MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors

Includes:
Monthly virtual meetings of December 13\textsuperscript{th}, 2021
Virtual Winter Meetings, Feb 1-23, 2022

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Motions passed via email, from November 2021 until March 2022, outside the context of Board meetings:

0a. It was moved by the Finance Committee to accept implementation and posting of the following refund/cancellation policies for the MLA 2022 annual meeting (see the policy here numbers 1-12: http://conferences.blog.musiclibraryassoc.org/home/refund-policy/)

In November of 2021, the MLA 2022 conference was scheduled to meet in person in Utah, but a refund/cancellation policy was suggested and adopted so that attendees would have the information they’d need should travel plans change due to effects of Covid 19.

The motion passed.

0b. It was moved by the Finance Committee to add the following addition to the Conference Refund Policy for the 2022 Meeting (in-person and virtual):

13. Addendum regarding exhibitors
a. For exhibitor registrants, the cost of any expenses incurred by MLA specifically for them (including exhibit tables, special paraphernalia, etc.) will be deducted from their refund. All other aspects of the refund policy will apply to exhibitors. Exhibitors who are registered but are unable to attend may send materials to the hotel at their own expense to be arranged and shown during the conference. Contact (cm@musiclibraryassoc.org) to make arrangements.
This addendum was added because the previous policy did not address exhibitors.

The motion passed.

0c. Because the MLA 2022 conference program was produced from Sched (rather than professionally typeset and printed), it was moved by the Finance committee that exhibitor registration rates and convention advertising rates for the “Conf website, About/Registration/Location pages” area for FY22 be adjusted and set as follows:

<table>
<thead>
<tr>
<th>Exhibit and advertisement rates (lower ad rates due to Sched-produced program)</th>
<th>FY20 (in person)</th>
<th>FY21 (virtual)</th>
<th>FY22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit table - Regular</td>
<td>$550.00</td>
<td>$275.00</td>
<td>$550.00</td>
</tr>
<tr>
<td>Exhibit table - Corporate patron</td>
<td>$440.00</td>
<td>$220.00</td>
<td>$440.00</td>
</tr>
<tr>
<td>Exhibit table - Corporate member</td>
<td>$495.00</td>
<td>$247.50</td>
<td>$495.00</td>
</tr>
<tr>
<td>Full-page ad</td>
<td>$300.00</td>
<td>$200.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Half-page ad</td>
<td>$200.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Covers</td>
<td>$400.00</td>
<td>$200.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Sched ads</td>
<td>$300.00</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Service</td>
<td>Price 1</td>
<td>Price 2</td>
<td>Price 3</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Conf website, About/Registration/Location pages</td>
<td>varies</td>
<td>$200.00</td>
<td>Varies**</td>
</tr>
<tr>
<td>Attendees e-mail list rental</td>
<td>$200.00</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

*Can remain in place but may not be a source of income

**Rates (Finalized as of [mm/dd/yyyy])

<table>
<thead>
<tr>
<th>Service</th>
<th>Price 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Ad-Convention, home page, upper</td>
<td>$300.00</td>
</tr>
<tr>
<td>Web Ad-Convention, home page, footer</td>
<td>$250.00</td>
</tr>
<tr>
<td>Web Ad-Convention, sub-pages, rail/margin</td>
<td>$250.00</td>
</tr>
<tr>
<td>Web Ad-Convention, sub-pages, footer</td>
<td>$200.00</td>
</tr>
<tr>
<td>Web Ad-Online program page (upper, lower, rail)</td>
<td>$200.00</td>
</tr>
<tr>
<td>MLA App Ad 2022 (in Sched only)</td>
<td>$300.00 $150.00</td>
</tr>
</tbody>
</table>

The motion passed.

_0d_. The surge of the Omicron variant of Covid 19 in late 2021 and into early 2022 prompted the Board to reconsider whether the MLA 2022 conference should meet in person in Salt Lake City, Utah. Ultimately, most Board members believed that for health and safety reasons, it would be best to move the 2022 conference to a fully virtual platform. Thus, **it was moved by Misti and seconded by Kristi to move the 2022**
hybrid annual meeting program to fully virtual (March 2-6), canceling the in-person component in Salt Lake City (in response to Omicron variant concerns).

The motion passed.
The Board agreed that this was an incredibly difficult and sad decision to make.

0e. It was moved by Susannah and seconded by Marci to approve the Strategic Planning Task Force's membership survey, for distribution following the town hall on February 3, 2022.

The motion passed.

Monthly meeting, December

12/13/2021
1:30 pm to 3 pm

Attending: Kristi Bergland, Elizabeth Hille Cribbs, Susannah Cleveland, Marci Cohen, Casey Mullin, Ellen Ogihara, Diane Steinhaus, Scott Stone, Misti Shaw (recording), Liza Vick (presiding)

Guests: Paula Hickner, as incoming Vice President/President Elect

The meeting was called to order at 1:31 pm.

1. Approve Agenda
It was moved by Susannah and seconded by Brian to approve the agenda.
The motion passed.

2. MLA-L Mediator Review Panel
Since MLA has its first MLA-L Mediator (Steve Landstreet), it is now time to tackle the topic of how the performance of the mediator will be assessed. A review panel for the mediator is ideal. It seems best that there be an election for who serves on the review panel, and that the election should probably take place in the fall, and that self-nominations be accepted. In addition, a handbook or guidelines should be available for people to see before deciding to run for election to serve on the review panel. This topic will continue to be addressed in the next several months.

3. Placement Officer BAR
It was moved by Kristi and seconded by Scott to move into executive session.
The motion passed.

The Board discussed the need for someone to temporarily fill in as MLA's Placement officer.
It was moved by Diane and seconded by Kristi to appoint Anne Shelley as a temporary replacement for Grace Haynes, as Placement Officer (until such as time as Grace can resume her duties (her term runs 2021-25).

The motion passed

4. **Publications Awards Committee (Duckles recommendation) BAR**
The Board discussed the recommendation of the Publications Award Committee.  
**It was moved by Marci and seconded by Brian to accept the recommendation of the Publications Awards Committee to give the 2022 Duckles Award to candidate A.**

The motion passed.

5. **A-R Business Office**
While still in executive session, the Board discussed future plans of the A-R Business office.

**It was moved by Brian and seconded by Marci to move out of executive session.**
The motion passed.

Adjournment

**It was moved by Marci and seconded by Susannah to adjourn.**

**Winter Meeting**

All times in Eastern.

Feb 1, 2022: 3 pm to 6 pm ET
Feb 4, 2022: 12 pm to 3 pm ET
Feb 14, 2022: 12 pm to 3 pm ET
Feb 17, 2022: 12 pm to 2 pm ET (called to order 12:02)
Feb 18, 2022: 2 pm to 4 pm ET
Feb 23, 2022: 3pm to 5 pm ET

Present: Kristi Bergland, Elizabeth Hille Cribbs, Susannah Cleveland, Marci Cohen, Brian McMillan, Casey Mullin, Ellen Ogihara, Tracey Rudnick, Diane Steinhaus, Scott Stone, Misti Shaw (recording), Liza Vick (presiding)

Absent: No one absent

Guests of the Board: For all meetings: Veronica Wells, Katie Buehner, Ray Heigemeir, Sonia Archer-Capuzzo, Paula Hickner, Serena Vaquilar (incoming Board members)  
2/4: Janelle West (14ci); 2/14: Carla Williams (14cii); 2/17 Anne Shelley (14ciii), Mike Duffy (14civ), Ray Heigemeir (14cv);  Paul Cary (14cvi)
All public reports to the Board were available at the time of the meeting at http://www.musiclibraryassoc.org/?page=BoardAgendas

The meeting was called to order 3:06 pm

01. Approval of Agenda
It was moved by Susannah and seconded by Marci to approve the agenda.
The motion passed.

02. Recording Secretary’s Report (Shaw)
It was moved by Brian and seconded by Marci to approve the minutes of the Fall Board meetings.
The motion passed

03. Parliamentarian’s Report (McMillan)
All of the following motions (BARS 1-7) were moved by the parliamentarian and thus needed no second.

BAR 01: Revise the following sections in the Administrative Handbook:
The Administrative Handbook (AH) changes are the result of the decision to replace the Administrative Officer / Assistant Administrative Officer role with 2 new roles: Chief Financial Officer / Assistant Chief Financial Officer and Membership Management Officer / Assistant Membership Management Officer. The changes covered propose a simple replacement of the titles “Administrative Officer” and “Assistant Administrative Office” with “Chief Financial Officer” and “Assistant Chief Financial Officer,” respectively.

To view all portions of the AH containing the revisions for BAR1, please see the Parliamentarian’s report, 03, Winter 2022.

The motion passed.

BAR 02: Revise the following sections in the Administrative Handbook:
The Administrative Handbook changes are the result of the decision to replace the Administrative Officer / Assistant Administrative Officer role with 2 new roles: Chief Financial Officer / Assistant Chief Financial Officer and Membership Management Officer / Assistant Membership Management Officer. The changes covered propose changes to the Administrative Handbook that require more than the simple substitution of the former “Administrative Office / Assistant Administrative Officer” title with “Chief Financial Officer / Assistant Chief Financial Officer.”

To view all portions of the AH containing the revisions for BAR2, please see the Parliamentarian’s report, 03, Winter 2022.

The motion passed.
BAR 03: Revise the following section in the Administrative Handbook:

Note: This Administrative Handbook change corresponds to item 05 (Past President’s Report and BAR) of the October 2021 Board Meetings. From the minutes of the October 2021 Board meeting: “It was moved by Susannah to accept the Chapter Grant criteria revisions. The motion passed.”

VII.F. Chapter Grants

All chapters may apply for funding from the national organization. They should apply to the chapter liaison (Vice-President/Past President) by the publicized deadline. The chapter liaison will present the applications to the Board of Directors for consideration at its May/June meeting.

Chapter Grant proposals must:
- advance and/or support goals of the MLA Strategic Plan
- potentially benefit members from any institution in the chapter
- potentially benefit multiple institutions in the chapter
- originate within the chapter and be submitted by chapter leadership

Preference is given to projects that help chapters form connections with other organizations (such as workshops or presentations). Joint proposals from two or more chapters are welcome, but collaboration is not a requirement.

When grants of support are made to a chapter, the excess of the grant over the amount expended need not be reimbursed to the national organization but may be used by the chapter for projects of a similar nature. The chapter must provide a written report to the Board on how the entire grant was used.

The motion passed.

BAR 04: Revise the following sections in the Administrative Handbook:

Note: These changes arise from the revision of VI.H.10.c. (CATALOGING AND METADATA COMMITTEE - Liaisons) approved by the Board under Item 10.c. in June 2021. In updating the text, it was discovered further changes were necessary in adjacent clauses of the Administrative Handbook. The proposals below were developed in consultation with Casey Mullin and Hermine Vermeij, Chair of the CMC. From the minutes of the June 3 and 4, 2021, Board Meeting: “It was moved by Casey and seconded by Brian to accept the CMC Committee’s proposed changes to the Administrative Handbook. The motion passed.”

VI.H.10.e. CONTENT STANDARDS SUBCOMMITTEE

... The Chair serves as the MLA representative liaison to the following: ALA Core groups: Committee on Cataloging: Description and Access (CC:DA) and the
Authority Control Interest Group (ACIG); other groups: the Online Audiovisual Catalogers Cataloging Policy Committee (OLAC-CAPC). The Chair also maintains informal liaison relationships with other groups as outlined in the Committee Handbook.

Clean text:

... The Chair serves as the MLA liaison to the ALA Core Committee on Cataloging: Description and Access (CC:DA). The Chair also maintains informal liaison relationships with other groups as outlined in the Committee Handbook.

VI.H.10.f. VOCABULARIES SUBCOMMITTEE

...The Chair serves as the MLA representative liaison to the ALA Core Subject Analysis Committee (SAC) and the SAC Genre/Form Subcommittee. The Chair also maintains informal liaison relationships with other groups as outlined in the Committee Handbook.

Clean text:

...The Chair serves as the MLA liaison to the ALA Core Subject Analysis Committee (SAC). The Chair also maintains informal liaison relationships with other groups as outlined in the Committee Handbook.

VI.H.10.g. ENCODING STANDARDS SUBCOMMITTEE

...The Chair serves as the MLA representative liaison to the ALA LC MARC Advisory Committee (MAC) and the ALA Metadata Interest Group (MIG). The Chair also maintains informal liaison relationships with other groups as outlined in the Committee Handbook.

Clean text:

...The Chair serves as the MLA liaison to the LC MARC Advisory Committee (MAC). The Chair also maintains informal liaison relationships with other groups as outlined in the Committee Handbook.

The motion passed.

BAR 05: Revise the following section of the Administrative Handbook:

Note: This change reflects the MLA membership vote in favor of revising the Constitution and Bylaws to allow virtual MLA Board meetings.

II.A.4.c. ATTENDANCE AT BOARD MEETINGS

Board meetings are open to members of the Association, who may attend as
auditors, except that the Board may meet in executive session at its discretion.

During executive session, the Board may exclude anyone not currently serving on the Board and has the option of excluding any non-voting Board member. The Board may also choose to exclude a voting Board member from the portion of executive session business that concerns the nomination, recommendation, or appointment of that Board member to another position in the Association. (rev. 10/2019)

A meeting of the Board may be held in person, online, or in a hybrid environment. (2/2022)

The motion passed.

BAR 06: Revise the following section of the Administrative Handbook:
Note: This proposed change completes the Board discussion of the new Professional Development Workshops Subcommittee of the Education Committee and its charge. See 14(e) of October 2021 Board meeting.

Recording Secretary note: though this BAR 6 motion was passed, before the Board meeting ended it was noticed that the language here was never formally voted on by the Board—as in, the Board had not actually voted on the final charge for the Workshop Subcommittee. Thus, it should not have voted to add the charge to the Administrative Handbook here. See 13.3 under New Business where the Board rescinded this motion, the charge was finally voted on, then made this motion anew (to add language to the Handbook)

VI.H.3. EDUCATION COMMITTEE

VI.H.3.a. CHARGE

To develop and coordinate continuing educational opportunities for a diverse audience including professional music librarians at all levels of their career and other professionals, paraprofessionals, and students regardless of whether they are MLA members or have a background in music or music librarianship. The committee should pursue both traditional and innovative delivery methods, both in person and digital. The committee will maintain a rotation of educational opportunities related to all aspects identified in the Core Competencies for Music Librarians and other evolving needs of the profession. An MLStEP elected officer serves ex-officio on the committee. (rev. 4/2009) (rev. 6/2017) (rev. 4/2019) (rev. 2/2020)

VI.H.3.b. WORKSHOP PLANNING

1) The committee submits a preliminary program for the workshop to the Board for approval at its Spring meeting and a final program to the Board for approval at
its fall meeting. In general, the committee is guided by practices applying to the main conference program. (rev. 5/2014)

2) In consultation with the convention manager and the program chair, the committee submits a budget for the workshop to cover the registration fee and appropriate expenses. This budget is submitted to the Finance Committee following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in the Spring (May or June) of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the Spring Board meeting. (rev. 9/2011) (rev. 5/2014)

It is considered that members of the Association will participate in the program of the workshop without reimbursement by the Association. In the event that a non-member can provide a perspective to the program of benefit to the registrants, the Board may authorize expenses.

3) It is recommended that the committee maintain a procedural manual for workshop planning.

VI.H.3.c. VI.H.3.b. PROCEDURES AND POLICIES

In all matters, members of the Committee follow relevant procedures and policies outlined for committees in sections VI. A-G above.

VI.H.3.c. PROFESSIONAL DEVELOPMENT WORKSHOPS SUBCOMMITTEE

The MLA Professional Development Workshops Subcommittee oversees the submission, review, and notification process for professional development workshop proposals; serves a support role for the selected proposals; and assesses the workshops each fiscal year. It also develops and maintains relevant procedural documents. The subcommittee shall work with the chair of the Education Committee, and consult with the MLA Board, Convention Manager, Program Committee Chair, and applicable MLA committees and interest groups as needed. All subcommittee members must be personal members of the Association in good standing. (2/2022)

The motion passed.

BAR 07: Revise the following section of the Administrative Handbook:

Note: This proposed change implements the Board’s acceptance of the Equity and Inclusion Subcommittee’s charge (09.f of June 2020 Board meeting). From the Board minutes: “It was moved by Misti and seconded by Liza to accept the revised charge for the Equity and Inclusion subcommittee. The motion passed.”

VI.H.23. DIVERSITY COMMITTEE
VI.H.23.a. CHARGE

The Committee will work to advance the organization’s efforts in diversity by encouraging the participation of groups historically under-represented in music librarianship; including, but not limited to: African Americans, Asian Americans, Latin Americans and Native Americans. The Committee will advocate for the recruitment, retention and advancement of members of these groups in MLA and in the profession. Activities will include advising the organization on issues of diversity, monitoring the organization’s efforts in this area, and supporting activities, events and initiatives advancing diversity in MLA.

The Chair will also serve *ex officio* on the Membership Committee and the Career Development and Services Committee, and will consult with the Diversity Scholarship Awards Committee as needed. (approved 6/2014; added 5/2017; rev. 4/2018) (rev. 10/2019) (rev. 2/2022)

VI.H.23.b. EQUITY AND INCLUSION SUBCOMMITTEE

In an effort to address intersectionalities of the music librarianship profession, as well as the MLA membership, the Equity and Inclusion Subcommittee (EIS) will work to advance the organization’s efforts in equity and inclusion by supporting the participation of marginalized communities in music librarianship. The subcommittee will advocate for the recruitment, retention, and advancement of members of these groups in MLA and in the profession. Activities will include triennial administration of a climate survey, advising the organization on issues of equity and inclusion, monitoring the organization’s efforts in this area, and supporting activities, events, and initiatives advancing diversity in MLA. The Chair of EIS will also serve *ex officio* on the Diversity Committee. (passed 6/2020; added 2/2022)

The motion passed.

Liza thanked Brian for all his hard work on the Board as parliamentarian.

04. Administrative Officer’s Report (Chief Financial Officer’s Report) (Hille-Cribbs)

From her report:

BUDGET REPORT FY2022 (FYTD through 1/13/2022)
A Note on Operations and COVID-19

As noted in the last report, in May the board voted on an operations and awards budget for FY22 that is close to balanced with the use of the MLA Fund; the tentative deficit of $56,975.00 would be almost completely offset by the up to $54,000.00 MLA Fund amount approved by the board for FY22, leaving a budget deficit of $2,975.00.

Some financial impacts of COVID will not be felt until future years, as cash-strapped advertisers and libraries gradually cancel ads and subscriptions, and if
Institutions cancel database subscriptions (which could impact some Notes e-royalties). MLA fiscal operations have been modestly impacted by COVID and related societal and economic events, in the same way many of us are impacted in our daily institutions.

INCOME
As of January 13, 2022, total income was $176,678.83, which is 46.11% of the budgeted income of $383,200.00. (By contrast, last year total income on January 21, 2021, was $146,364.43, which was 45.27% of the budgeted income of $323,339.) We can expect a significant boost still from future publications income.

Dues (1.0) and Membership – MLA and IAML
The board budgeted for a similar rate of membership renewal income this fiscal year as last fiscal year to acknowledge the continuing economic impact of COVID. Additionally, to try to ease the financial impact on those individuals having economic difficulties during the COVID pandemic, the board voted to continue offering the temporary Emergency Circumstances Membership ($24.00). On January 13, 2022, FY22 dues income was $117,867.00, or 92.47% of the budgeted $127,460.00. This includes MLA and IAML dues and one $5.00 payment on a remaining balance from a FY21 non-US Institutional membership. Last year on January 21, 2021, FY21 dues income was $120,832.00, which was 98.85% of the budgeted $122,235.00.

MLA dues alone sit at $112,192.00, or 95.7% of the budgeted $117,230.00. Individual, Institutional, Corporate Patrons, and Retired memberships are at 92.03% to 106.78% of their budgeted amounts. Early Career members and Sustaining members are at 84.42% and 80% of budgeted amounts, respectively. Paraprofessional/Hourly/Part-time and Student memberships are at 66.48% and 59.89% of budgeted amounts; usually these pick up around conference time. Corporate renewals are at 66.67%. For FY22, 13 people have selected the Emergency Circumstances Membership rate, all at the suggested $24.00. Their total $312.00 reached 52% of the budgeted $600.00.

Total IAML dues collected so far for CY22 as of January 13, 2022, are $4,325.00, which is 42% of the budgeted $10,230.00. So far MLA has processed 44 individual memberships and 7 institutional memberships. The individual membership totals so far for CY22 are currently running similarly to CY21 at the same time, which saw 46 individual members as of January 21, 2021. However, the institutional membership totals so far as of January 13, 2022, 7, contrast sharply with the 51 institutional memberships MLA had last year by January 21, 2021. Since this report’s inception 48 new institutional memberships have arrived for processing via EBSCO. They will be officially recorded and reported on in the Spring 2022 CFO report. Total IAML dues received for CY2021 were $13,540.00, or 101% of the budgeted $13,390.00.
<table>
<thead>
<tr>
<th>MLA Members (Paid)</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22 YTD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Member US *</td>
<td>417</td>
<td>362</td>
<td>334</td>
<td>316</td>
</tr>
<tr>
<td>Regular Member non-US</td>
<td>24</td>
<td>18</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Institutional Member US</td>
<td>163</td>
<td>152</td>
<td>136</td>
<td>125</td>
</tr>
<tr>
<td>Institutional Member non-US</td>
<td>67</td>
<td>72</td>
<td>62</td>
<td>50</td>
</tr>
<tr>
<td>Student Member US *</td>
<td>62</td>
<td>68</td>
<td>83</td>
<td>61</td>
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<td>Student Member non-US</td>
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<td>2</td>
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<tr>
<td>Retired Member US</td>
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<td>N/A</td>
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<td>Corporate Member US</td>
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<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Corporate Member non-US</td>
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<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Paraprofessional US</td>
<td>51</td>
<td>39</td>
<td>45</td>
<td>32</td>
</tr>
<tr>
<td>Paraprofessional non-US</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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</tr>
<tr>
<td>Early Career Member (new FY20)</td>
<td>N/A</td>
<td>44</td>
<td>50</td>
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<tr>
<td>Early Career Member non-US (new)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Emergency Circumstances (new FY21)</td>
<td>N/A</td>
<td>N/A</td>
<td>29</td>
<td>13</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>898</td>
<td>865</td>
<td>857</td>
<td>764</td>
</tr>
</tbody>
</table>

*US and Non-US categories merged starting FY21, except for institutional. Figures include FY22 gratis for 12 Individual, 0 Student, 7 Sustaining ($140 gratis, paid $140), and 0 Paraprofessional ($140 gratis, paid $140). Total counts may not match income when multiplied out, due to refunds in progress, or other accounting adjustments. Totals do not include an additional minimum 18 Honorary Members (gratis) known to be living, and a few more of uncertain status. (Sources: QuickBooks report pulled and amended by Cribbs; list of honorary members.)
Dues (1.2) – Chapters
As noted in the last report, MLA remitted $5,365.00 in collected chapter dues back to all ten chapters in September 2021. (MLA does not take any deductions.) Since then, $1,613.00 in additional dues have been received, and will be remitted in the late spring, along with any additional dues.

Sales (2.0)
The Notes advertising income (line 2.012) is currently at $9,676.00 of the budgeted $18,750.00 (51.61%); this includes both sales receipts and invoiced amounts. The amount received is slightly higher than last year at this time ($9,533.00 as of January 21, 2021). Online advertising (2.06) has generated $7,960.00 in sales, or 95.33% of the budgeted $8,350.00. By this time last year, we had received $4,165.00. MLA has received $2,422.39 in Notes royalties (2.014). Totals for Project MUSE and JSTOR, plus others, should increase radically in the spring, and likely will come close to the budgeted $92,500.00.

Music Cataloging Bulletin subscriptions (2.03) have yielded $5,040.00 of the budgeted $5,200.00 (96.92%). The amount of income received from these subscriptions has risen slightly from last year at this time when we received $4,935.00.

MLA has received $3,673.01 in royalties income from ALA publications (2.0531), which is $2,173.01 over the budgeted income of $1,500.00. This income is largely derived from the sales of A Basic Music Library, vol. 3. MLA has also gained $700.00 of income from the webinar Accessible Music Library Instruction for the Visually Impaired taught by Christina Ebersohl on September 15, 2021 (2.0533).

In the spring, MLA will receive $5,027.95 in CY2021 royalties from MLA’s joint publications with A-R editions (2.052). This amount is more than twice the

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1 7 institutional memberships were present on January 13, 2022, when the membership report was pulled. On January 20, 2022 48 more institutional memberships arrived via EBSCO, bringing the total to 55 memberships.
anticipated income of $2,000.00 and reflects strong sales for the titles published in previous years and for the three titles published during CY21: Alice Carli’s revised edition of Binding and Care of Music; Sonia Archer-Capuzzo and Guy Capuzzo’s Metaldata: A Bibliography of Heavy Metal Resources; and Jessica Payette’s Choreographic Music: Writings in American Arts Periodicals, 1914–1993. MLA looks forward to publishing at least two books in CY2022. At this writing, royalty statements and payments had not been received from the Scarecrow Press (Rowman & Littlefield) for CY2021.

Meetings (3.0)
The MLA board approved the annual meeting budget income lines in May 2021 based on the supposition that MLA would plan and execute a hybrid in-person/virtual conference. However, on January 21, 2022, the MLA board voted to move to an entirely virtual 2022 annual meeting. Even though MLA does anticipate a dramatic change in the income (due to lower virtual meeting rates), not much of the previously expected income has arrived yet. As of January 13, 2022, MLA had received $15,350.00 in in-person and $4,000.00 in streaming registration fees. MLA has also received $4,785.00 in exhibitor fees (3.012) and $475.00 in program advertising (3.017). A significant portion of the in-person registration fees collected so far will be returned, as per the Conference Refund Policy for 2022 Meeting that indicates that all of the current in-person registrations will automatically be considered registered for the event in its new format and the difference between the in-person conference registration fee and the virtual registration fee will be refunded to the registrants. Some registrants may direct MLA to keep the difference as a donation, and a conference donation page has been set up for individuals, organizations, vendors, and institutions that wish to help MLA offset conference expenses this year.

MLA also took in $3,670.00 in workshop contributions (3.0214) specifically given by MLA members to offset the costs of the REI Groundwater Diversity workshop held on November 11, 2021. Many thanks go to the amazing MLA members who contributed to this fantastic cause.

Other Income (5.0)
Amazon Smile (5.023) has brought in $107.98 in FY22 YTD, which remains similar to the $101.51 taken in by this time in FY21.

EXPENSES
As of January 13, 2022, total expenses were $170,674.39, which is 35.87% of the budgeted $475,880.00. This compares similarly to January 21, 2021, when total expenses were $172,434.03.

Meeting (10.0)
As with the Meetings income area (3.0), the MLA board approved meeting expense budget lines (10.0) in May 2021 based on the supposition that MLA would plan a hybrid conference. As mentioned above, on January 21, 2022, the MLA board voted to move to an entirely virtual 2022 annual meeting format. Even though MLA can anticipate a dramatic change in the expenses, not many expenses have been recorded yet. MLA has expended $21,569.00 of the $139,410.00 budgeted, or 15.47%. A standard hotel deposit of $5,000.00 was made in February 2021, and in November MLA paid a deposit of $6,750.00 to Mustache Power Productions for in-person conference videography services (10.023). MLA has also incurred $3,570.00 of expenses from members who receive their conference registration on a gratis basis (10.03).

Because MLA has pivoted to an all-virtual conference for the 2022 annual meeting, expenses such as virtual platforms, registration programming, and speaker honoraria will be paid in the coming weeks. MLA will also pay a hotel block-based penalty to the Salt Lake City hotel, but final information regarding that penalty and its makeup remains unavailable at the moment. MLA will not incur other usual in-person expenses this year, such as catering, AV/amplification, exhibition tables, liability insurance, and Big Band equipment.

In the course of planning the 2021 annual meeting, the 2021 Annual Meeting Task Force made the decision to separate the pre-conference from the timeline of the annual meeting. Due to this separation, on November 11, 2021, MLA spent $5,000.00 on a DEI workshop conducted by the Racial Equity Institute (10.0211). In recognition of the importance of this work and its centrality to MLA’s Mission Statement, the MLA board decided to underwrite the entire cost of the workshop, and no registration fee was charged to the MLA members who participated. However, MLA offered the opportunity to individuals and institutions to donate specifically to offset the costs of this workshop, and MLA members donated $3,670.00 (3.0214). Thanks to these donations, MLA’s actual expenses were $1,330.00. MLA is grateful for the amazing generosity of its members.

Miscellaneous (11.0)
$6,106.88 in investment advisory fees have been paid to date from this fiscal year, out of an estimated $12,000.00. Bank and credit card fees are at $5,599.40 a little more than halfway through the fiscal year, bringing the total expenses in this area to 44.8% of the budgeted $12,500.00. $1,650.00 have been budgeted for chapter support funds, but these have not been awarded or paid.

Awards Issued (12.0)
Four Freeman Travel Grant checks were sent to recipients totaling $2,400.00, four Epstein award checks were sent to recipients totaling $8,200.00, and two Diversity Scholarship checks were sent to recipients totaling $6,000.00. Additionally, MLA had the distinct pleasure to send out its first Paraprofessional Public Library Travel Award checks to five inaugural recipients totaling
$2,500.00. One MLA Emergency Relief Fund award has been made in FY22, totaling $500.00. Since the award’s inception in FY20, fifteen awards ($19,600.00) have been paid out of $33,005.00 raised, leaving a balance of $9,385.00.

Management Services (6.0)
For FY22, $73,094.17 of the budgeted $179,880.00 (40.64%) has been expended. Much of this expense comes from A-R Edition’s monthly business office service fees ($34,425.00 YTD out of a budgeted $82,620.00, or 41.67%) (6.0141). There have been additional expenses for A-R programming, postage/shipping, and supplies. Audit fees (6.0191) have cost $10,250.00 out of a budgeted $13,950.00 (73.48%) FYTD. $2,738.00 was paid in December 2021 for MLA’s 2021 Directors & Officers Insurance (6.011). $1,120.00 in legal expenses (6.0192) for service contract evaluations have been paid so far this fiscal year, 44.8% of the $2,500.00 budgeted.

MLA retained DeEtta Jones and Associates for consulting services related to strategic planning and as previously reported, an $18,000.00 deposit was paid in early September to initiate their work (6.056). $18,000.00 more will be paid when the strategic planning efforts conclude, and MLA takes possession of the deliverables. MLA has also paid $404.62 out of the Presidential discretionary fund (6.0582) for framing the MLA Citation awards given to two recipients at the 2021 annual meeting.

Program Expenses (7.0)
$12,500.00 of the budgeted $21,400.00 (58.41%) has been expended. Since the last reporting period, this includes the FY22 subventions for RILM ($10,000.00) and RISM ($1,500.00), paid in November and October 2021, respectively. MLA has not yet paid expenses for the budgeted CMC and Legislation Committee travel for FY22.

Other Member Services (Including Organizational Dues) (8.0)
Expenditures for Other Member Services for FY22 are at $5,138.82, or 48.05% of budgeted $10,695.00. NISO dues ($600.00) were paid in October 2021. MLA joined the International Society of Contemporary Music in December 2021 after paying dues and processing fees totaling $278.93. $450.00 was paid in October 2021 for an AMS social networking event and a full-page program ad (Publicity and Outreach Officer, 8.059). $1,149.89 was remitted to IAML in January 2022 to pay the final CY21 balance of IAML dues (8.071).

Publications (9.0)
$27,124.10 of the total budgeted $65,340.00, or 41.51%, has been expended so far. $850.00 of the FY22 budgeted
$4,250.00 (20.0%) has been paid for monographic series honorarium (9.021). Honoraria were paid to one author and series editor for one title: Choreographic Music: Writings in American Arts Periodicals, 1914–1993. (IB044 in MLA’s Index and Bibliography series, $500.00 to author Jessica Payette and $350.00 to editor Maristella Feustle). MLA anticipates publication of (and payment of honoraria for) Ralph Hartsock and Peter Lisius’s Annotations for Music Catalogers and Susannah Cleveland and Misti Shaw’s Careers in Music Librarianship, 4th edition.

MLA has expended $17,233.37 out of a budgeted $35,000.00 (49.24%) for Notes printing (9.063) so far this fiscal year. As this amount reflects the expenses incurred for two of the four issues, MLA will most likely expend the full $35,000.00.

Since the last Administrative Officer report where Christina Ebersohl’s webinar was reported, no FY22 honoraria have been paid out for the ALA-MLA webinars or e-courses. MLA has expended $5,715.55 of the total $6,680.00 budgeted for Website Development (9.083). MLA’s general Survey Monkey account (9.0832) was renewed in October at $396.55, and the rest of this expense area went for Reclaim’s hosting service fee ($5,060.00) and a website plugin subscription from Gravity Forms ($259.00).

OPEN ACCESS PROJECT(S)
The Open Access temporarily restricted line currently has $83.73 in unused songbook donations; a discussion to determine how to use the funds is forthcoming.

CFO Cribbs and Assistant CFO Tracey Rudnick are currently in the middle of a project with OA Editor Kathleen DeLaurenti, MLA President Liza Vick, and Publications Chair Debbie Campana to digitize the backlist of the Scarecrow (Roman & Littlefield) MLA monographs and make the digitized monographs available via an open access collection on the Internet Archive. On December 15, 2021, DeLaurenti, Campana, and Vick sent correspondence to authors and editors whose works would be digitized, informing them of MLA’s intentions and offering the opportunity to select a Creative Commons license for their work. On January 20, 2022, CFO Cribbs and ACFO Rudnick sent correspondence and a contract addendum to the authors and editors, asking them to consider reverting their royalties back to MLA, and offering a one-time extra payment (authorized by the board) to offset the loss of future royalties, consisting of the sum of the royalties earned by that author/editor 2016-2020. CFO Cribbs will report the results of that correspondence in the spring CFO report.

Elizabeth Hille Cribbs supplemented her Board report with a brief overview of MLA’s finances. Cribbs believes that MLA is financially strong, and that membership numbers
are at the expected target. She reminded the Board that conference income will be
difficult to gauge for a bit; more information will be known when more time has passed
for people to register, and for people who paid for in-person registration to receive
refunds.

Cribbs also gave a report about the fall MLA election: There were 2 ballot measures
about changes to MLA’s constitution and bylaws. The election was held October 20
through November 15. Of the 517 ballots sent, 337 were returned, which is a response
rate of 72%. Liza thanked Hille Cribbs for her excellent work.

05. Past President’s Report (Cleveland)
From her report:

Following approval of the Committee Chair Quick-Start Guide at our last meeting,
I distributed it to the committee chairs list in November and shared a link to it on
MLA-L in January (with thanks to Kerry Masteller for quick posting of the
document on the site back in November; found under Our Association à
Administrative Structure à Committees).

I’ve continued work on a planned gift I started working with a donor on two years
ago, and am distributing the prospectus for feedback now. It is intended to create
a scholarship fund for LGBTQIA+ students, and it will, of course, come before the
Board for approval when the basic intentions are clearly articulated. Our recent
change to reduce the minimum endowment amount from $50,000 to $25,000 is
making this planning much more constructive and less uncertain.

It has been a fascinating and rewarding opportunity to serve MLA as President-
elect, President, and Past President these last four years. I am exceedingy
proud of what we, as a board(s) have accomplished, especially in regard to
working to develop aspects of the organization to center people’s sense of
belonging. It hasn’t all gone smoothly, but it’s been an honor to serve with
colleagues who are committed to continuously improving the organization and to
leaving it in a better condition than we found it. Our members are truly special,
and I am honored to have had the opportunity to serve the organization in this
capacity.

Respectfully submitted,
Susannah Cleveland

Susannah thanked the Board for the opportunity to serve. Liza thanked her for her
service during what was a very difficult time for everyone, saying “We can’t thank you
enough for what you’ve done for MLA.” The recording secretary agrees!

06. President’s Report (Vick)
From her report:
In early December, I attended the ALA Affiliates meeting, where we discussed how to better strengthen our mutual bonds and shared priorities. Discussion was led by ALA President Patty Wong and Executive Director Tracie Hall. We all have very specialized goals and communities but we agree that we serve all library users and share common desires. President Wong led discussion of strategic priorities we all support, including coming together to advocate at ALA in DC and at state levels. Many of us are currently in strategic planning cycles – MLA, Reforma, BCALA, AJL. Another commonality is that several of the affiliates are engaged in hiring executive directors: APALA and BCALA. We talked about cross promoting membership and engagement: Francesca Marini (TLA President) and I mentioned our conference co-sponsorship and desire to have more partnership in ALA with arts librarians (an ARLIS representative also attended and was keen to collaborate). ALA wants to focus on providing excellent value for membership at the conferences, lest members decide the organization is too large and expensive for them (this mirrors our efforts to be more transparent and engage younger and more diverse members). We’re all keenly focused on highlighting our relevance to members. Organizational membership in ALA for affiliates was mentioned, and some of us wish to explore a joint ALA and Affiliates membership pilot.

The Strategic Planning task force has made incredible progress with input from the board (at our October retreat) and from membership. Since the retreat, the task force and DeEtta Jones and Associate have worked on fine tuning our shared values definitions, and they have exciting plans for the plan rollout in the spring, with ample opportunity for member input and accountability setting (via a survey coming out in the winter and another town hall on February 3). The shared values we established are: advocacy, collaboration, community, growth, inclusion.

The Planning Committee will co-host the town hall and help us build action item accountability in the plan in micro-cycles (each few years we’ll reevaluate progress toward objectives). Our hope for this plan is to roll it out organically, and bake the objectives into our structure so that all individual members feel they have agency (in addition to committees, task forces, publications).

When it comes to implementation of our shared mission and values, rather than a top-down hierarchy, ideally we’ll have grassroots initiative, with member creativity making change.

Election/Board recruitment: We are all invested in more diversity in our leadership structure. Marci Cohen and Bruce Evans are leading an initiative to recruit members to run for election and to demystify our process, modeled on Educause and NERCOMP. Bruce and Student/Early Career reps (TBD) will co-lead a spring town hall about running for board officer positions. To follow: town halls later in the year focused on editors/special officers and committee membership. They/we hope to encourage all members to feel empowered to self-
nominate, and particularly to motivate early career members to feel welcomed to run for elected office.

2022 Hybrid Conference Task Force meetings have resumed, focused on myriad details of our first hybrid conference. Sylvia Yang and Andrew Justice have planned a series of informational videos (I recorded the first, welcoming members to register early, outlining safety protocols). Future videos will be spaced out every few weeks and keep members updated as plans unfold.

It’s been my honor to send out numerous award letters to travel grant recipients for this upcoming conference (Freeman awardees and our first bumper crop of Paraprofessional / Public Librarian awards).

I have been working with the chairs of the Joint “R” Committees (RISM and RILM) about the future of these committees and their various funding models (more to come in the spring). Past President Susannah Cleveland and I met with the Diversity Committee chair to jumpstart the next cycle of Climate Survey (2022).

The Student/Early Career board representative pilot program is in its last year and I have had fruitful discussions with incoming Nominating Committee Chair Bruce Evans about recruiting a student representative for this last pilot year and about our need to diversify election slates.

As you all know, in October the board passed a group of motions that facilitate the digitization of Rowman-Scarecrow monograph series backlist titles for an Open Access collection under the auspices of Internet Archive. Kathleen DeLaurenti has graciously agreed to continue working on this project after her term as Open Access Editor ends in the spring. Her editorial team is facilitating the work of both locating and sending copies to IA (primarily from Johns Hopkins University) and sending letters to author/creators that introduce and explain the project, and help them set up creative commons licensing. CFO team Liz Hille Cribbs and Tracey Rudnick are expertly handling myriad royalties arrangements (communications to authors will go out in the winter).

Respectfully submitted,
Liza Vick, President

Liza updated the Board on items that did not make it into her report. The Committee Recruitment task force report will come in spring—it’s almost ready! It will be nice to tie the report into the transparency goal of current strategic planning. Liza also announced that the Board’s Planning officers will play key roles in facilitating, implementing, and reviewing (for accountability) for the MLA strategic plan going forward.

07. Student/Early Career Representative’s Report (Ogihara)
From her report:
As part of the MLA Diversity Statement working group, crafted a Diversity Statement and put together recommendations for a possible future action plan. Currently being shared with Diversity and Equity + Inclusion Committees for review (Dec. 2021).

Met/will continue to meet with Jessica Abbazio (last year’s Early Career representative) to finalize documents to help onboard the next rep, as well as put together a short article for the MLA Newsletter. (Jan. to present, 2022).

Continuing conversations with Steve Landstreet, MLA-L mediator, and Callie Holmes, Diversity Committee chair, to discuss putting together a list of recommended conflict resolutions training resources are part of Diversity Committee Project.

Liza thanked Ellen for her outstanding contributions as Student/Early Career representative to the Board this past year.

08. Editors’ Reports.
The Board reviewed all reports received, and is deeply grateful to the editors for their work.

a. Basic Manual Series (Abromeit)
b. Copyright Website (Hunsaker)
c. Index and Bibliography Series (Feustle)
d. Music Cataloging Bulletin (Billet)
e. Newsletter (Kepich)
f. Notes (Sauceda)
g. Open Access (DeLaurenti)
h. Technical Reports (Kijas)

09. Special Officers’ Reports
The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board greatly appreciates the officers’ contributions to the organization.

a. Advertising Manager (Mantz)
b. Convention Managers (Justice and Yang)
c. Development Officer (White, see 10.e Development Committee)
d. Placement Officer (Shelley, interim)
e. Publicity and Outreach Officer (Shiota)
Since May 2019, MLA has provided a link to a survey for new MLA members; the link is provided on the membership registration form, as well as on the MLA website at https://www.musiclibraryassoc.org/page/JoinMLA. In her Board report, Lisa Shiota asked the Board if she should submit a written report of the findings. She also wondered if the survey should continue to remain open, and if so, if future results should be analyzed by the next Publicity and Outreach officer.

Because the number of people taking the survey is so low, results are easy to interpret without the need for a written report. The Board does see value in continuing to collect this data, even in its small amounts. It may be best for previous and cumulative survey results to be summarized in the Publicity and Outreach officer’s Board report once a year.

f. Archivist (Gibson)
g. MLA-L Mediator (Landstreet)
h. Web Manager (Henry)
In his report, Steve Henry submitted 4 requests for Board action and review (see 09.h).

BAR 1: Decide on alternate approach for providing edited captions for videos in Vimeo
Because it is not sustainable for MLA membership to continue to caption archived conference videos on a voluntary basis, the Web team has asked the Board to consider 5 potential options for handling captions move forward.
1. Hiring an external company to provide updated captions
2. Require presenters to supply a complete transcript, or edit their captions afterward
3. Give stipends to volunteers for captions
4. Leave automatic captions as they are
5. Provide edited captions only on an as-needed (request) basis. (Not recommended—a significant barrier to those with disabilities)

Ultimately, the Board agrees that we must provide the best captions we can, and this is worthy of strategic investment. Thus, option 1 is best. The Web team notes that submitting a wordbank to the 3rd-party reviewers will be a wise idea.

BAR 2: Review possible next steps in stopping spamming activity from “jason@musiclibraryassociation.org”
Someone using the email address “jason@musiclibraryassociation.org” in a spamming campaign. The person (“Jason” from here on) will email people in music libraries, departments, and sometimes seemingly unrelated industries asking who to contact about a particular Web site. If the recipient responds, Jason will then send them an advertising email from Scan Score, which seems to be a real company. So far, various people within MLA (Web team, AO) have tried various things, including: contacting Scan Score, contacting the musiclibraryassociation.org domain host, and communicating to MLA-L to warn them that Jason is spam. None of this has been effective so far. The next recommended step would be to file a Uniform Domain-Name Dispute-Resolution Policy (UDRP) Model Complaint.
The Board discussed how to move forward. It was agreed that as a next step, the Board will ask the MLA lawyer to try sending a letter in the hopes that “Jason” will cease.

**BAR 3: Consider purchasing additional domains similar to ours to better manage our brand**

In response to continued spamming of the music and academic communities by someone using an MLA-like email address, we recommend that the Board authorize the purchase of the following domains:

- musiclibraryassociation.com
- musiclibraryassociation.net
- musiclibraryassoc.net

These domains are currently available and would cost $15/year to register through Reclaim Hosting.

The Board agreed that this is indeed a good action and investment.

It was moved by Kristi and seconded by Diane that we accept the Web Manager’s recommendation that we purchase additional web domains to better manage our brand (three, at $15 each, annually, as listed in their report)

The motion passed.

**Board Action Request 4**

**Consider sustainable solutions for tasks undertaken by former Web Manager**

Recently, confusion has arisen about tasks that are officially part of the Web Manager’s responsibilities, and those that the previous Web Manager tackled voluntarily. Examples of the latter include “hype” videos for upcoming conferences, design of the annual conference logo, and the creation of the PDF program.

The Board thinks that while a “hype” video for annual conferences is not necessary, it is something the Program Committee can tackle if it chooses.

When it comes to the design of an annual conference logo, the Board agreed that while it has been nice in the past to have individual logos for each conference, it’s really not necessary to continue doing this moving forward. In fact, it might be really good to use the regular, official MLA logo for annual conferences, because getting that branding out could reinforce MLA in general. Yet—for joint conferences, such as with TLA, those occasions might warrant the creation of a unique logo, and this is probably best tackled by the Program Committee contracting with a professional designer.

It was moved by Misti and seconded by Brian that the MLA logo be used for the annual conference logo. On occasion, the Program Committee can hire professional graphic design assistance.

The motion passed.
When discussing the PDF program for the annual conference, it was noted that the Web Manager’s preference is for A-R Editions to create/design the program. Yet, some Board members wondered why we still produce a PDF program. There are numerous reasons, it turns out: ads go in the programs, and that’s important for both MLA and its vendors. It’s also really nice for attendees to print out the program, in addition to revisiting the program later (as in: finding the PDF program years later when trying to remember which presentation occurred on what day, etc).

A simple PDF can be generated from Sched—this is so simple, in fact, that it could be a responsibility for the Program Committee.

**It was moved by Marci and seconded by Misti that at the conclusion of the annual conference, the Program Committee should prepare a PDF version of the conference program that is virtually accessible and submitted to the MLA Archives.**
The motion passed.

**h. Management Services (Zychowicz)**

10. Committee Reports
The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board is sincerely grateful for the Committee’s contributions to the organization.

a. Awards (Various)
   i. Best of Chapters (Burgess)
   ii. Epstein (McCandless)
   iii. MLA Conference Travel Grants (Durman)
   iv. Gerboth/Bradley (Clark)
   v. Publications: Duckles, Hill, O’Meara (Becerra-Licha)
   vi. Coral IAML Travel Grant (Buehner/Stokes)
   vii. Diversity Scholarship (Manus)

b. Archives and Special Collections (Feustle)

c. Cataloging & Metadata (Vermeij)
The Board discussed CMC’s request for using GitHub Repository for CMC and subcommittee projects, because both the Content Standards and Vocabularies subcommittees have a near- or medium-term need for hosting files that will likely need frequent updates and cannot feasibly be presented as HTML or PDF documents. CMC notes that GitHub is a web-based host for repositories of code and code-adjacent projects that has been used by the Library of Congress, the RDA Steering Committee, and other library groups. The Board agreed that this should be approved for CMC, and that it might even be an option for others who cannot easily use YM spaces for repository purposes. **It was moved by Marci and seconded by Susannah that we approve the Cataloging and Metadata Committee’s request for Github repository access under a central MLA organization account.**
The motion passed.

d. Career Development and Services (Dederick/Sestrick)
e. Development (White) / Marketing (Hickner)
The Board reviewed the Marketing Subcommittee’s requests to pursue an online auction for the 2022 conference, and to use Bonfire rather than Cafe Press; everyone agreed that these were good ideas.

f. Diversity (Holmes) / Equity and Inclusion (Yang)
g. Education (Archer-Capuzzo)
h. Emerging Technologies and Services (Jackson)
i. Finance (Mullin)

Research Awards
BAR1: Gerboth/Bradley award fund
BAR 1: The Finance Committee recommends that the Gerboth/Bradley awards be funded at $2,400 for FY23 (2022-2023).

*The FY22 award amount was $2,200.*
The motion passed.

BAR 2: The Finance Committee recommends that the Epstein award be funded at $1,000 for FY23 (2022-2023).

*Note that this fund is different from the other awards, in that it requires use of 75% of the fund earnings from the year. The FY22 award amount was $8,200.*
The motion passed.

Publication Awards
BAR 3: The Finance Committee recommends that the Duckles award be funded at $2,100 for FY23 (2022-2023).

*The FY22 award amount was $1,000.*
The motion passed.

BAR 4: The Finance Committee recommends that the Hill award be funded at $300 for FY23 (2022-2023).

*The FY22 award amount was $300.*
The motion passed.

BAR 5: The Finance Committee recommends that the O’Meara award be funded at $240 for FY23 (2022-2023).

*The FY22 award amount was $230.*
The motion passed.
Travel and Outreach Grants

BAR 6: The Finance Committee recommends that the Kevin Freeman Travel Grant be funded at $2,600 for FY23 (2022-2023).

The FY22 award amount was $2,400. Awards were not given in FY21 and those funds reverted to the investments account.
The motion passed.

BAR 7a: The Finance Committee recommends that $3,300 from the Diversity Scholarship fund be allocated for Diversity Scholarships in FY23 (2022-2023).

This award was previously calculated according to 4.5% of a four-year average of the fund. Beginning with FY23, it will now follow the standard five-year average formula (since the fund has been in existence for five years). The FY22 award amount was $2,900.
The motion passed.

BAR 7b: The Finance Committee recommends that two Diversity Scholarships be funded in FY23 (2022-2023), as follows: one $3,000 scholarship funded from designated award funds, and one $3,000 scholarship funded from award funds ($300) and operating funds ($2,700).

Two awards were given in FY22, with the baseline award funding ($2,900) supplemented by operating funds. This should be seen as an interim practice, until such time as the Diversity Scholarship fund is large enough to support two awards on its own.
The motion passed.

BAR 8: The Finance Committee recommends that the Paraprofessional/Public Librarian Travel Grant be funded at $2,700 for FY23 (2022-2023).

This year, this newer award is calculated according to 4.5% of a two-year average of the fund. Beginning with FY25, it will follow the standard five-year average formula. The FY22 award amount was $2,500.
The motion passed.

BAR 9: The Finance Committee recommends that the Coral IAML grant be funded at $1000 for FY23 (2022-2023).

This grant is typically issued every other year (which has generally been even-numbered fiscal years) at the Board’s discretion (see FPH 7.f). It was issued in FY20 for $840, but due to COVID19, IAML Prague was postponed. No award was issued in FY22.
The motion passed.
Achievement Awards
BAR 10: The Finance Committee recommends that the Ralph Papakhian Special Achievement award be funded at $500 for FY23 (2022-2023).

This award is funded from the operating budget, rather than an endowment. The FY22 budget includes $500 approved for this award. The FY21 award amount was $500. The motion passed.

Endowments
BAR 11: The Finance Committee recommends use of the Wicker endowment not to exceed $800 for FY23 (2022-2023).

This award partially funds the First-Time Attendees reception. The FY22 award amount was $800. The motion passed.


This supports the Notes luncheon and other events subject to the discretion of the Notes Editor. The FY22 award amount was $2,800. The motion passed.


This endowment supports MLA’s $10,000 subsidy to RILM. The FY22 award was $2,600. The motion passed.

BAR 14: The Finance Committee recommends use of the MLA Fund not to exceed $63,000 for FY23 (2022-2023).

This is the average of December 31 value of the fund over the past three calendar years. Up to 5% of that average or $25,000 (whichever is greater) may be used to support the operating budget if necessary. The FY22 approved amount was $54,000. The motion passed.

Fiscal Policy Handbook update
BAR 15: The Finance Committee recommends clarifying the policy as follows regarding GSA per diem rate for non-MLA-member invited speakers (Fiscal Policies Handbook 8.a).
(Note: This Fiscal Policies Handbook change is a follow-up to item 10q in the minutes of the October 2021 meeting.)
8.a Convention Budget
The Program Committee may request travel, lodging, and honoraria for invited plenary session speakers who are not MLA members during the annual meeting. (Board minutes, 02/2019, 09.1.A) In some circumstances, MLA may offer travel and lodging to invited non-MLA speakers at non-plenary program sessions. For non-MLA speakers, MLA reimburses up to 100% of the U.S. General Services Administration per diem rate for meals. (Minutes, 2/2022) Any requests are to be made for the Spring Board meeting and become part of the Convention budget. These requests should be made through the Convention Managers. (Minutes, 12/2013, 2)

(Note: this does not change the policy for up to 50% GSA reimbursement for MLA members, including board members, who travel on MLA business.)
The motion passed.

Other
BAR 16: The Finance Committee recommends that with the move from in-person to virtual annual meeting in 2022, exhibitor registration rates be reduced to match last year's FY21 virtual meeting rate as follows:

Exhibit table - Regular (change from $550 to $275).
Exhibit table - Corporate patron (change from $440 to $220). Exhibit table - Corporate member (change from $495 to $247.50).

All FY22 conference web and program ad rates remain unchanged with the move to virtual.
The motion passed.

BAR 16: The Finance Committee recommends that with the move from in-person to virtual annual meeting in 2022, exhibitor registration rates be reduced to match last year's FY21 virtual meeting rate as follows:

Exhibit table - Regular (change from $550 to $275).
Exhibit table - Corporate patron (change from $440 to $220). Exhibit table - Corporate member (change from $495 to $247.50).

All FY22 conference web and program ad rates remain unchanged with the move to virtual.
The motion passed.

BAR 17: The Finance Committee recommends that with the move from an in-person to virtual annual meeting in 2022, the Reduced for Work registration rates be set at $0 for Student members and $35 for all other membership categories.
When the Board set the 2022 conference rates last spring, a Reduced for Work rate for an all-virtual setting was not contemplated.
The motion passed.

BAR 18: The Finance Committee recommends authorizing the total expenditure of $5,000.00 to Mark Puente & Associates LLC (booked to budget line 6.062) for the purpose of administering the 2022 Climate Survey. The payments shall consist of a $2,500.00 deposit payment made in FY22 and a $2,500.00 final payment made in FY23.

This budget expense was unintentionally left out of initial budget planning. Mark Puente and Associates LLC have been engaged to conduct the survey in 2022, with final deliverables expected in August.

The motion passed.

BAR 19: The Finance Committee recommends that with the move from an in-person to a virtual annual meeting in 2022, the already-disbursed funds for the FY22 Kevin Freeman Travel Grant and the Paraprofessional/Public Librarian Travel Grant awards shall remain with the recipients, for the express purpose of applying them to travel expenses associated with the next in-person MLA meeting.

Checks for the FY22 travel award recipients went out in November 2021. While the Board planned for a cancellation contingency, it did not contemplate a situation where funds would have already been disbursed by the time the in-person meeting was cancelled.

The motion passed.

Next, the Board discussed how to revise the Fiscal Policies Handbook when it comes to conference travel awards in years a conference is moved online, etc.

BAR 20: Additional section to add to Fiscal Policies Handbook, 7.a

Conference travel awards are given to support in-person attendance at conferences. MLA offers these awards with the assumption that awardees intend to use the award funds accordingly. When an in-person or hybrid conference is changed to an all-virtual conference, the timing of the change impacts how conference travel awards are disbursed, as follows:

- If the in-person or hybrid conference is changed to all-virtual before travel award recipients are selected, MLA will forego selecting recipients that year and instead retain that year’s award monies in the respective awards funds.
- If the in-person or hybrid conference is changed to all-virtual after recipients are selected but before award funds are disbursed to recipients, MLA will retain the funds to disburse to those recipients for use at the next in-person or hybrid
instance of that conference. For the MLA annual meeting only, recipients will still receive gratis registration for the immediate next virtual conference.

- If the in-person or hybrid conference is changed to all-virtual after award funds have been disbursed, the recipients are encouraged to retain the funds for use at the next in-person or hybrid instance of that conference. For the MLA annual meeting only, recipients will still receive gratis registration for the immediate next virtual conference.

The motion passed; this text will be added to the Fiscal Policies Handbook.

j. Legislation (Folk-Farber)
k. Membership (Shiota)
l. Music Library Advocacy (Fairtile)

The Board discussed the helpful infographic the Committee designed for music librarians to use in their work spaces for outreach.

It was moved by Brian and seconded by Misti that we approve the Music Library Advocacy Committee’s Infographic “Why Do We Need a Music Librarian?” for posting and dissemination. Though the infographic is attractive and appears helpful, some members were concerned that color contrast was not sufficient for accessible reading. In addition, many members agreed it could be useful if an editable version of the infographic could be provided for those who would like to make small tweaks for their individual environment and circumstances.

Thus, Brian withdrew his original motion.

It was moved by Brian to amend the motion by adding “pending a review of accessibility, and the creation of an editable version for local users.

It was moved by Brian and seconded by Misti that we approve the Music Library Advocacy Committee’s Infographic “Why Do We Need a Music Librarian?” for posting and dissemination, pending a review of accessibility, and the creation of an editable version for local users.

The motion passed.

m. Nominating (Clark)

While in this portion of the agenda, the Board was in executive session.

The Board discussed the Nominating Committee’s recommendation for Student/Career Early Representative to the Board.

It was moved by Diane and seconded by Susannah to accept the recommendation by the Nominating Committee to appoint Candidate A as the Student/Early Career Representative to the Board (for the 2022 term, the third year of the pilot phase).

The motion passed.
It was moved by Kristi and seconded by Susannah to move out of executive session.
The motion passed.

n. Oral History (Wallace)
o. Planning (Steinhaus)

It was moved by Diane that the Planning and Reports Officer ensures the Planning Committee’s business is informed by MLA’s Strategic Plan and, over the course of the implementation period, monitors the Association’s progress toward achieving its goals.
The motion passed.

p. Preservation (Perera)
q. Program (Shirts)
r. Public Libraries (Nelsen)
s. Public Services (Beckendorf)
t. Publications (Campana)
u. Resource Sharing and Collection Development (Bonjack)
v. Web (Masteller)

11. Joint Committees
   a. MLA/AMS, Joint Committee on RISM (Cassaro)
   b. MLA/MPA/MOLA Joint Committee (Crowley)
   c. US/RILM Office Governing Board (Gottlieb)

12. Representatives to Other Organizations
   a. MOUG (Fisher)
   b. NISO (Newcomer)

13. Old Business
   a. MLA-L Mediator: review panel
   Background: In spring of 2021, the Board discussed ideas for how to review the job performance of the MLA-L mediator. At the time, it was suggested that there should be an independent panel who reviews the mediator, but it was still to be determined how the review panel would be assembled, and how it would do its review work. Initially, the Board coalesced around the following suggestions:
      ● The Nominating Committee should collect nominations for review panelists, but not vet nominations. In other words: all nominees will appear on the slate for the MLA membership to choose from
      ● MLA members can nominate themselves to be a review panelist
The Nominating Committee can administer the election (Terms would work well as 2-years, in the off-year of the MLA president election).
- At least one member of the selection panel should be a student.

Those suggestions were forwarded to the Nominating Committee for their thoughts and questions, and the Board briefly discussed some of their recommendations in the December monthly Board meeting. Thus, it is time to take the topic back up and discuss the further thoughts of the Nominating Committee (“NomCom”). They suggest:
- NomCom will administer the election this one time (fall 2022). And then NomCom will be available to the panel for administering future elections, depending on how they decide to structure themselves. Perhaps they will run their elections with the help of a liaison from NomCom.
- NomCom will not vet candidates beyond confirming that nominees accept the nomination (using the consent form).
- NomCom will send out a call for nominations for this panel, **if** directed by the Board to do so, this one time. In the future, the panel itself will request the publicity if they want it.
- NomCom will not be responsible for recruitment.
- NomCom will be available to answer any questions the inaugural panel might have regarding administration of elections.

Next, the Board entered an existential realm of “what ifs” and “what abouts” needing to be addressed. Who will verify that a self nominee is indeed a member of MLA? Can you start on the panel as a student member who transitions to early career? To whom will the Chief Financial Officer report election results? How is the chair chosen; does the panel decide? Will the panel add an additional member the second year, so that the previous chair of the panel can return to be a “regular” panel member?

To proceed, the Board reviewed what the Nominating Committee put forward. It was agreed that there really must be a review panel election. It was also agreed that it might be very difficult for the review panel members to recruit for itself, so perhaps the Nominating Committee really could help with recruiting—even if it’s just one member of the Committee nudging the review panel that it’s time to recruit for a new panel election. It would also be really helpful if the Nominating Committee can help lay out what panel membership would look like in years 1-4. Liza agreed to forward our questions and suggestions to the Nominating Committee.

b. A-R Business Office

For this portion of the agenda, the Board was still in executive session.
The Board discussed the goals and plans of the A-R Business Office.

It was moved by Kristi and seconded by Brian to move out of executive session. The motion passed.

c. Hybrid conference/future of conferences
The Board thinks it’s wise to have robust planning and discussion about the future of MLA conferences, and how it is necessary that conferences be offered in hybrid settings. For example, though some are concerned that an inexpensive online attendance option might lower in-person attendance, a better way to look at the hybrid model is the opportunity it offers for a much wider audience to participate in the conference. This may mean that in-person portions of a conference might have a smaller footprint in the future.

Of course, one big challenge will be scheduling and timing—it’s very difficult to stay tuned into a zoom meeting for several hours each day. Another challenge is ensuring there are networking opportunities for all attendees, and not just those who attend in person. Yet, these networking opportunities should also take place more frequently throughout the year, and not just in a conference setting. In addition, these networking events and activities should aim to include varying types of members—for example, the opportunity for emerging professionals to speak with veteran members, and for mid-career members to network with student members, etc. Certainly, the mentoring program activities in MLA could expand to include more frequent connecting, especially virtually, for mentees who need it throughout the year.

Concluding, many members agree that the Program Committee for 2023 will need to think carefully and creatively about how to ensure a hybrid conference is enjoyable and useful for everyone.

d. NEMLA Grant Report (music librarianship course)
In their chapter grant report (see 13di), NEMLA asks the Board to consider advising them on next steps after their design of a potential music librarianship course. The Board had a robust discussion, and ultimately forwarded three suggestions for NEMLA: 1) work on the library school list (within the Education Committee, which needs revision anyway), 2) design an OER module within the course to be assessed, and 3) perhaps: reach out to library schools and figure out what implementation could even be facilitated with a course of this nature.

14. New Business
a. Renewal of Special Officers and Editors
It was moved by Marci and seconded by Kristi to move into executive session. The motion passed.

It was moved by Marci and seconded by Brian to reappoint the Copyright Website Editor for another term. The motion passed.

It was moved by Casey and seconded by Kristi to reappoint the Music Cataloging Bulletin Editor for another term. The motion passed.

It was moved by Susannah and seconded by Misti to reappoint the Newsletter Editor for another term. The motion passed.
It was moved by Diane and seconded by Susannah to reappoint the Notes Editor for another term. The motion passed.

It was moved by Kristi and seconded by Brian to reappoint the Technical Reports Editor for another term. The motion passed.

It was moved by Casey and seconded by Kristi to appoint the Chief Financial Officer for another term. The motion passed.

It was moved by Marci and seconded by Kristi to reappoint the Advertising Manager for another term. The motion passed.

It was moved by Susannah and seconded by Brian to reappoint the Development Officer for another term. The motion passed.

It was moved by Misti and seconded by Marci to reappoint the Archivist for another term. The motion passed.

It was moved by Misti and seconded by Kristi to reappoint the Placement officer for another term. The motion passed.

It was moved by Diane and seconded by Kristi to reappoint the Assistant Web Manager for another term. The motion passed.

It was moved by Kristi and seconded by Brian to reappoint the Web Manager for another term. The motion passed.

b. Strategic Planning Report/Survey
The Board reviewed the Strategic Planning Committee’s report and survey submitted for approval. The work of the Committee has been remarkable; the Board agreed that the latest mission statement is excellent, and that the values and their definitions are strong, as well as stated goals and objectives. One suggestion that emerged was about Goal 4: Communication. Since the other goals begin with verbs, could Goal 4 be slightly revised to incorporate a verb? Liza will forward that suggestion to Holling, Chair of the Committee.

It was moved by Susannah and seconded by Casey to accept the new strategic plan for 2022-2030 and infographic.

The motion passed.

It was moved by Marci and seconded by Kristi to move into executive session. The motion passed.

At this point in the agenda, the Board moved to the results of search committees.
c. Search Committees: Editors, Officers

It was moved by Marci and seconded by Diane to move into executive session. The motion passed.

i. Membership Management Officer and Assistant Membership Management Officer (guest Janelle West)

The Board discussed the candidates recommended by the Search Committee for Membership Management Officer and Assistant Membership Officer.

It was moved by Scott and seconded by Susannah to accept the Search Committee’s recommendation to hire candidate A for the position of Membership Management Officer (2022-24) and candidate B for the position of Assistant Membership Management Officer (2022-24; assuming the role of MMO in 2024-26).

Before voting, it was suggested that in the motion, the word “hire” is replaced by “appoint.” Thus, Scott withdrew the motion.

It was then moved by Susannah and seconded by Scott to accept the Search Committee’s recommendation to appoint candidate A for the position of Membership Management Officer (2022-24) and candidate B for the position of Assistant Membership Management Officer (2022-24; assuming the role of MMO in 2024-26).

The motion passed.

Liza thanked the Search Committee for their excellent work.

It was moved by Diane and seconded by Marci to exit from executive session. The motion passed.

It was moved by Brian and seconded by Kristi to move into executive session. The motion passed.

At this point in the agenda, another search committee was discussed.

ii. Basic Manual Series (guest Carla Williams)

It was moved by Misti and seconded by Marci to move into executive session. The motion passed.

The Board discussed the results of the Search Committee for a new editor for the Basic Manual Series, but needed to pause the discussion to return at a later time.

It was moved by Susannah and seconded by Brian to move out of executive session.
The motion passed.

(in the intervening time we moved back into exec session and resumed discussion of this search committee)

It was moved by Marci and seconded by Casey to accept the Search Committee’s recommendation to appoint candidate A for the position of Basic Manual Series Editor.

The motion passed.

It was moved by Marci and seconded by Susannah to move out of executive session.

iii. Open Access Editor (guest Anne Shelley)
It was moved by Marci and seconded by Susannah to move into executive session.
The motion passed.

It was moved by Marci and seconded by Diane to accept the Open Access Search Committee’s recommendation to appoint candidate A for the position of Open Access Editor.

The board discussed the Committee’s recommendation.
The motion passed.

iv. Index and Bibliography Series Editor (guest Mike Duffy)
The board discussed the recommendation of the Search Committee, but needed to pause the discussion to return at a later time.

It was moved by Kristi and seconded by Brian to leave executive session.
The motion passed.

(The board resumed discussion here after voting to move back into executive session)

It was moved by Diane and seconded by Brian to accept the Search Committee’s recommendation to appoint candidate Z for the position of Index and Bibliography Series Editor.
The motion passed.

v. Publicity and Outreach officer (guest Ray Heigemeir)
It was moved by Scott and seconded by Marci to accept the Publicity and Outreach officer Search Committee’s recommendation to appoint candidate A for the position of Publicity and Outreach officer.
The Board discussed the Committee’s recommendation. The motion did not pass (with one abstention).

vi. Assistant Chief Finance Officer (guest Paul Cary)

**It was moved by Marci and seconded by Brian to move into executive session.** The motion passed.

**It was moved by Brian and seconded by Diane to accept the Search Committee’s recommendation to appoint candidate A for the position of Assistant Chief Financial Officer.**

The Board discussed the Committee’s recommendation. The motion passed.

**It was moved by Kristi and seconded by Brian to move out of executive session.** The motion passed.

d. Diversity Committee: Stable Board Liaison

It has been suggested that there be a permanent Board liaison to the Diversity Committee, with one benefit being that a liaison could keep the Committee in the loop about work and projects already underway in MLA. Ideally, such a person would not simply be present at Diversity Committee meetings, but rather, would contribute through work. Some agreed that this might be a role for the early career/student Board member, though this could also find a home within membership of the Planning Committee (especially the Planning and Reports officer).

e. Recording Secretary: Contingency Planning

The Board discussed a plan for how to handle the duties of the Recording Secretary in the event of their absence from a meeting due to emergencies or unforeseen circumstances.

**It was moved by Diane and seconded by Kristi that in the case of the Recording Secretary being unavailable to take meeting minutes (due to emergency circumstances), the Past President shall substitute; and in years when we have an incoming president-elect, the Parliamentarian shall substitute.**

The motion passed.

f. Readdress Parliamentarian’s report and BAR 6

In these minutes under **03, BAR 6**, it is noted that the Board should not have voted to approve that the Parliamentarian add the Workshops Subcommittee charge to the Administrative Handbook, because the charge itself was never approved or voted on. Thus, **it was moved by Brian and seconded by Kristi to reconsider Bar 6.** The motion passed. (The Board reminded ourselves here that now, we should vote down
Bar 6.) It was moved by Brian to approve Bar 6. The motion did not pass (good).

It was moved by Brian and seconded by Misti to approve the proposed charge of the Workshop subcommittee of the Education Committee:

The MLA Professional Development Workshops Subcommittee oversees the submission, review, and notification process for professional development workshop proposals; serves a support role for the selected proposals; and assesses the workshops each fiscal year. It also develops and maintains relevant procedural documents. The Subcommittee shall work with the chair of the Education Committee, and consult with the MLA Board, Convention Manager, Program Committee Chair, and applicable MLA Committees and interest groups as needed. All Subcommittee members must be personal members of the Association in good standing.

The motion passed.

It was moved by Brian to (finally) approve BAR 6 to add the charge to the Administrative Handbook. The motion passed.

15. Adjournment
It was moved by Misti and seconded by Brian to adjourn.

Appendix I: updates to Board policies

0b: Conference refund policy was revised
09.h BAR 3: MLA will purchase additional web domains to better manage the MLA brand
09.h: The MLA logo should be used for the annual conference logo; on occasion, a graphic design professional can be hired for assistance.
09.h: At the conclusion of the annual conference, the Program Committee should prepare a PDF version of the conference program that is virtually accessible and submitted to the MLA Archives.
14.b The 2022-2030 new Strategic Plan for MLA was approved.
14.e In the case of the Recording Secretary being unavailable to take meeting minutes (due to emergency circumstances), the Past President shall substitute; and in years when we have an incoming president-elect, the Parliamentarian shall substitute.
14.f A charge was approved for the Workshops Subcommittee