



**Meeting of the  
U.S. National Commission on Libraries and Information Science  
April 21-23, 2004  
Washington DC**

*These minutes report actions and summarize discussions occurring at the Commission meeting. A verbatim transcript of the meeting is maintained at the Commission office.*

NCLIS Members: Beth Fitzsimmons, Chairperson, Bridget Lamont, Vice-Chairperson, José Aponte, Sandra Ashworth, Edward L. Bertorelli, Joan Challinor, Nancy A. Davenport (for The Librarian of Congress), Carol Diehl, Allison Druin, Jack E. Hightower, Patricia Hines, Colleen Huebner, Stephen Kennedy, Robert Martin, Mary Perdue, Herman Totten

NCLIS Staff: Madeleine McCain, Director of Operations; Robert Molyneux, Director, Statistics and Surveys; Kim Miller, Special Assistant-Technical

NCLIS  
Consultant: Guy St. Clair

Opening Remarks

After calling the meeting to order at 1:02 p.m., Chairperson Fitzsimmons welcomed all in attendance, introduced the members of the Commission to the audience and invited guests, and announced the appointment of Consultant Guy St. Clair to serve as Secretary *pro tem* and Parliamentarian *pro tem*.

## Resolutions

The Commission *approved* a motion to adopt a resolution honoring Martha Gould.  
The Commission *approved* a motion to adopt a resolution honoring José-Marie Griffiths.  
The Commission *approved* a motion to adopt a resolution honoring Robert S. Willard.

## Special Guests

Chairperson Fitzsimmons introduced special guests, elected officers and others affiliated with selected professional or trade associations. Each of the organizational representatives had been invited to speak about their organization's vision about library and information services for the American people, and the role that NCLIS might play in addressing these issues. Guests speaking to the Commissioners were:

- American Library Association Board Member Nancy Davenport
- Chief Officers of State Library Associations President GladysAnn Wells
- Special Libraries Association President Cynthia Hill
- American Society for Information Science and Technology  
Immediate Past President Trudi Bellardo Hahn
- Software and Information Industry Association  
Public Policy Director David LeDuc
- Association of Research Libraries  
LibQUAL+™ Communications Coordinator Amy Hoseth

The presentations were followed by a discussion among Commission members and the speakers about how the various professional organizations and NCLIS might work together.

## The Library of Congress

Commissioner Davenport, representing The Librarian of Congress, addressed the Commission about the relationship between NCLIS and the Library of Congress.

## The Institute of Museum and Library Services

Commissioner Martin addressed the Commission about the relationship between NCLIS and the Institute of Museum and Library Services.

## The Department of State

Commissioner Challinor spoke with the Commission about the earlier connections between NCLIS and the U. S. Department of State, specifically with respect to the ICSECA (International Contributions for Scientific, Educational, and Cultural Activities) programs. She announced that there is a possibility for a program in FY 2004, for which a proposal has been submitted.

## National Commission on Terrorist Attacks Upon the United States (The 9-11 Commission)

Ann Friedman, Director, Arlington County Public Library, spoke to the Commission about her recent testimony before the National Commission on Terrorist Attacks Upon the United States (also known as the 9-11 Commission). The Commission has invited NCLIS to prepare a report about how libraries might participate in the distribution of emergency preparedness and emergency response information, and the experiences of Ms. Friedman and her colleagues during the 9-11 crisis are of particular interest to NCLIS. The deadline for the report to the 9-11 Commission is May 14<sup>th</sup>.

## Statistics

Robert Molyneux, Director Statistics and Surveys, NCLIS, spoke with the Commission about school library statistics.

## Ethics Training

Marcia Sprague, Ethics Officer at the U. S. Department of Education, conducted an ethics training workshop for the Commissioners.

## Strategic Work Plan, NCLIS Goals, and NCLIS Vision, Mission, and Values Statements

Guy St. Clair, Consultant, presented the Strategic Work Plan for the Commission. The plan included recommended goals, objectives, and strategic actions, as well as recommended vision, mission, and values statements that establish a framework for the Commission's work.

Following discussion, the Commission *approved* a motion to accept in principle the recommendations of the Strategic Work Plan.

The strategic goals for the Commission are:

*Goal One: Appraising Library and Information Services Provided For the American People*

In order to address the information and learning needs of the American people and ensure that libraries and other information services organizations are able to support the intellectual and learning needs of Americans, NCLIS will appraise the adequacies and deficiencies of library and information services.

*Goal Two: Strengthening the Relevance of Libraries and Information Science in the Lives of the American People*

NCLIS will strengthen the relevance of libraries and information literacy/information use in the lives of the American people by encouraging libraries and other information services organizations to actively participate in knowledge development and knowledge sharing efforts for the benefit of all citizens.

*Goal Three: Promoting Research and Development for Extending and Improving Library and Information Services for the American People*

NCLIS will promote research and development activities that extend and improve America's library and information-handling capabilities in the national and international communications and cooperative networks community.

Based on the legislation that created the Commission, the NCLIS Vision Statement declares that:

- "...library and information services adequate to meet the needs of the people of the United States" will be provided to the people of the United States, and
- "the Federal Government will cooperate with State and local governments and public and private agencies in assuring optimum provision of such services."

The NCLIS Mission Statement is also based on the legislation:

The United States National Commission on Library and Information Science is a permanent, independent agency of the federal government charged with advising the executive and legislative branches and other public and private organizations on national library and information policies and plans. The Commission was established in 1970 with the enactment of Public Law 91-345. Technical

amendments in 1991 (Public Law 102-95) clarified terms of membership and the Commission's international authority and responsibility. The Museum and Library Services Act of 1996 (Public Law 104-208) established that the Commission shall have the responsibility to advise the Director of the Institute of Museum and Library Services (IMLS) on general policies with respect to the duties, powers and authority of the IMLS relating to library services.

The Values Statement for the Commission lists the principles and beliefs that guide the Commissioners and all NCLIS stakeholders in their work:

The U.S. National Commission on Libraries and Information Science intends to serve the people of the United States efficiently and effectively while striving to achieve the highest levels of performance in an atmosphere of mutual trust, honesty, and integrity. The values listed here are important to the Commission as it seeks to fulfill the NCLIS vision and accomplish the NCLIS mission:

- *Leadership*: Recognizing the Commission's statutory responsibilities, NCLIS plays a leading national and international role in addressing the information and learning needs of the American people and ensuring that libraries and other information services organizations are able to support the intellectual and learning needs of Americans. In carrying out this leadership responsibility, NCLIS is not aligned with any specific agenda put forward by any societal, political, or professional entities.
- *Collaboration and Strategic Partnering*: To facilitate its work and to enable NCLIS to identify and take into account the information and learning needs of all Americans, the Commission continually seeks opportunities to meet, communicate with, collaborate with, and partner with stakeholders in the knowledge services community (that is, all people working in the disciplines of librarianship, information management, knowledge management, and learning).
- *Communications, Visibility, and Ongoing Relevance*: NCLIS makes every effort to ensure that the Commission's efforts are communicated within the larger societal framework and that the Commission's leadership role is visible to and understood by the American people, thus ensuring that library and information services essential to achieve national goals and to utilize most effectively the Nation's educational resources are adequate to meet the needs of the people of the United States.
- *Innovation, Education, and Continuous Strategic Learning*: In addressing the information and learning needs of the American people, all NCLIS stakeholders – including Commissioners, staff, and all strategic partners – strive continuously to seek knowledge and enthusiastically share knowledge with others.

- *Superior Customer Service*: NCLIS provides the highest levels of service delivery, recognizing that the Commission’s “customers” are the President and the Congress and through them (as NCLIS policy and advice are received and accepted by the President and the Congress), to the American people,
- *Superior Product Delivery*: NCLIS conducts the highest caliber research studies, analyses, and appraisals of library and information services, recognizing that the Commission’s “products” are policy advice and guidance provided to the President and Congress and, through them, to the American people.
- *Results and Accountability*: Recognizing its leadership role and the expectations of all parties for the highest standards of performance from the Commission, NCLIS delivers measurable results in all activities it undertakes, including the establishment of performance goals, the development of performance indicators, and the publishing of a benefits statement for each program affiliated with NCLIS. The Commission and all NCLIS stakeholders – including Commissioners, staff, and all strategic partners – are expected to operate with the highest levels of ethics and honesty.

#### Communications and Strategic Partnerships

The Strategic Work Plan also recommended that the Commission should take as its immediate focus the development of appropriate communications methodologies and the increased involvement of strategic partners.

Following discussion, the Commission *approved* a motion to accept in principle a communications/strategic partnership development focus for the Commission.

#### NCLIS Consumer Health Information Recognition Award for Libraries

The Commissioners received and read the document, “NCLIS Consumer Health Information Recognition Award for Libraries,” prepared to describe a proposed gift from Commissioner Mary Perdue (who was not present during the reading of the document and the subsequent discussion).

Following discussion, the Commission *approved* a motion to accept the gift, to create a first award of \$20,000 to recognize best practices in libraries which meet established criteria in the distribution of consumer health information, and to develop a prototype for additional recognition awards.

## Strategic Actions

Following discussion, the Commission agreed to undertake several strategic actions modeled on or including some of the suggested strategic actions included in the Strategic Work Plan.

Commissioners volunteered to serve on task forces to organize the implementation of these actions as follows:

- *Appraisal/Assessment Task Force*: Commissioners Aponte (Task Force Leader), Ashworth, Bertorelli, Huebner, Lamont (additional members to be appointed).
- *Emergency Preparedness Task Force*: Commissioners Kennedy (Task Force Leader), Challinor, Hightower. Commissioners Aponte and Ashworth, Resource Affiliates.
- *Educational Achievement Task Force*: Commissioners Druin (Task Force Leader), Ashworth, Bertorelli, Hines, Totten.
- *Libraries and Consumer Health Information Task Force*: Commissioners Perdue (Task Force Leader), Diehl, Huebner. Commissioners Aponte and Ashworth, Resource Affiliates.
- *Digitization Task Force*: Commissioners Druin (Task Force Leader), Davenport, Martin, Totten); additional task force members to be determined.
- *Joint NCLIS/ICSECA Activities Task Force*: Challinor (Task Force Leader), additional task force members to be determined.
- *Universal Services Section (Section 245) Telecommunications Act of 1996 Task Force*: Commissioner Fitzsimmons (Task Force Leader); task force members/strategic partners to be determined.

## Financial Matters

Director of Operations Madeleine McCain presented and discussed with the Commissioners the FY 2004 Financial Report (through March 30, 2004). Ms. McCain also noted that the FY 2005 Budget Justification Document had been delivered to the appropriate authorities. Ms. McCain also distributed a document, "Preparation and Execution of the Federal Budget," outlining timelines, schedules, and deadlines for the

FY 2006 budget preparation effort, which the Commissioners can use for planning purposes.

#### Executive Director Job Description

Chairperson Fitzsimmons introduced a document from 1998, a Commission resolution that connects with the job description for the Commission's Executive Director. The resolution refers to the delegation of authority and addresses to some extent the description of what the Executive Director should be tasked with. After some discussion, Chairperson Fitzsimmons noted that at the present time the process for describing the work of the Executive Director is much more complicated than it should be. After discussion, Chairperson Fitzsimmons asked Commissioners to familiarize themselves with the document, so that it be discussed at the next meeting when, presumably, the Commission will have a new Executive Director.

#### Executive Director Search

Following discussion in EXECUTIVE SESSION, the Commission *approved* a motion that the NCLIS Executive Director Search Committee will continue the process and recommend 2-3 candidates for interview by the full Commission.

#### Emergency Preparedness

Commissioner Kennedy spoke to the Commission about Emergency Preparedness and Libraries and how the work in this area in New Hampshire might serve as a model for other states.

Past-Commissioner Griffiths spoke about the evolution of the Trust and Terror Project and presented an outline describing options the Commission might consider if it wishes to pursue this activity.

#### Universal Services Section (Section 245) of the Telecommunications Act of 1996

Following discussion, the Commission *approved* a motion to create a task force to study the current status of and assess the implementation of the Universal Services Section (Section 245) of the Telecommunications Act of 1996. The Chairperson will appoint the task force.

### NCLIS Website

Chairperson Fitzsimmons presented a schematic version of what the re-designed NCLIS website might look like, and offered to obtain further information from the designers. After discussion, it was agreed that the designers would offer a variety of “versions,” to ensure that the Commissioners are able to choose the best design for the Commission’s purposes.

### Library Statistics

Following discussion, the Commission *approved* a motion to create a task force to study and evaluate the roles of NCLIS and NCES in the current arrangement, and to prepare a working paper for discussion. The Chairperson will appoint the task force.

### NCLIS Meeting Calendar

The Chairperson announced that the Commission will meet again in August, in a virtual meeting or teleconference. Another meeting will be held in the autumn, following the beginning of FY 2005 (October 1).

### Adjournment

The meeting of the Commission was adjourned at 12:00 Noon on Friday, April 23, 2004.