MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Includes:
Monthly virtual meetings of July 12, August 9, September 13 of 2021
and Fall Board Meeting 2021: October 13, 18, 20th of 2021

DRAFT

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Motions passed via email, between July and October 2021, outside the context of Board meetings:

0a. It was moved by Misti and seconded by Marci that MLA join Library Futures as a Coalition Partner for purposes of advocacy.

The Board agreed that it would be advantageous for MLA and its own advocacy efforts to join Library Futures.

The motion passed.

0b. It was moved by Marci and seconded by Kristi to approve the charge of the Conference Travel Grant committee.

Conference Travel Grant Committee charge

The Conference Travel Grants Committee is responsible for two annual awards, the Kevin Freeman Travel Grant and the Paraprofessional / Public Librarian Travel Grants. It recommends to the Board annually one or more recipients of each grant. The committee consists of three or more members with staggered three-year terms appointed by the President. The chair rotates each year to a member beginning the third year of their term. In recognition of the contributions made by Northern and Southern California Chapter members toward the endowment of the Kevin Freeman Fund, at least one member of the Committee shall be from the California Chapter. All members of this committee must be personal members of MLA.

Kevin Freeman Travel Grants enable MLA to assist its newer members by supporting and encouraging their participation in the Association’s national meeting. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. Applications are welcome from MLA members who are in the first three years of their professional careers, graduate library school students, or currently working toward a post-MLIS (or equivalent) graduate degree or advanced certification. Preference will be given to applicants who demonstrate and clearly describe
their commitment to working with music collections and services. At least one grant will be awarded to a first-time attendee, if applicable. At least one grant will be awarded to an individual from an underrepresented minority group, if applicable. The number of grants awarded will be determined by the income available from the endowment fund.

Paraprofessional / Public Librarian Travel Grants provide MLA members who are paraprofessionals or public librarians with the possibility of greater access to the Association’s national meetings. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. Awardees will receive a complimentary one-year MLA membership at the regular member level. The number of grants awarded will be determined by the income available from the endowment fund.

The motion passed.

0c. It was moved by Diane and seconded by Misti to accept the Administrative Officer Task Force’s recommendation to appoint 2 new (non-board) positions: Membership Management Officer and Assistant Membership Management Officer (details in job description). (For 0c and 0d, see 2021 July 12 Monthly Virtual Board Meeting reports 3a and 3b under Past Board Meeting Agendas on MLA website)

The motion passed.

0d. It was moved by Diane and seconded by Misti to accept the Administrative Officer Task Force recommendation for the revised job descriptions for Chief Financial Officer and Assistant Chief Financial Office.

The motion passed.

0e. It was moved by Scott and seconded by Diane to approve the Bradley/Gerboth Awards Committee charge.

The Carol June Bradley and Walter Gerboth Awards committee is responsible for two annual research awards. It recommends to the Board annually one or more recipients of each award. The committee consists of three or more members, with staggered three-year terms, appointed by the President. The chair rotates each year to a member beginning the third year of their term. All members of this committee must be personal members of MLA.

The Carol June Bradley Award for Historical Research in Music Librarianship exists to support research into the history of music libraries and music librarianship. The award is open to MLA members and non-members alike. The number and size of grants awarded will be determined by the income available from the endowment fund.

The Walter Gerboth Award supports a member’s research-in-progress in music or music librarianship. Preference is given to newer Association members (within their first ten years of membership) or those who are new to research.
The number and size of grants awarded will be determined by the income available from the endowment fund.

The motion passed.

0f. It was moved by Kristi and seconded by Casey that, recognizing that the Assistant Convention Manager did not have the opportunity to learn how to plan an on-site conference in 2021, the Board accepts the proposal of the Convention Managers to extend the term of the current Convention Manager for one year.

The motion passed.

0g. It was moved by Marci and seconded by Kristi that, recognizing that the Assistant Convention Manager did not have the opportunity to learn how to plan an on-site conference in 2021, the Board accepts the proposal of the Convention Managers to extend the term of the current Assistant Convention Manager for one year.

The motion passed.

0h. It was moved by Susannah and seconded by Marci to accept the 2022 annual meeting program as proposed by the Program committee.

The Board discussed the draft program submitted by the Program committee, and appreciated the wide range of topics represented, as well as the large number of sessions addressing diversity, equity, inclusion, and accessibility.

The motion passed.

0i. It was moved by Misti and seconded by Susannah to accept the Nominating committee’s slate of candidates for MLA Board Vice President/President-elect, Recording Secretary, and Members-at-Large.

The Board discussed the proposed slate, and appreciated the many strengths and talents reflected in the list of candidates. Yet, there was much concern that the slate for members at large lacked in racial and ethnic diversity. The Board agrees with members of the Nominating committee that increased and targeted recruiting efforts might yield a more diverse slate in future elections. Liza agreed to email the membership ahead of the election about this topic (her email went out on October 21, 2021 to mla-l under the subject “upcoming MLA election, diversity.”)

The motion passed.
July 12, Monthly Board Meeting

July 12, 2021 1:30-3:00 pm ET

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

Guests: Paula Hickner (agenda item 3), Peter Shirts, Andrew Justice, Sylvia Yang (agenda item 4)

Absent: Ellen Ogihara

1. Call to Order
The meeting was called to order at 1:33 pm

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

3. Administrative Officer Task Force Report (guest, Hickner)

In her role as chair of the Administrative Officer Task Force, Paula Hickner refreshed the Board about the reason for the Task Force and its report. The AO positions have accumulated so many duties the past several years that the jobs have become difficult to do. The Task Force has explored whether a new position should be created, and/or if some responsibilities should be delegated to others. Ultimately, the Task Force has recommended that MLA create the position of Membership Officer. Main duties and responsibilities of this officer are outlined in 3a.

Paula offered to answer questions. Scott asked if candidates for Membership Officer should have a minimum of 5 years as a member of the Music Library Association, and Paula responded that yes, this should be the case. Board members shared their feedback about the task force report, and Liza agreed to forward the feedback on. A vote on the position creation is tentatively planned for later in the summer.

4. MLA 2022 Annual Meeting Task Force Report [guests Peter Shirts, Andrew Justice, Sylvia Yang]

Andrew gave an overview of the task force report. He also provided his reflections about the successes of the virtual annual conference, as well as things that have room for improvement. According to survey feedback, social events and exhibitions were a challenge, and aspects of Remo functionality were particularly challenging. Social interaction, exhibitors, things that happened on Remo were heavily complained about. And yeah, some of that was on Remo’s functionality that they need to improve.
Andrew also noted that were we to have an in-person annual meeting, the act of streaming all conference sessions—not just a select few—would greatly enhance the ability for attendees to virtually attend in a meaningful way.

Liza thanked the task force for its work and recommendations, and noted that we look forward to their continued hard work in preparing for the 2022 annual conference.

5. Adjournment
It was moved by Misti and seconded by Brian to adjourn. 3:00 pm

August 9th, Monthly Board Meeting

August 9, 2021 1:30-3:00 pm ET

Present: Kristi Bergland, Susannah Cleveland, Marci Cohen, Elizabeth Hille Cribbs, Ellen Oghara, Tracey Rudnick, Misti Shaw (recording), Diane Steinhaus, Scott Stone, Liza Vick (presiding).

Absent: Casey Mullin

1. Call to Order
Liza called the meeting to order at 1:31 pm.

2. Approve Agenda

It was moved by Marci and seconded by Diane to approve the agenda.
The motion passed.

3. MLA 2022 Annual Meeting Task Force Report

The Board discussed many recommendations from the Task Force. The first recommendation discussed was the idea to switch from V-cube to Mustache Power Productions for conference streaming services, mostly because the latter is less expensive for multi-room streaming.

It was moved by Susannah and seconded by Scott to accept the Task Force’s recommendation to engage Mustache Power Productions instead of V-cube for 3 rooms of streaming for the 2022 Annual Meeting.
The motion passed.

Next, the Board discussed other recommendations, including:

- moving most committee and interest group meetings to the week following the annual conference
- keep exhibits in person, enable virtual attendees to schedule appointments
- keep poster sessions in person, but find options to share content digitally
• keep “get involved” session as in person, but enable virtual attendees to schedule appointments
• focus on in-person social events

Finally, the Board discussed the possibility of a small event during the annual conference that acknowledges MLA’s 90th anniversary.

4. Membership Management Officer Honorarium/budget update

The Board discussed recommendations from the Finance committee.

BAR: The Finance Committee recommends that the Membership Management Officer receive an annual honorarium of $1,400.00 per year, to be paid in equal quarterly installments of $350.00, along with gratis regular membership and gratis conference registration. The Assistant Membership Management Officer will receive gratis regular membership and gratis conference registration (with no honorarium).

The motion passed.

BAR: The Finance Committee recommends that the following line in the recently approved FY22 budget be amended as follows: Membership Officer (6.14): change $0.00 to $1,050.00.

The motion passed.

5. Convention Manager/Assistant Convention Manager terms

The Board discussed the idea that the Convention Managers have their terms extended for one year, especially since Assistant CM (Sylvia Yang) has never done a hotel site visit, gone through a hotel negotiation process, and other tasks associated with in-person annual conferences. Sylvia would appreciate another year in her term to gain the necessary experience to do the job well. Generally, the Board thinks this is a good idea, and will likely vote on this later in the summer.

6. The Board did not have time to discuss Agenda item 6.

7. Adjournment

It was moved by Marci and seconded by Diane to adjourn. 2:57 pm.
September 13th, Monthly Board Meeting

September 13, 2021 1:30-3:00 pm ET

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

Absent: Ellen Ogihara

1. Call to Order
   The meeting was called to order at 1:33 pm

2. Approve Agenda
   It was moved by Marci and seconded by Susannah to approve the agenda.
   The motion was approved.

3. Nominating Committee
   It was moved by Misti and seconded by Susannah to move into executive session.
   The motion was approved.

   The Board discussed the preliminary slate of candidates (for Board, and for Citation awards) prepared by the Nominating committee.

   It was moved by Susannah and seconded by Marci to award the Citation to Candidate A.
   The motion did not pass.

   Some on the Board expressed concerns about the lack of racial diversity in the preliminary slate of at-large Board members, and agreed to forward those concerns to the Nominating committee. (The Board later voted to approve the slate; see 0i above.)

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

4. Adjournment
   It was moved by Misti and seconded by Susannah to adjourn. 2:58 pm.
Present: Kristi Bergland, Susannah Cleveland, Marci Cohen, Elizabeth Hille Cribbs, Brian McMillan, Casey Mullin, Ellen Oghara, Tracey Rudnick, Misti Shaw (recording), Diane Steinhaus, Scott Stone, Liza Vick (presiding).

Guests: Joe Clark, Bruce Evans (13a)

01. Approval of Agenda
It was moved by Brian and seconded by Kristi to adopt the agenda.
The motion passed.

02. Recording Secretary’s Report (Shaw)
   a. It was moved by Marci and seconded by Susannah that the minutes of the May-June minutes be approved.
The motion passed.

3. Parliamentarian’s Report (McMillan)
The following motions were moved by Brian and didn’t need a second.

Bar 00: To authorize online meetings in the MLA Constitution and Bylaws through the addition of the following clauses:
(a) Article V.C.5. A meeting of the Board may be held in person, online, or in a hybrid environment.
(b) Article VII.E. Meetings may be held in person, online, or in a hybrid environment.
The motion passed.

BAR 01: Revise the following section in the Administrative Handbook:

Note: This Administrative Handbook change corresponds to item 12a in the minutes of the June 2020 meeting. This change, which specifically addresses the implicit bias training and reporting responsibilities of Board members, completes the revision of the Administrative Handbook necessitated by this BAR. Similar, and in some cases identical, phrasing was approved by the Board in May 2021 for Music Library Association committee members, subcommittee members, interest group coordinators, special officers, and editors.
From the minutes of the June 2020 Board meeting: 12.a. BAR: It was moved by Jon and seconded by Liza to require that all Music Library Association committee members, subcommittee members, interest group coordinators, special officers, editors, and Board members take an implicit bias test to reveal their biases (to themselves), or, complete implicit bias training.
II.A.3. TERMS OF OFFICE
Officers serve until the adjournment of the final session of the annual meeting at which the names of their successors are made public. Elected officers of the Board of Directors serve for up to six consecutive years. Appointed officers serve up to four consecutive years. Officers elected to a two year term may serve in an appointed capacity for an additional four years. Officers must take an implicit bias test or complete implicit bias training each year and report this activity in their spring Board reports.

The motion passed.

BAR 02: Remove references to the Local Arrangements Committee, defunct since 2016, from the Administrative Handbook.

VI.H.16. LOCAL ARRANGEMENTS COMMITTEE
The Local Arrangements Committee works with the Convention Managers and the Program Committee to prepare for the annual meeting. The Development Officer is an ex-officio member of the Local Arrangements Committee. As of March 2016, the Local Arrangements Committee is inactive. Being inactive since March 2016, the Local Arrangements Committee was dissolved in October 2021.

The motion passed.

BAR 03: Remove the Newsletter Editor Ex-Officio role from the Music Library Advocacy Committee and replace it with an informal liaison relationship.

Note: These Administrative Handbook changes correspond to item 13.e in the minutes of the June 2021 board meeting.

VI.H.24 MUSIC LIBRARY ADVOCACY COMMITTEE

VI.H.24.a CHARGE

This committee supports both individual and Association-wide efforts to promote music library resources, advocate for our users, and communicate the value of staff expertise.

The Music Library Advocacy Committee
- Maintains an online clearinghouse of user-submitted advocacy resources
- Manages the online Advocacy Forum
- Creates new materials, subject to Board approval, that convey MLA’s positions on advocacy topics (e.g. a brochure on “Why we need music librarians”)
Collaborates with other MLA committees and groups to develop resources supporting music library advocacy (e.g. Education Committee, for advocacy training; Web Committee, for online advocacy resources; committees and roundtables representing various types of music libraries, to help address specific advocacy needs)

- Maintains an informal liaison relationship with the MLA Newsletter Editor
- Acts as a resource and sounding board for MLA leadership when the opportunity arises for official responses to advocacy-related issues
- Works with outside organizations that have an interest in music library advocacy.

The Chair of the Music Library Advocacy Committee serves as a liaison to IAML’s Advocacy Committee (IAML membership is encouraged but not required) (approved 8/2018, added 1/2019) (rev. 5/2019) (rev. 10/2021)

VI.H.24.b MEMBERSHIP

The Music Library Advocacy Committee consists of two ex officio members (the Newsletter Editor and the Publicity and Outreach Officer) and four to six appointed members. One of the appointed members serves as Chair. As much as possible, committee membership should reflect the breadth of music library types represented in MLA as a whole.

All members serve four-year terms. However, in order to establish continuity in the committee, initial terms will be staggered, with two members serving a two-year term, two serving a three-year term, and two (including the chair) serving a four-year term. (approved 8/2018, added 1/2019) (rev. 10/2021)

V.C.2. EDITOR

The editor of the MLA Newsletter solicits items for publication and scans library and other relevant literature for additional information that should be brought to the attention of members of the Association. The editor edits all material, prepares copy and oversees printing and distribution. The editor submits three Board reports each year (see section V.A.3.a) plus an Annual Report (see section VI.D.7.), and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee and as an ex officio member of the Web Committee. The editor maintains an informal liaison relationship with the Music Library Advocacy Committee. The editor receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (rev. 3/2014) (rev. 6/2018) (rev. 10/2021)

The motion passed.

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

Note: These Administrative Handbook changes correspond to item 13.d in the minutes of the June 2021 board meeting, the motion to “discontinue the honorarium offered to the Open
Access Editor at the end of the incumbent’s term in 2022.” The motion further clarifies that “the position will continue to receive gratis conference registration and regular membership.”

V.J.2. [OPEN ACCESS] EDITOR

The Open Access Editor manages the strategic vision for and facilitates implementation of open access activities of the Association. The editor collaborates with the Chair of the Publications Committee, MLA monographic series editors, and various MLA committees, group coordinators, and chapters to identify and prioritize opportunities for open practices in publishing where appropriate. The editor also collaborates with other committees, such as the Web Committee, to review and recommend infrastructure projects to support open access publication and discovery. The editor receives and solicits proposals and manuscripts, and consults with appropriate readers in the selection of projects or manuscripts for publication, and coordinates any peer review of submissions (if applicable). The editor, in collaboration with publishing partners, establishes timelines and workflows. The editor edits content for publication, or collaborates with more appropriate editors in subject specialties. With other MLA representatives (such as the Business Office, Administrative Officers, Web Manager, among others) the editor oversees contract agreements and content specifications for any OA platform.

The editor submits three Board reports each year (see section V.A.3.a) plus an Annual Report (see section VI.D.7) and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee and receives a quarterly honorarium. The editor receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (approved 07/2018; rev. 7/2018) (rev. 10/2021)

The motion passed.

BAR 05: Revise the following sections of the Administrative Handbook to reflect the amalgamation of the Carol June Bradley Award Committee and the Walter Gerboth Award Committee.
These Administrative Handbook changes correspond to item 9.e in the minutes of the May 2019 board meeting. The new name of the amalgamated committee was approved in June 2021 (10.a.iv.).

VI.H.9.b. WALTER GEROBOTH AWARD COMMITTEE

The Walter Gerboth Award Committee consists of three or more members, with staggered three-year terms, appointed by the President. The chair rotates each year to a member beginning the third year of their term. All members of this committee must be personal members. The Committee recommends the recipient or recipients of the Walter Gerboth Award to the Board annually. The award, made to music librarians who are
members of the Association and in the first ten years of their professional or paraprofessional library careers or new to research, is made to help support a research project in progress. As of 2021, the Walter Gerboth Award Committee merged with the Carol June Bradley Award Committee to form the Carol June Bradley and Walter Gerboth Awards Committee. See VI.H.9.i. (rev. 7/2011) (rev. 9/2014) (rev. 4/2018) (rev. 10/2021)

VI.H.9.e. CAROL JUNE BRADLEY AWARD COMMITTEE

The Carol June Bradley Award Committee consists of three or more members, with staggered three-year terms, appointed by the President, to recommend to the Board annually a recipient of the Carol June Bradley Award for Historical Research in Music Librarianship. The chair rotates each year to a member beginning the third year of their term. All members of this committee must be personal members. The award is made to support a research project for historical research in music librarianship. As of 2021, the Carol June Bradley Award Committee merged with the Walter Gerboth Award Committee to form the Carol June Bradley and Walter Gerboth Awards Committee. See VI.H.9.i. (rev. 7/2011) (rev. 9/2013) (rev. 10/2020) (rev. 10/2021)

The motion passed.

BAR 06: Revise the following sections of the Administrative Handbook to reflect the renaming of the Kevin Freeman Travel Grant Committee and the expansion of its duties to include the newly endowed Paraprofessional / Public Librarian Travel Grant.

Note: These Administrative Handbook changes correspond to item 14.b in the minutes of the February 2021 board meeting, in which the board approved the following motion: “…that the Freeman Award Committee will become the MLA Annual Conference Travel Award committee and that they will accept and review applications, and recommend to the Board, all travel awards to the MLA conference, including the Freeman award and Paraprofessional/Public Librarians Travel Scholarship.”

Note: The charge for the new Conference Travel Grants Committee (name slightly changed from the original form in the motion above) was approved at the July 2021 board meeting. I have included it below for reference only. To avoid confusion, this new text will not be published in the Administrative Handbook until the separate committee charges are removed.

VI.H.9.d. KEVIN FREEMAN TRAVEL GRANT COMMITTEE

The Kevin Freeman Travel Grant Committee consists of three members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of Kevin Freeman Travel Grants. The chair rotates each year to the member beginning the third year of their term. At least one member of the Committee
shall be from the California Chapter. All members of this committee must be personal members. Kevin Freeman Travel Grants may be given to members of the Music Library Association who are in the first three years of their professional careers, graduate library school students aspiring to become music librarians, or recent graduates (within one year of degree) who are seeking professional positions as music librarians in the first three years of their career, a graduate library school student, or currently working toward a post-MLIS (or equivalent) graduate degree or advanced certification. Preference will be given to applicants who demonstrate and clearly describe their commitment to working with music collections and services. At least one grant will be awarded to a first-time attendee, if applicable. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. The number of grants awarded will be determined by the income available from the endowment fund. As of 2021, administration of the Kevin Freeman Travel Grant transferred to the Conference Travel Grants Committee. See VI.H.9.j. (added 5/2017, rev. 10/2020) (rev. 10/2021)

The motion passed.

Note: the Paraprofessional / Public Librarian Travel Grant, being only recently endowed, does not yet exist in the Administrative Handbook. Therefore no parallel updates to make.

BAR 07: Revise the following sections of the Administrative Handbook to add the Assistant Web Manager position.

III.H. WEB MANAGER / ASSISTANT WEB MANAGER

Working in close collaboration with and utilizing the support of the Web Committee, the Web Manager and Assistant Web Manager have final responsibility for overseeing visual design, functionality, and content creation on the Music Library Association’s web presence that comprises several components, including a content management system and wikis. The Web Manager ensures that the Association’s website is attractive, functional, current. The Web Manager serves as a liaison to regional chapters, the Program Committee, and other committees mounting auxiliary web content on the MLA’s web sites. The Web Manager advises the Board on web tools for the Association’s use (such as wikis, online document sharing, web conferencing, blogs, and other social media). As an ex officio member of the Web Committee, the Web Manager and Assistant Web Manager works closely with the Chair in promoting and maintaining web-based tools for collaboration and administration. The Web Manager also serves ex officio on the Emerging Technologies and Services Committee and the Resource Sharing and Collection Development Committee. The Web Manager receives an honorarium. The Web Manager and Assistant Web Manager receive gratis MLA regular membership and MLA annual meeting early-regular-member registration.
The Web Manager succeeds to the position after a one-year term as Assistant Web Manager. After two years as Web Manager, the incumbent returns to the position of Assistant Web Manager for one final year. (rev. 10/2021)

V.H.2. WEB MANAGER / ASSISTANT WEB MANAGER

See the description of the Web Manager and Assistant Web Manager positions at III.H. (rev. 10/2021)

VI.H.22. WEB COMMITTEE

The Web Committee maintains the Association’s website and related online tools. Members of the committee will be assigned functional responsibilities related to the website (or other online tools) for which they are responsible. The Committee will solicit and maintain content that is accurate and current. Committee members are responsible for clear, consistent communication with assigned constituencies in MLA (chapters, committees, special officers, the Board, business office), and they ensure that members' needs are being met to the greatest extent possible. The Committee works with the Web Manager and Assistant Web Manager to advise the Board and the Association in all matters related to publishing web content and related web-based technologies. It establishes general policies and procedures related to the Association's web presence, formulating policy related to website design, maintenance, style, and content. (rev. 2/2017) (rev. 10/2021)

The motion passed.

Liza gave a special congratulations to Kristi (assistant parliamentarian) for handling the MLA appointment letters this quarter, which is a lot of work.

04. Administrative Officer's Report (Hille Cribbs)

From her report:

A Note on Operations
In May 2021 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. The convention budget lines were tentatively approved, with more precise numbers to be supplied after the MLA 2022 Annual Meeting Task Force reports their specific recommendations for changes to support a hybrid conference model. No subsequent revisions have been made. As noted in the last report by then AO Rudnick, some financial impacts of the COVID shutdowns will not be felt until future years, e.g., as publication revenues or online royalties are paid out after the calendar year, or if cash-strapped advertisers gradually cancel.
BUDGET REPORT FY2021 (year-end summary)
Total operating income for FY21 was $328,897.21 ($50,692.11 more than the budgeted $278,205.10). Expenses for FY21 totaled $283,174.12 (86.64% of the budgeted $326,856.00), yielding a net income of $81,043.09. Much of this surplus was due to underestimated income from dues, sales, and the annual meeting; overestimating expenses due largely to travel cancellations, travel refunds, and moving the 2021 annual meeting to an online format; and the generous support of MOUG, MLA chapters, and individual donors who donated to help the organization recover from a significant hotel penalty. FY21 had been budgeted with a deliberately conservative income estimation with the intent to use approved amounts from the MLA Fund (up to $49,000.00 for FY21) if necessary. However, the deficit did not materialize, and the MLA Fund was not used. Most FY21 comments appeared in previous AO reports, with some remaining comments below, for comparison and final reporting.

BUDGET REPORT FY2022 through 9/23/2021

INCOME
As of September 23, 2021, total income for FY22 (not including chapter dues, donations, and voted-upon awards income) was $111,553.28, which is 29.11% of the budgeted income of $383,200.00. By contrast, a year ago, as of September 23, 2020, total income was $95,592.29, which was 38.16% of the budgeted income of $250,520.00.

Dues and Membership (1.0 and 1.2) – MLA, IAML, and Chapters
The board budgeted for a similar rate of membership renewal income this year as last 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). As of September 23, 2021, FY22 dues income was $96,275.00, which is 75.53% of the budgeted $127,460.00. This includes MLA and IAML dues. That figure will rise with IAML CY2022 renewals starting in November. MLA dues alone are at $95,200.00. Institutional and Individual Members lead with 97.86% and 87.18% of budgeted amounts received, followed by Retired and Sustaining at 79.96% and 73.85%, respectively. So far, renewals for individuals, paraprofessionals, and retired are slightly higher than last year. Note: as was the case last year, the cost of gratis memberships ($140 per recipient) is not deducted from the income totals above. It is reflected as an expense ($2,660 YTD) in budget line 8.

IAML dues received for CY2021 YTD are $13,265.00, or 148.21% of the budgeted $8,950.00.

For chapters, a remaining FY21 dues balance of $2,745.00 was remitted in June to all ten chapters. As of September 9, 2021, MLA had received $5,365.00 of FY22 dues on behalf of all ten chapters. These funds were remitted to chapters in September 2021. Any additional dues will be remitted later in the fiscal year.
Total membership as of September 23, 2021, is at 73.63% of last year’s final totals.

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<td>Retired Member non-US</td>
<td>3</td>
<td>3</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Sustaining Member US *</td>
<td>56</td>
<td>50</td>
<td>57</td>
<td>48</td>
</tr>
<tr>
<td>Sustaining Member non-US</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Corporate Patron US</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Corporate Patron non-US</td>
<td>1</td>
<td>1</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Corporate Member US</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Corporate Member non-US</td>
<td>0</td>
<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>30</td>
</tr>
<tr>
<td>Paraprofessional non-US</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Early Career Member (new FY20)</td>
<td>N/A</td>
<td>44</td>
<td>50</td>
<td>34</td>
</tr>
<tr>
<td>Early Career Member non-US (new)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Emergency Circumstances (new FY21)</td>
<td>N/A</td>
<td>N/A</td>
<td>29</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>898</strong></td>
<td><strong>865</strong></td>
<td><strong>857</strong></td>
<td><strong>631</strong></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>IAML</th>
<th>CY19</th>
<th>CY20</th>
<th>CY21 YTD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>90</td>
<td>72</td>
<td>81</td>
</tr>
<tr>
<td>Institutional</td>
<td>80</td>
<td>73</td>
<td>59</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>170</strong></td>
<td><strong>145</strong></td>
<td><strong>140</strong></td>
</tr>
</tbody>
</table>

**Sales Income (2.0)**
FY21 sales ended strongly, at $144,971.26 ($17,821.26, or 114.02% more than budgeted). Below are highlights.
Notes FY21 advertising ended at $18,405.50, $5,905.50 more than budgeted, thanks to Advertising Manager Steve Mantz’s efforts. So far, in FY22, Notes advertising is at $5,648.00, about $1,200.00 more than last year at this time. Notes FY21 royalties ended at $96,790.76 ($4,290.76 more than budgeted). Most FY22 royalties will arrive later in the year.

Online advertising income for FY21 was $8,580.00, $4,980.00 over the budgeted $3,600.00. For FY22 $8,350.00 was budgeted for online advertising, and we have received $5,260.00 as of September 23, 2021. This compares very favorably to the $315.00 received by this same date last year.

MLA received $11,144.09 in royalties from ALA in FY21, which was 126.64% of the budgeted $8,800.00. $203.82 came from Basic Music Library volume 1 and 2 sales; $1,500.00 had been budgeted, in part for the Basic Music Library volume 3, which was not published until June 2021. Additionally, MLA received $10,940.27 in income from the five ALA-MLA music librarianship-focused e-courses in FY21, $7,840.27 more than the $3,100.00 originally budgeted. (See corresponding expenses below.) So far in FY22 we have received $3,211.19 in publication royalties from ALA (the beginnings of Basic Music Library v. 3 royalties), $1,711.19 more than the $1,500.00 budgeted. More royalties from ALA for FY22 will arrive later in the year.

Meetings (3.0)

The board approved a provisional FY22 convention budget and rates with the aim of supporting a hybrid (parallel in-person and online) conference model for our 2022 annual meeting in Salt Lake City. A registration opening date has not been set, and there is no FY22 income to report.

MLA received $43,881.00 in total meetings income in FY21, $18,798.00 more than the $25,083.00 (174.94%) budgeted. A significant portion of this unexpected income can be attributed to three main factors. The first factor was the move to a fully virtual model for the 2021 annual meeting that allowed MLA to take in $23,435.00 in registration fees, $7,510.00 more than the original $15,925.00 budgeted amount. The second factor was that MLA received $12,101.00 in total contributions specifically donated to offset the $61,014.40 penalty charged by the Hilton Cincinnati hotel for canceling our 2021 in-person meeting reservation (half of the total fee, $30,507.20, was booked as a pre-payment for the annual meeting we will hold in Cincinnati in 2024, leaving the remaining $30,507.20 as an expense for FY21). $3,000.00 was donated by MOUG, and $9,101.00 came from chapter and individual donor donations. The third factor was that MLA gained $3,770.00 in program advertising income, an increase of $1,470.00 (163.91%) over the $2,300.00 originally budgeted. These three factors taken together account for the significantly higher total annual meeting income compared to the budgeted amount. We remain awed and humbled by the generosity of our colleagues and the strong communal
spirit shown by those donations, and we thank the contributors from the bottom of our hearts.

**Other Income (5.0):**
Amazon Smile has brought in $121.74 for FY22 so far, which is close to the $135.00 budgeted for the year. More income for FY22 will be forthcoming.

In FY21 MLA brought in $227.90 from Amazon Smile and $492.04 from a new development initiative, selling MLA merchandise and accepting donations from the Bonfire platform. Special thanks to Assistant Convention Manager Sylvia Yang for her role in getting this initiative started. First Business Bank interest brought in $73.50 for FY21, but as Jim Zychowicz predicted, those earnings are significantly lower than the $1,314.62 collected in FY20 due to revised rates.

**EXPENSES**
As of September 23, 2021, total expenses for FY22 were $58,317.34, which is 12.26% of the budgeted $475,880.00. By contrast, a year ago, as of September 23, 2020, total expenses for FY21 were $44,337.07, which was 16.53% of the budgeted expenses of $268,230.00.

**Meeting (10.0)**
The board approved a meeting expense budget of $139,410.00 for FY22 for the 2022 annual meeting in Salt Lake City. A standard hotel deposit of $5,000.00 was made in February 2021. Additionally, MLA received a refund of $3,246.91 from a double final payment to Hollins Exhibition Services, a vendor from the 2020 annual meeting in Norfolk, Virginia, leaving the current budget mostly unexpended at $1,753.09, or 1.26% of the total budgeted amount. The Hollins refund recovery process took longer than usual due to the complications that COVID has put on numerous vendors, but the refund arrived in July 2021. Special thanks goes to AAO Rudnick and Jim Zychowicz for their persistence and efforts in recovering this refund for MLA. More expenses for the 2022 annual meeting will be forthcoming.

In FY21 MLA used $41,005.02 of the budgeted $45,897.00, or 89.34% of the allotted expense budget for the annual meeting that was held virtually in March 2021. $4,891.98 was left unexpended. Most of this expense was a penalty of $30,507.20 paid to the Hilton Cincinnati Netherland hotel for the cancellation of MLA’s in-person annual meeting in 2021. (As noted in other reports, an additional $30,507.20 was part of the settlement, and will be applied as a deposit for the 2024 meeting in Cincinnati.) Significant other expenses not yet invoiced as of the last AO report included $1,445.00 for the online exhibit app Remo for the two months that MLA required its use.

**Miscellaneous (11.0)**
FY21 miscellaneous fees (including bank/credit fees) totaled $20,868.96, coming in at 85.88% of the budgeted $24,300.00. The savings is largely due to lower-than-expected bank and credit card fees ($8,729.59 of the budgeted $13,000.00), related to a lower
conference fee (credit card fees are a percentage of the charge). So far in FY22 a total of $6,642.17 has been expended, 25.4% of the budgeted $26,150.00. More expenses for FY22 will be coming.

**Awards Issued (12.0)**

Award winners for FY22 have yet to be determined. In FY21 MLA spent a total of $16,370.00, which was 54.9% of the $29,820.00 budgeted for awards. Gerboth and Freeman awards were budgeted but not awarded, and MLA awarded only $5,950.00 of the total $15,000.00 available at that time in the MLA Emergency Relief Fund. Many thanks goes to the donors, whose generosity keeps MLA-funded music and music librarianship scholarship efforts at their best.

**Management Services (6.0)**

Total management costs for FY22 as of September 23, 2021, are $43,194.83, which is 24.01% of the budgeted $179,880.00. Significant expenses for FY22 thus far include an $8,000.00 payment for the FY21 audit, $1,120.00 in legal fees, and half of the $36,000.00 total ($18,000.00 to date) owed for the strategic planning consulting fee. Significant expenses for FY21 included $4,287.50 for web design and development, $3,837.50 over the allotted $450.00. This expense line included significant programming fees and a $3,000.00 payment needed for an upgrade to the rest API protocol that allows YM and QuickBooks to work together efficiently.

Additionally, COVID-related costs reared their collective head in the form of additional administrative shipping costs. This expended amount of $3,928.26 was 142.85% over the budgeted $2,750.00 and reflects the difficulties many vendors had with getting shipped items delivered in an efficient manner. However, while some individual expenses within this category did exceed their allotted amounts, MLA benefitted from unexpended expense lines and travel refunds that allowed the overall expenses to come in under the allotted budget amount. MLA incurred no legal fees during FY21, we received $460.21 in refunded airfare from unused travel from the previous fiscal year, and MLA also benefited from an officer declining their honoraria during a portion of their term.

**Program Expenses (7.0)**

Final FY21 program expenses were $12,759.07, or 61.09% of the $20,885.00 allocation. Committee travel totaled $259.07 and was $7,725.93 under the budgeted $7,985.00, mostly due to COVID-related travel cancellations, a $290.48 refund from unused airfare, and a shift to online ALA meetings. In FY22 a $1,000 subvention was paid in September 2021 to the National Recording Preservation Foundation (NRPF). This is the third of five approved annual subventions, eventually totaling $5,000. The NRPF subvention is the only program expense recorded to date in FY22, comprising 4.67% of the budgeted $21,400.00.
Other Member Services (Including Organizational Dues) (8.0)
MLA has spent $2,660.00 of the budgeted $10,695.00 for FY22 to date, or 24.87%. The only expense for this fiscal year so far has come from the budget line 8.08 that reflects the expense of offering gratis membership to officers and editors, and that line is at 82.87% of the total $3,210.00 allotted amount.\(^1\)

Other Member Services finished FY21 at $10,997.13, which is 117.93% of the budgeted $9,325.00. This reflects an overage of $1,672.13. MLA remitted $6,877.13 to IAML in June 2021, which is $2,162.13 over the $4,715.00 amount originally budgeted. The newly created in FY21 Gratis/Discount membership line ended FY21 at $2,865.00, which was $280.00 under the original budget amount.\(^2\)

Publications (9.0)
MLA has used $3,067.25 of the total $65,340.00 allocated for Publications in FY22, or 4.69% of the budget to date. A small amount of normal expenditure has occurred so far, and a payment has been remitted for the ALA-MLA webinar taught on September 15, 2021, by Christina Ebersohl. Total publications expenses for FY21 comprised $60,426.71, or 92.98% of the $64,992.10 budgeted amount. MLA remitted $2,900.00 in monographic honoraria payments for three authors and four editors who published books through A-R Editions, including the latest monograph, *Metedata: a Bibliography of Heavy Metal Resources* by Sonia Archer-Capuzzo and Guy Capuzzo, published in June 2021.

*Notes*-related costs finished FY21 at $44,378.60, or 97.24% of the $45,640.00 budget. *Notes* experienced higher than normal printing costs, or $41,044.59, due to a significant increase in claimed issues because of COVID-related shipping and receiving problems. Additionally, due to a small mistake by a certain new AO Cribbs, copyright fees comprised $330.00, $110.00 over the budgeted $220.00 amount.

Website expenses finished FY21 at $2,181.47, $693.53 under the budgeted $2,875.00 amount. Expenses for Open Access initiatives concluded FY21 at $3,502.10, $1,200.00 under the budgeted $4,702.10 thanks to the generosity of the OA editor who declined their honorarium. Finally, ALA collaborations finished the fiscal year at $7,250.00, $1,000.00 over the $6,250.00 amount budgeted. MLA remitted payments for four course development fees and five ALA-MLA e-courses taught over the fiscal year totaling $6,500.00, or $4,000.00 over the budgeted $2,500.00.

See below for more information on Open Access projects.

INVESTMENTS
Pat Wall from MLA’s Business Office said, “the second calendar quarter of 2021 showed solid gains across our funds--total invested funds reached $2,182,132, up $92,144 over the $2,089,987 on March 31. Investment gains (not counting our own deposits and
withdrawals) of $106,475 were more than twice the $46,532 earned in the prior quarter but still below the $159,516 gain posted in the 4th quarter of 2020. I don’t know how long this will keep going up, but we are enjoying a great ride.”

(Email to Cribbs 7/6/2021)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fidelity</td>
<td>$1,224,440.30</td>
<td>$1,373,313.58</td>
<td>$1,426,690.29</td>
<td>$1,555,076.09</td>
<td>$1,599,138.66</td>
<td>$1,658,505.53</td>
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<tr>
<td>Calvert</td>
<td>$359,484.52</td>
<td>$416,563.77</td>
<td>$444,223.74</td>
<td>$481,050.05</td>
<td>$490,849.08</td>
<td>$523,626.60</td>
</tr>
<tr>
<td>Total</td>
<td>$1,583,924.82</td>
<td>$1,789,877.35</td>
<td>$1,870,914.03</td>
<td>$2,036,126.14</td>
<td>$2,089,987.74</td>
<td>$2,182,132.13</td>
</tr>
</tbody>
</table>

(See balance sheet for details.)

Award accounts at the end of the CY2021, Q2 (including CY2021 Q2 donations):

<table>
<thead>
<tr>
<th>Fund Totals (Fidelity+Calvert) As of 6/30/2021</th>
<th>Donations Apr-June 2021</th>
<th>Adjusted Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley</td>
<td>12,966.61</td>
<td>150.00</td>
</tr>
<tr>
<td>Diversity</td>
<td>84,865.21</td>
<td>550.00</td>
</tr>
<tr>
<td>Gerboth</td>
<td>50,395.13</td>
<td>200.00</td>
</tr>
<tr>
<td>Duckles</td>
<td>55,658.23</td>
<td></td>
</tr>
<tr>
<td>Hill/O'Meara</td>
<td>12,946.06</td>
<td></td>
</tr>
<tr>
<td>Epstein</td>
<td>77,189.89</td>
<td></td>
</tr>
<tr>
<td>Freeman</td>
<td>67,729.42</td>
<td>100.00</td>
</tr>
<tr>
<td>Wicker</td>
<td>22,651.60</td>
<td></td>
</tr>
<tr>
<td>Ochs</td>
<td>72,725.43</td>
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<tr>
<td>RILM</td>
<td>71,215.07</td>
<td>150.00</td>
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<tr>
<td>Ratliff</td>
<td>63,454.04</td>
<td></td>
</tr>
<tr>
<td>Coral Travel</td>
<td>26,770.63</td>
<td></td>
</tr>
<tr>
<td>PPL Travel</td>
<td>64,872.00</td>
<td>230.00</td>
</tr>
<tr>
<td>IAML-US Mtg Fund</td>
<td>24,997.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>708,436.32</strong></td>
<td><strong>1,380.00</strong></td>
</tr>
<tr>
<td>MLA Fund (Unrestricted)</td>
<td>1,410,700.37</td>
<td>1,610.00</td>
</tr>
<tr>
<td>Austerity</td>
<td>62,995.44</td>
<td></td>
</tr>
<tr>
<td>Awards (money mkt)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>2,182,132.13</strong></td>
<td><strong>2,990.00</strong></td>
</tr>
</tbody>
</table>

Note: the balances of award and other named funds are only updated after the quarter’s end. Table excludes short-term donations not in Fidelity/Calvert, e.g., conference donations, OA Songbook, Relief Fund, and Silent Auction.

Transfers:

- **Awards**: $6,157.00 ($5,049.00 from the Calvert Temporarily Restricted-Socially Responsible fund and $1,108.00 from the Calvert Unrestricted-Socially Responsible fund) was transferred in August 2021 from the Calvert investment accounts to First Business Bank checking. Those same amounts ($6,157.00 total, $5,049.00 to the Fidelity Temporarily Restricted account and $1,108.00 to the Fidelity Unrestricted account) were then transferred from the First Business Bank checking account to the
indicated Fidelity accounts. These transfers were performed to balance the Calvert and Fidelity accounts after awards were given in FY21. Transfers for the awards for FY22 will take place in October 2021.

- **Fidelity Advisory Fee Fund**: $3,000.00 (for CY2021 Q2) was transferred in July 2021 from the First Business Bank checking account to a new Fidelity Money Market subaccount established in July 2021 to serve as a trial funding source for streamlining the payment of the quarterly advising fees. Upon a successful test debit of the Fidelity Money Market fund for the CY2021 Q2 advisory fee payment, $12,000.00 was transferred to the same Fidelity Money Market fund from First Business Bank checking to provide funds for the FY22 quarterly advisory fee payments.

**Other notes**: AAO Tracey Rudnick met in March 2021 (via phone) with Fidelity advisor Michael Legrande for the annual investment strategy review, and in May through July met to review processes for setting up new authorized users (new AO Cribbs and new President Vick), transferring Calvert to Fidelity, and set up of the aforementioned advisory fee auto-payments. AAO Rudnick, Legrande, AO Cribbs, and Pat Wall are still discussing the likely possibility of housing the Calvert funds at Fidelity (the funds would remain in a Calvert socially responsible account) to streamline operations, assuming no new fees. This would be done after AO Cribbs is the authorized user and would require a board vote later.

**OPEN ACCESS PROJECT(S)**
The OA Songbook project fundraising has concluded and the form for soliciting donations for this project was disabled on the MLA website. The Open Access temporarily restricted line currently has $87.73 in unused OA songbook donations; a discussion to determine how to use those funds will be forthcoming.

AO Cribbs and AAO Rudnick are currently working with OA Editor Kathleen DeLaurenti (representing the OA Advisory Board), MLA President Liza Vick, and Publications Chair Debbie Campana on broader administrative details regarding a project to make monographic titles published by MLA and Scarecrow/Rowman & Littlefield available as open access titles via the Internet Archive. Please see the OA Editor’s report for more details.

**AUDIT**
FY21’s on-site MLA audit at A-R Editions was August 16-17, 2021, and was bookended with questions and tasks for A-R, the Administrative Officer, and Assistant Administrative Officer before and after the on-site dates. Because AAO Rudnick was AO for the entire FY21 year, Rudnick met with auditors, answered questions, and supplied documentation as requested by the auditors. The auditors made some substantial journal entry reclassifications, mostly related to how the information is presented in the audited financial statements, but that did not involve any errors on the part of the Business Office or MLA officers. More explanation will be distributed with the draft Financial Statement later this fall. As of September 23, 2021, the audit file had moved to the audit partners
for review. A draft report should be available at the board’s fall meeting or shortly after. Preliminary comments from the Business Office suggest that the audit went smoothly, that the books were clean, and that this was a fast audit.

**OTHER ACTIVITIES**

**Approved vendors list:** Assistant Administrative Officer Tracey Rudnick updated this year’s list.

**Filings:** AO Cribbs filed for copyright on *Notes*, volume 77, and filed the chapter 990-N tax forms (e-Postcard) in August 2021.

**Many thanks to AAO Tracey Rudnick** for her assistance with many tasks, including (but not limited to) OA Scarecrow/Rowman & Littlefield project work, royalties, audit participation, investment account rebalancing, selected RFPs, proofreading, and more. Her kindness, patience, attention to detail, dedication to MLA, and quick wit has been invaluable as AO Cribbs has begun to navigate the AO responsibilities.

**Many thanks to James Zychowicz and Pat Wall** at A-R Editions, for their advice, processes, efforts, troubleshooting, discussions, patience, humor, and ongoing commitment to the organization, and thanks to everyone in MLA for their patience, kindness, and humor.

**AO/AAO Task Force:** AO Cribbs and AAO Rudnick served on this task force, which met to propose recommendations regarding how to reduce the duties of the AO to a more manageable workload and lessen the need of the organization to rely so heavily on one person. The AO/AAO task force issued a report in June 2021 that proposed dividing the work between a newly created Membership Management Officer (MMO), a newly created Assistant Membership Management Officer (AMMO), and the Administrative Officers. The task force also recommended renaming the Administrative Officers to Chief Financial Officer (CFO) and Assistant Chief Financial Officer (ACFO) to better reflect the focus of the AO/CFO work and the importance of the financial oversight provided by the AO/CFO. The MLA Board voted in July 2021 to accept the recommendations of the AO/AAO task force, create the new MMO and AMMO positions, and provide an honorarium for the MMO position. Search committees for the MMO and AMMO have been formed as well as for the ACFO position, and applications are being solicited for all three positions. Future applicants take note: as other AOs have said before, this work, whether focused on membership tasks or financial tasks, is incredibly interesting and rewarding. It is a distinct honor and pleasure to serve.

Respectfully submitted,
Elizabeth Hille Cribbs

Liza thanked the AO team for their necessary and crucial work, and it is enormous work!
05. **Past President’s Report** (Cleveland)
Susannah shared a draft of and sought feedback on the new Committee Chair Quick Start Guide. This document is intended as guidance, not policy, and it should not supersede anything already outlined in the Administrative Handbook or the committees’ handbooks. Much of this—particularly in regard to recruitment—will change once we have recommendations from the Committee Recruitment Task Force. There was general support for the draft, and it will be shared with committee chairs and posted to the MLA site.

Susannah refreshed the Board about how we’d agreed it would be a benefit to those who apply for Chapter Grants if clearer criteria were provided. The Board reviewed Susannah’s revised chapter grant criteria revisions and agreed that they do indeed clarify for applicants the type of grant that would have a great chance of being approved.

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.

It was moved by Susannah to accept the Chapter Grant criteria revisions.
The motion passed.

06. **President’s Report** (Vick)
From her report:
It has been a very active summer of MLA board activity and most of us have returned to our libraries (if we ever left), and reopened to a new fall that sees us not yet out of the pandemic.

The board voted to accept the Administrative Officers Task Force recommendation to create two new special officer positions. These will divide the duties that currently reside with the AO team and move the large chunk of membership-related duties to a new team, called Membership Management Officer and Assistant Membership Management Officer (both non-board positions with 4-year terms, and honorarium for the MMO). This team will manage the extensive membership maintenance system, administrative structure, and other membership-related tasks. The current AO and AAO will be renamed Chief Financial Officer (CFO) and Assistant Chief Financial Officer (ACFO) and retain fiscal duties as the names convey. The renaming of AO team to CFO team does require changes to the text of our Constitution and Bylaws, which necessitates a vote of the membership (during the coming months).
Paul Cary is chairing the search for ACFO and Janelle West is chairing the MMO team search. Thanks are due for the efforts of that original task force including (in addition to Paula): Elizabeth Hille Cribbs, Mark McKnight, Tracey Rudnick, Pat Wall, Janelle West, and Jim Zychowicz.

Speaking of searches, I have continued to process appointments and spent a good portion of the summer and early fall forming search committees. In addition to the two just mentioned, we'll have a number of editor and special officer searches this fall, for appointment by our annual meeting in 2022. These include Publicity and Outreach Officer, chaired by Ray Heigemeir. Editor searches include the Basic Manual Series, chaired by Carla Williams; Index and Bibliography Series (chair selection pending); and Open Access Editor, chaired by Anne Shelley.

It has been my pleasure to serve (ex officio) on the MLA 2022 Annual Meeting Task Force, chaired by Peter Shirts (Program Committee Chair) and Andrew Justice (Convention Manager). Andrew shared a summary report of this task force’s recommendations with the full membership on September 7, 2021. We are planning an in-person conference in Salt Lake City with a robust streaming component (and asynchronous recording access to most sessions). Committees and interest groups will meet virtually (largely before and after the conference programming). Social events may offer virtual components (coordinated by smaller groups). We plan all of this with the knowledge that we may need to pivot to all-virtual (again) if the pandemic developments warrant it. I share the desire of many of us to meet in person but know that we will make the most responsible and fiscally sound decisions in the coming months for the health of our members and our fellowship.

Strategic Planning Task Force, chaired by Holling Smith-Borne held three shared values sessions “threshing” sessions throughout the summer, attended by the membership (who contributed valuable ideas to be melded into the forthcoming report and plans for 2022-2030). We hired DeEtta Jones and Associates to consult and host the sessions. DeEtta Jones and her team are deeply experienced in organizational, cultural change, and we are proud and happy to work with a talented, diversity-focused team. The task force and board will have a shared retreat on October 7.

Currently, the nominating committee is recruiting for a student representative, as the third and last year of our Student/Early Career representative pilot. The first two years yielded two early-career representatives. A student board member will need even more flexibility in meeting scheduling than we’ve had in the past, and we’re already moving toward increased email business. We are moving away from the traditional model of traveling to longer meetings three times a year, and toward more frequent, shorter, virtual meetings. Most importantly, a student member will bring vital perspective to the board and broaden our responsiveness to diverse member concerns.
During the IAML virtual meeting in July (their 70th anniversary), IAML-US teamed up with CAML to coordinate two programs: “North American Libraries in the Time of Post-COVID” (with Mallory Sajewski) and “Three RISM Initiatives in North America” (with CAML past president, Houman Behzadi). I submitted the IAML-US annual report and attended the forum for national representatives (where we shared concerns about falling memberships and the need for outreach and partnerships).

Respectfully submitted,
Liza Vick, President

07. **Student/Early Career Representative's Report (Ogihara)**
Ellen updated the Board on her activities related to the Annual Report; the report for the previous year is almost finished! In her Board report, Ellen notes several other activities:

- Met with Jessica Abbazio (last year’s Student/Early Career Representative) to document the work involved with this position as helpful advice and guidance for next year’s representative. (September, 2021).
- Began conversations with Steve Landstreet, MLA-L Mediator, and Callie Holmes, Diversity Committee Chair, to discuss putting together a list of recommended conflict resolution training resources as part of Diversity Committee project. (August/September, 2021)
- Joined MLA Diversity Statement Working Group to help craft a Diversity Statement and put together recommendations for a possible future action plan (July-present, 2021)

08. **Editors’ Reports.**
The Board reviewed all reports received. In all instances, the Board 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. In all cases, the Board greatly appreciates the officers’ contributions to the organization.

   a. Advertising Manager (Mantz)
   b. Convention Managers (Justice)
   c. Development Officer (White)
d. Placement Officer (Haynes)
e. Publicity and Outreach Officer (Shiota)
f. Archivist (Gibson)
g. MLA-L Mediator (Landstreet)
h. Web Manager (Henry)
i. 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)

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

It was moved by Diane and seconded by Susannah to accept the slate from the Epstein Award committee.
The motion passed.

   iii. MLA Conference Travel Grants (Durman)
It was moved by Brian and seconded by Kristi that we accept the recommendation of the MLA Conference Travel Grants committee to give awards to candidates for Freeman and Paraprofessional/Public Librarian awards as listed.
The motion passed.

It was moved by Misti and seconded by Diane that in the event that MLA cancels the 2022 Salt Lake City in-person annual meeting (and meets virtually only), the Paraprofessional/Public Librarian Travel Grants will be handled as follows:
gratis conference registrations for the online 2022 annual meeting will be offered to all recipients; gratis membership will be offered to all recipients for the FY23 year, as originally planned; MLA will retain the 2022 travel funds and offer both the approved 2022 travel funds and gratis conference registration for the 2022 recipients for the 2023 annual meeting.
The motion passed.

It was moved by Misti and seconded by Marci that in the event that MLA cancels the 2022 Salt Lake City in-person annual meeting (and meets virtually only), the Kevin Freeman Travel Grants will be handled as follows:
ggratis conference registrations for the online 2022 annual meeting will be offered to all recipients; MLA will retain the 2022 travel funds and offer both the approved 2022 travel
funds and gratis conference registration for the 2022 recipients for the 2023 annual meeting.
The motion passed.

iv. Gerboth/Bradley (Clark)
It was moved by Marci and seconded by Casey to accept the recommendation of the committee to give awards to candidates A and B. The motion passed.

v. Publications: Duckles, Hill, O'Meara (Becerra-Licha)
It was moved by Casey and seconded by Marci to award the Hill and O'Meara awards as recommended by the Publications committee. The motion passed.

vi. Coral IAML Travel Grant (Darwin Scott)
vii. Diversity Scholarship (Manus)
It was moved by Kristi and seconded by Diane to award the Diversity scholarships to the candidates recommended by the Diversity Scholarship committee. In order to have time to answer questions related to this discussion, it was moved by Marci and seconded by Brian to lay the motion on the table. The motion passed.

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

Before returning to this portion of the agenda, the Board voted to move into executive session (see 10.h)

It was moved by Marci and seconded by Brian to take from the table the motion to award the Diversity scholarships to the candidates recommended by the Diversity Scholarship committee.
The motion to take from the table the motion passed. The Board finished discussion about the candidates.
The motion to award the Diversity scholarships to the candidates recommended by the Diversity Scholarship committee passed.

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

b. Archives and Special Collections (Feustle)
c. Cataloging & Metadata (Vermeij)
d. Career Development and Services (Dederick/Sestrick)
e. Development (White) / Marketing (Hickner)
i. Endowment Establishment and Administration Policy

In June 2021, the Board agreed to lower the amount needed to fund an endowed account from $50,000 to $25,000. Thus, the Development committee revised the Endowment Establishment and Administration Policy document, enabling the Board to make a formal vote. It was moved
by Marci and seconded by Susannah to approve the Endowed Establishment and Administration policy. The motion passed.

ii. The Board discussed the proposal from the Marketing subcommittee to trial the use of Bidding Owl to give virtual conference attendees the opportunity to participate in the silent auction. It was moved by Susannah and seconded by Diane to run a trial to Bidding Owl to allow virtual opportunities to place bids. The motion passed.

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

The Board reviewed a survey from the committee designed to seek feedback from MLA members on topics of interest for the TechHub 2022; the Board agreed that the survey is good and it will be helpful for MLA to receive the results. It was moved by Brian and seconded by Kristi to approve the Emerging Technologies and Services committee survey for TechHub 2022. The motion passed.

In order to return to discussion about the Diversity Scholarship award, it was moved by Marci and seconded by Kristi to move into executive session. The motion passed.

i. Finance (Mullin)

BAR 1: The Finance Committee recommends amending the text in the Fiscal Policies Handbook as follows (changes in red):

Current relevant texts:
FPH (3.e):

MLA’s development (fundraising) efforts are overseen by the Development Officer, in consultation with the Board of Directors and the Development Committee, which the Development Officer chairs.

Suggested revision for the FPH (3.e):

MLA’s development (fundraising) efforts are overseen by the Development Officer, in consultation coordination with the Board of Directors and the Development Committee, which the Development Officer chairs. If questions regarding the appropriateness of, desirability for, or intended end use of fundraising efforts arise, the Board of Directors shall have final approval.

The motion passed.
BAR 2: The Finance Committee recommends amending the text in the Administrative Handbook as follows (changes in red):

Suggested revision for Administrative Handbook section III.F.:

The Development Officer oversees the development/fund-raising functions of the Association, and works closely with MLA's Board of Directors, Administrative Officer, Business Office, and President to foster a culture of philanthropy that supports fund development and the organization's mission.

The Development Officer is responsible for providing general oversight of all the Association's fund-raising activities, chairs the Development Committee and monitors its activities, and that of its subcommittees, through coordination with the Board, MLA Business Office, and other appropriate committees. In collaboration with the Board, the Development Officer charts the Association's course of fund development, and acknowledges all contributions to the Association. If questions regarding the appropriateness of, desirability for, or intended end use of fundraising efforts arise, the Board of Directors shall have final approval.

The motion passed.

BAR 3: The Finance Committee recommends approval of the recently updated Approved Vendors List.
The motion passed.

BAR 4: The Finance Committee recommends using $1,734.00 from the operating budget to fund the expense of the Bradley award not covered by the endowed Bradley amount. Should newly received permission come to use funds from another endowed fund, this approval shall be automatically revoked.

Note: The Bradley portion of the Bradley/Gerboth fund allows the use of $399.00 in endowed funds to be used towards Bradley-funded awards. This allows us to fund the two recommended awards; $1,033.00 to Candidate A and $1,100.00 to Candidate B.
Math: ($2133.00 (total amount awarded) - $399.00 (endowed amount) =$1,734.00 (amount needed to be funded from operating budget))

The motion passed.

j. Legislation (Folk-Farber, Crawford)
k. Membership (Shiota)
l. Music Library Advocacy (Fairtile)
m. Nominating (Clark)

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

The Board considered awarding a Papakhian Special Achievement award stemming from a proposal by the Nominating committee. It was moved by Casey and seconded by Kristi to award the Papakhian Special Achievement Award to Candidate 1. In order for the parliamentarian to have time to seek an answer to a question related to discussion, it was moved by Brian and seconded by Susannah to lay the motion on the table. The motion passed. The original motion about the Papakhian award was not returned to.

It was moved by Susannah and seconded by Kristi to award the Citation to Candidate C. The motion passed.

While still in executive session, the Board moved to New Business.

n. Oral History (Wallace)
o. Planning (Steinhaus)
p. Preservation (Perera)
q. Program (Shirts)

For 10q, the Board was in executive session.

The Board discussed the proposal from the Program committee for possible plenary speakers.

It was moved by Diane and seconded by Marci to accept the Program committee’s plenary speakers proposal for two speakers selected from A, B, C and D (honorarium raised to $500 per person; per diem $64 per person, per day; and transportation and hotel). The motion passed.

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**

*For the a portion of 13, the Board was already in executive session.*

a. **Diversify election slates (Clark and Evans, guests)**

Joe Clark and Bruce Evans spoke with the Board about their many ideas for recruiting a more racially and ethnically diverse slate of Board candidates for future elections.

b. **Open Access Scarecrow Project**

In 2019, the Board voted to make previous MLA Scarecrow titles available as open access. Thus, the Finance committee and Administrative Officers have been working on how to proceed with this project, including where the titles will be hosted, and how to handle royalties. The resulting BARs (following) are the result of robust Board discussions on the topic.

**BAR 1a.** It was moved by Brian and seconded by Marci to accept the Open Access Advisory Board’s recommendation for MLA to collaborate with the Internet Archive to create an openly available collection of titles, drawing from MLA’s backlist of monographic titles published by Rowman and Littlefield (Scarecrow).

Many agreed that this is a good idea and will give MLA greater visibility.

The motion passed.

**BAR 1b.** It was moved by Marci and seconded by Susannah that the titles to be digitized and housed online be in a dedicated MLA publication collection at the Internet Archive.

The motion passed.

**BAR 1c.** It was moved by Marci and seconded by Brian that the above acceptance is based on the understanding that digitization and related costs will be covered by the Internet Archive. Should unexpected costs or responsibilities for MLA emerge, further project progression is contingent on an MLA board vote.

The motion passed.

**BAR 1d.** It was moved by Susannah and seconded by Brian that above acceptance is contingent upon the MLA president’s final review and signing of an agreement with the Internet Archive.

The motion passed.

**BAR 1e.** It was moved by Kristi and seconded by Brian that MLA will assume responsibility for providing the print titles to the Internet Archive for digitization.
The motion passed.

BAR 2a: It was moved by Marci and seconded by Diane that all Scarecrow MLA monographs will be opted into the open access project by default, but the title-level creators shall be notified and given the opportunity to finish negotiating an opt-out by a specified deadline.

The motion passed.

BAR 2c: It was moved by Diane and seconded by Casey that in the case of a monograph with multi title-level creators, a unanimous decision from all title-level creators of that monograph shall be required to take the opportunity to negotiate an opt-out.

The motion passed.

BAR 3: It was moved by the Finance committee that MLA will ask each author and editor of MLA monographs published by Rowman & Littlefield/Scarecrow who are contractually eligible to receive royalties to revert the royalties derived from these monographs back to the Music Library Association. This reversion would begin with royalties earned during calendar year 2022 and reported to MLA in 2023.

The motion passed.

BAR 4: It was moved by the Finance committee to authorize the expenditure of $160 (line 9.023) from the FY22 operating budget to pay out to authors and editors all remaining accumulated royalties received by MLA from Rowman & Littlefield/Scarecrow. This does not include the royalties to be earned in calendar year 2021, which are budgeted separately. Note: This is for royalties that have not yet reached the payout threshold of $20.00. Authors will be given the opportunity to accept or decline their payout. If they decline the payout, royalties will revert to the MLA operating expenses fund.

The motion passed.

BAR 5: It was moved by the Finance committee that each author and editor of Rowman & Littlefield/Scarecrow MLA monographs will be offered a one-time buyout payment equal to the sum of royalties earned in calendar year 2016 to calendar year 2020 to roughly compensate for future estimated royalties. 

Note: The authors and editors are free to accept or decline this buy-out as part of the royalties reversion. If they decline the payout, royalties will revert to the MLA operating expenses fund.

The motion passed.
BAR 6: It was moved by the Finance committee to authorize the expenditure of not more than $700 (line 9.023) to support the one-time Rowman & Littlefield/Scarecrow author/editor royalties buyout.

The motion passed.

At the conclusion of this series of BARs, Liza thanked Liz and Tracey for all their efforts on the project to convert Scarecrow titles to open access.

14. New Business

For the a, b, and c portions of 14, the Board was still in executive session.

a. Review of Special Officers and Editors

Board members discussed the wonderful work of MLA’s special officers and editors.

b. A-R Business Office

The Board discussed matters relating to the A-R business office.

c. Assistant Administrative Officer Term Extension

BAR: We accept the proposal of the Administrative Officer to extend the term of the current Assistant Administrative Officer until the end of June, 2022 (due to the delay in appointment of the current AO, and the need for extended training in budget preparation).

The motion passed.

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

d. Committee Recruitment Task Force draft.

Several Board members agreed that the survey draft seems like an excellent way to gather important information from MLA members about committee recruitment/appointment experiences.

It was moved by Susannah and seconded by Kristi to approve the draft surveys of the Committee Recruitment Task Force.

The motion passed.

e. Education committee/Professional Development Workshops subcommittee--draft charge

The Board discussed the draft charge submitted for the Professional Development Workshops subcommittee (of the Education committee).
It was moved by Susannah and seconded by Casey to accept the proposed charge for the newly created Professional Development Workshops subcommittee of the Education committee with minor edits.

After agreeing that the majority of the charge looks good, some small suggestions for edits led the Board to decide that rather than voting on the motion, that the charge should be finalized with incorporated edits before voting on the motion.

It was moved by Brian and seconded by Kristi to move the discussion to a later time. The motion passed.

15. Adjournment

It was moved by Diane and seconded by Casey to adjourn at 2:53 pm.

Appendix I: Board Policy Changes

- MLA has joined Library Futures as a Coalition Partner
- The charge of the Conference Travel Grant committee was approved
- Two new non-board positions created: Membership Management Officer and Assistant Membership Management Officer
- Charge approved for the Bradley/Gerboth Awards Committee charge
- Honorarium established for Membership Management Officer
- To authorize online meetings in the MLA Constitution and Bylaws through the addition of the following clauses:
  - Article V.C.5. A meeting of the Board may be held in person, online, or in a hybrid environment.
  - Article VII.E. Meetings may be held in person, online, or in a hybrid environment.
- Chapter grants criteria clarified
- Approval of the Endowed Establishment and Administration policy
- To accept the Open Access Advisory Board’s recommendation for MLA to collaborate with the Internet Archive to create an openly available collection of titles, drawing from MLA’s backlist of monographic titles published by Rowman and Littlefield (Scarecrow).