to NCLIS for: (1) donation to WHCLIST, \$13,800; (2) Sandra Milevski's salary, \$8,200 (25% of salary); (3) printing of 750 copies of recommendations at WHC, \$15,700. After discussion, the Members agreed to seek ~~partial reimbursement from the~~ White House Conference ~~at the cost of \$22,000.~~ ^{payment of (1) and (2).}

^{any unobligated funds for FY 1991}
 It was agreed that ~~when NCLIS recovers the above costs, the money~~ could be used for: (1) Commissioners' salaries; (2) Increasing the support for Mr. Casey's travel to IFLA in August 1991; and/or (3) ~~Holding of the fifth regional hearing (in Alaska) for the Committee on Library and Information Services for Native Americans.~~ ^{Travel and salary for} NCLIS Members attending the WHC and Members of the Committee on Library and Information Services for Native Americans. ~~will be encouraged to claim reimbursement for travel and salary days.~~

The question of payment of Commissioners' salaries needs to be addressed and settled by the Commission as a whole. There is a definite need for compensation consistency.

WHC Executive Director's Report

In Mrs. Curtis' absence, Ms. O'Hare read a prepared Executive Director's Report for August 1991. [A copy of that report is attached. Attachment I] The WHC staff distributed the following materials:

- (A) Evaluation Form on the WHC. [The evaluation forms will be compiled and a presentation on their findings will be summarized at the October meeting. Chairman Reid suggested that these findings could be made part of the Final Report.]
- (B) Minutes of the July 8, 1991, Credentials sub-committee meeting.
- (C) Final Report on WORLDNET Interactive Dialogues on WHCLIS, dated July 25, 1991.
- (D) WHCLIS Media Placement Report, dated August 21, 1991, and
- (E) A clipping file on WHC activities from 1990 to date.

Copies of A-E are available upon request.

Mrs. Reszetar asked Ms. Farberman to confirm that the evaluation forms were indeed sent not only to the Delegates but to the Alternate Delegates as well.

Mr. Casey asked if still photographs taken at the White House Conference could be made available -- at charge -- to attendees. Ms. Farberman said this was possible and that information would be available at the October NCLIS/WHC A/C joint meeting.

WHC Audit

Mrs. Curtis recommended -- and the Executive Committee agreed -- that Price Waterhouse be retained for the audit of WHC financial records. There will be two audits of the records. The first phase will

be an interim audit and will cover the period from November 1990 through ^{to} September 1991. The second audit will be a "close out audit" covering ~~September~~ ^{October} 1991 through December 1991. Chairman Reid suggested that the negotiation for the cost of the audits cover both phases of the audits.

WHC Final Report

The WHC Final Report (40 pages) will be printed at the Government Printing Office (GPO). GPO will print 10,000 copies of the report at the expense of WHC. An additional 2,000 copies will be printed and charged by GPO to the Depository Library appropriation for distribution to the Depository Libraries (1,400) with the remainder to be included as part of the GPO sales program. The cost per report will be approximately \$1.00. NCLIS will send copies of the report to all Delegates, Alternate Delegates, Members of Congress, State Library officials, Members of the NCLIS and WHC Advisory Committee, Governors, persons at the State level in charge of education, news media (approximately 300), and interested individuals.

The Final Report will be similar in color, photos, stock, and style to the Conference Program. The report will contain a reference to the fact that a full report (complete with transcripts) will be made available.

Mr. Casey asked if the WHC had considered the generous offer from Gaylord (\$35,000 - \$40,000) to publish a final report. Mr. Young was authorized to discuss with Gaylord alternative publications -- i.e., a hard-hitting pamphlet similar to "A Nation at Risk", or perhaps a series of views-oriented pamphlets -- in accordance with Title 44 and Conflict of Interest. Mr. Young will present his findings and proposals to the Commissioners at the October meeting.

Ms. Farberman reported that to date six responses to the Draft Report have been received. According to these comments thus far, major concerns/interests are:

- Prioritizing of recommendations;
- Preparation of a section of the report reflecting the spirit and true sequence of business at the Conference;
- Inclusion of all final tabled and defeated recommendations (Chairman Reid);
- Inclusion of hearing transcripts, forum transcripts, and media press conference proceedings.
- "There be a theme statement drafting committee comprised of ten persons from the CRC, each of whom was an elected delegate. This would provide a person from each one of the topic areas. These people should include Bob Wedgeworth/Access; Senator James Varn/NIP; Pat Mautino/Networking, Sarah Getty/Services, Camila Alire/Personnel; Ann Louise Anderson/Governance; James Neal/Technology; Bob Justin/Marketing; Mike Steve/Training, and Bob Schnare/Preservation. From among this group, I would suggest there be three persons designated who would draft the statements. I would recommend that Bob Wedgeworth chair and Sarah Getty and James Neal be the other two members." (Gordon Ambach)

Mr. Ambach pointed out that there was explicit action taken by the delegates for these statements to be drafted in this fashion, and stated, "In order to be completely true to the delegate process, it is essential to follow this type of procedure." Chairman Reid stated, "We have to do what Mr. Ambach is recommending in his letter as it confirms my recollection of what the Delegates instructed us to do, due to lack of time in the Conference process." Ms. O'Hare verified that Mr. Ambach's statement was correct by reading the appropriate portions in the Conference transcript.

MOTION

It was **MOVED** by Daniel Casey, seconded by Elinor Swaim, that it is the Executive Committee's belief that the WHC staff must be sensitive to the will of the delegates as expressed in the transcript. The Executive Committee suggests that the procedure exactly following -- or very closely related to -- Mr. Ambach's suggestion be promulgated immediately in consultation with Mr. Peter Young.

The motion was carried unanimously.

"Complete" (Full) Report

Ms. Farberman stated that, to date, no detailed thought has been given by the WHC staff to the preparation of a complete final report of the Conference, which would include proceedings, hearings, etc.

In discussing the "complete" final report, the Members of the Executive Committee agreed that such a report would, in fact, be a management document which would contain Conference Rules and Procedures, the manner in which the delegates were selected, funding formulae, credentialing procedures, state allocations, transcripts, etc. This report would be a bibliography of materials and would be considered an historical research document which, in essence, would make the third WHC much easier to plan. Initial thoughts were that approximately 3,000 - 4,000 copies of this full document would be needed for distribution to the Congress, Delegates, State Librarians, Superintendent of Documents, etc.

WHC Video

The Executive Committee was shown a rough, uncut 20-minute video of the White House Conference, taken from approximately 100 hours

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of Conference events. Encyclopaedia Britannica will distribute the video (\$19.99 per tape). [On the question of the ALA WHC video, Mr. Reid asked Ms. Farberman if, or when, the WHC would receive the Master copy since the final payment will be made on October 1, 1991.]

The Executive Committee expressed ^{no ...} ~~their~~ complete pleasure with the 20-minute video which they felt depicted a brief but accurate account of the White House Conference.

Final Report (Continued)

U.S. Department of Justice Opinion dated February 12, 1990 Re: Relationship Between NCLIS and Advisory Committee to WHCLIS states: (Page 3) "Specific provisions of section 3 delineate specific responsibilities of the Commission, including...preparing background materials for and reports of the Conference,...In our view, these provisions establish that all executive and administrative responsibilities in connection with the Conference are vested in the NCLIS, and that the Advisory Committee is limited to an advisory role."

MOTION

It was MOVED Elinor Swaim, seconded by Daniel Casey, that after the comments on the WHC Final Report have been received and reviewed by WHC staff and the CMC, that the draft final report be referred back to the NCLIS, WHC Advisory Committee, the Conference Management Committee, and to the Conference Recommendations Committee for a second review. A specific time restraint for comments will be imposed so that the Report will go to print on October 13, 1991.

If necessary, a mail vote will be carried out, with a no-return vote signifying an affirmative vote.

The motion carried unanimously.

After a lengthy discussion, the NCLIS Executive Committee developed a suggested framework for re-drafting the WHC Final Report. A copy of this framework is attached. (Attachment II).

Further, the Executive Committee recommended: (1) ^{inclusion of} ~~that~~ copies of the authorization ⁱⁿ ~~legislation~~ for the WHC and NCLIS ~~be included~~ in the Final Report; and (2) the consideration and exploration of printing the Report in Braille, perhaps by the Library of Congress' Division of Services for the Blind and Handicapped.

Implementation of Recommendations

Chairman Reid noted that there will be a good deal of time set aside on the October agenda for discussion of a plan for implementing the Conference recommendations. In addition, it was suggested that NCLIS should be in touch with the White House to assist them in planning for an interagency group to advise the President re forwarding his recommendations for implementation to Congress. It was also noted that most of the February/March Retreat will be devoted to discussing/planning implementation.

MOTION

The Executive Committee Resolved that there is a need for NCLIS to suggest to the President the need to establish an interagency Taskforce on Implementation of WHC Recommendations requiring action by the Executive Branch and Federal Agencies, as called for in P.L. 100-382, Section 4. Membership of the interagency Taskforce would include the NCLIS and other agencies affected by WHCLIS recommendations for the purpose of assisting in the development of the President's recommendations to the Congress.

WHCLIS - still in the process of developing a marketing plan. The marketing plan was all ready prepared.

At the specific request of Chairman Reid, Ms. O'Hare and Ms. Farberman ~~agreed~~^{will} to present a marketing plan at the combined NCLIS-WHC Advisory Committee meeting in October, ~~The marketing plan should~~^{ins} identify a variety of audiences tailored to the recommendations. Perhaps, it was suggested, an appropriate Congressional Committee could call a hearing on the WHC Report. Careful attention should be paid to the Delegate's "Choices" for recommendations, which gives some notion of the order of business. Mr. Lorenz developed a list of the Top 20 Recommendations by Delegate Choice. A copy is attached (Attachment III).

Transmitted
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all
10/8/84

Chairman Reid stated, "The main thrust of the near future NCLIS agenda is to assist in the implementation of the WHCLIS recommendations."

Miss Eileen Cooke, ALA, suggested that the Commission focus on the education component of the recommendations, highlighting the implications for the AMERICA 2000 goals and strategies.

The following draft analysis of the "implementors" of the recommendations was prepared by Mrs. Reszetar. [Note: Because these recommendations cut across so many areas of responsibility, there is a need for coalitions and partnerships]:

<u>Implementor</u>		<u>Total # of Resolutions</u>
President	-	40
Congress	-	64
NCLIS	-	7
State Legislators	-	10
Private Sector	-	4
Public Sector	-	3
University/Education Inst.		3
Federal Government	-	12
International	-	1

Library & Information		
Prof. Organ.	-	2
American Indian Tribes		
(Petition)	-	1
Library of Congress	-	4
Department of Ed.	-	12
Nat'l Lib. of Medicine	-	1
Bureau of Indian Affairs		1
Nat'l Agric. Library	-	1
NARA (Archives)	-	1
NTIS	-	1
GPO	-	1
GPO (Petition)	-	1
NEH	-	1
NEH (Petition)	-	1
OMB	-	1
Dept. of Labor	-	1
Postal Service	-	1

Transmittal Letter

Chairman Reid will ask Mrs. Farberman to re-draft the transmittal letter to President Bush along the following lines:

- Opening paragraph should state: "We have responded to the charge from Congress, as outlined in P.L. 91-345, the law establishing the NCLIS, to move from a Nation at Risk to a Nation of Students/Learners."
- Make specific reference to AMERICA 2000.
- Do not ask the President a question.
- Make a clear reference to the basic needs for access to adequate library and information services to support our changing educational program.

- Quote the President: "Libraries are central to Education 2000."

Chairman Reid requested that individualized letters from him be sent to the Senators and Congressmen who were "co-sponsors" of the legislation establishing the WHC when the WHC report is sent to Congress.

Resolution Honoring Mrs. Reszetar

During the White House Conference, a Resolution Honoring Mary Alice Hedge Reszetar was passed by acclamation and standing ovation on July 14, 1991. The text of that resolution is attached. (Attachment IV)

Tribute to Chairman Reid

A tribute was paid to Chairman Reid during the White House Conference on July 14, 1991. The text of that tribute is attached. (Attachment V)

Agenda for the October 23-25, 1991 Meeting

Discussion centered around the agenda for the combined NCLIS-WHC Advisory Committee Meeting and the orientation for new NCLIS Commissioners. Based on that discussion, the draft agenda was revised and a copy of is attached. (Attachment VI).

The Executive Committee stressed the importance of NCLIS and WHC Advisory Committee to recap the WHC, including brainstorming for WHC III and evaluating:

- What really happened at the WHC?
- What lessons are critical for planning for the next WHC?
(Was training of facilitators very lacking and too short?)
- What is a more effective structure for WHC III?

[Handwritten notes]

- Recommendations for handling printing and duplicating needs on site.
- Implementation activities for Advisory Committee Members, i.e., COSLA, ALA, Professional Associations, etc.
- Additional areas of evaluation to be solicited of NCLIS and WHC Advisory Committee Members.

Commissioner Casey Attends IFLA

Commissioner Daniel Casey attended the 57th IFLA Conference in Moscow, August 15-17, 1991. Because of the ~~Russian~~^{Soviet} Coup, this was a monumental historical event and Mr. Casey's full verbal report is attached. (Attachment VII)

After Mr. Casey's report, Chairman Reid called for a review of NCLIS international policy, stating, "If NCLIS is going to have an official and alternate representative at the annual IFLA, we should identify the specific roles of these individuals." Chairman Reid noted that an individual does not have any "real clout" until he/she becomes known within the IFLA organization and knowledgeable about how the organization functions. Chairman Reid asked, "What is NCLIS' role in helping the nation's who are seeking independence to create a freedom-based library program? "

MOTION

The Executive Committee ^{unanimously} expressed to Daniel Casey their sincere appreciation for his hard work and his complete, thorough, and informative report of IFLA 1991. The Executive Committee ^{member} also expressed their gratefulness for his safe return from Moscow.

Mr. Casey expressed his intention to prepare an article (for possible inclusion in the major library and information publications) on his

IFLA experience and observations. ^{Mr. Casey} The ~~article~~ will also encouraged ^{versions} ~~the~~ international ~~adoption~~ of the Principles of Public Information ~~through IFLA in 1992.~~ ^{of an} ~~the~~ ^{through IFLA in 1992.}

pursuit

The 1992 IFLA will be held in New Delhi; 1993, Barcelona; and 1994, Havana, Cuba. Eileen Cooke, ~~observer from the ALA Washington Office,~~ urged the Commission to be aware of current potential problems, i.e., a license must be obtained from the Treasury Department authorizing the expenditure of U.S. dollars in Cuba.

NCLIS Technical Amendments

The President signed the NCLIS Technical Amendments into Public Law 102-95 on August 14, 1991. In summary, the 1991 Technical Amendments make clear that:

- The Commission is to continue to be involved in international library and information activities;
- Assures that activities can continue to be conducted pending appointments, reappointments, and confirmations of Commissioners;
- Establishes a quorum as a majority of the seated Members;
- Authorizes Members to continue to serve until reappointed or replaced or until July 19 of the year following the expiration of the term, whichever comes first;
- Authorizes the Commission to accept in-kind as well as monetary contributions; and, finally
- Lifts the \$750,000 authorization cap on NCLIS' annual appropriation.

Mrs. Reszetar, in particular, and Mrs. Williams, and Mr. Young were warmly thanked for their continuous and perservering hard work in

achieving this monumental task which, in reality, is the Commission's life-line.

Mr. Young stated, "With the passage of the Technical Amendments on August 13, NCLIS has changed." Mr. Young called for NCLIS to identify what the new law means for NCLIS from a programmatic standpoint. To this end, Mr. Young suggested the consideration of an NCLIS Committee on the Technical Amendments.

International Committee

Chairman Reid stated that there is a need for a separate meeting of the NCLIS International Committee. Several topics for discussion include:

- IFLA -- NCLIS participation and role; IFLA 1992, New Delhi, and Federal review of current restrictions re 1994 Conference in Cuba;
- UNESCO funding;
- Visit to Taiwan; (See attached letter from Commissioner Julia Wu, Chair, NCLIS International Committee. (Attachment VIII))
- Glenerin Declaration;
- Principles of Public Information (international component);
- Nigeria's Request for Assistance. *The World's Capitalism*
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Executive Committee Meetings

Chairman Reid expressed his desire to establish a new pattern for Executive Committee meetings. One suggestion is to hold 1/2 day meetings prior to regularly scheduled Commission meetings.

NCLIS Committees

Several suggestions for NCLIS Committees were presented:

- Continue the Ad Hoc WHC of the Commission, perhaps with a different name and charge. This group could serve as the leadership to insure implementation of the Conference Recommendations. (Daniel Casey) copy
- ~~Keep the Friends Group~~ ^{If a Friends of NCLIS group is formed, keep it} separate from the Public Affairs Committee. They should be separate entities with separate functions. (Daniel Casey)
- Committee on Library and Information Services for Native Americans should report on the following at the October meeting:
 - Site visits to 23 Tribes in Pacific Northwest and Mountain Plans;
 - Plan for drafting a Final Report;
 - Strategy for Implementing Report and Recommendations Plan in order to complete the Program. copy ?

...to a Nation of Learners

The Executive Committee discussed the need for a "hard hitting WHC pamphlet" much like ^ANation at Risk. Two suggestions were, "From a Nation at Risk to ^Aa Nation of Learners," and **Information 2000 or Libraries 2000**. Suggestions for this concept included:

- Explore the possibility of distribution by Gaylord, with citation "In cooperation with NCLIS"; and
- Hiring of outside writer, with editorial control and review by NCLIS.

The meeting was adjourned at 4:00 p.m.

ATTACHMENTS:

- I - WHC Executive Director's Report for August 1991**
- II - Suggested Framework for WHC Final Report**
- III - WHCLIS Recommendations - Top 20 by
Delegate Choice**
- IV - A Resolution Honoring Mary Alice Hedge Reszetar**
- V - Tribute to Chairman Reid, "The Noble Eagle"**
- VI - Revised Draft Agenda, Joint Meeting of NCLIS and
WHC Advisory Committee Members,
October 23-25, 1991**
- VII - Commissioner Daniel Casey - Verbal Trip Report to
IFLA, Moscow, August 15-19, 1991**
- VIII - Letter from Commissioner Julia Wu**