MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Louisville, Kentucky
2-3, 5, 7 March 1985

Saturday, 2 March: 7:15--10:00 pm; Sunday, 3 March: 9:45 am--12:30 pm; 2:00--6:25 pm
(with Michael Ochs and Lenore Coral, part of the day); Tuesday, 5 March: 7:15 pm--
8:25 pm (with chapter officers and newsletter editors); 8:30 pm--9:35 pm (with
committee and subcommittee chairs); Thursday, 7 March: 9:10 am--11:00 am (with Linda
Solow Blotner).

Present: Arne Arneson, Dee Baily, Peggy Daub, Mary Wallace Davidson (presiding), Jean
Geil (except part of Saturday, Tuesday, and Thursday), Karen Griffith, Richard Jones,
Judith Kaufman, Karen Nagy (except part of Sunday), Geraldine Ostrove, Ralph Papa-
khan, Gordon Rowley, Suzanne Thorin (except part of Sunday, and Tuesday), Ruth Tucker

Preliminaries: Davidson welcomed new Board members: Baily, who will be assistant
development officer, Daub, who was appointed as assistant parliamentarian, and Papap-
khian, who will assume the duties of assistant financial officer. The Board wished
Thorin a happy birthday and celebrated with birthday cake.


1. October minutes.
   *It was moved, seconded, and passed that the minutes of the Board meeting of
   13-14 October be approved with the following corrections:* 
   p. 2, Section II, 2: change wording from "changes" to "adjustments"
   strike word "preliminary"
   change sum, "$27.00" to $270.00 (cheap trip)
   p. 3, Section IV, 1: change wording to: "...and has had mailing labels of
   chapter members distributed to them."
   p. 4, paragraph 4 (=Section V, 1, A, paragraph 6): change word in second motion
   from "interest" to "income"
   p. 5, Section V, 2, paragraph 1: change "Wallace" to "Davidson"
   p. 7, Section IX, 3: strike phrase, "on the organization"
   p. 9, Section X, 2: change word, "economic" to "financial"

   *It was moved, seconded, and passed that the Annual Report of the Board of
   Directors be approved with the following corrections:
   Under "OFFICERS": change "Recordings" to "Recording"
   change date for appointment of Treasurer "1 July" to "at end
   of June board meeting"
   under "BUSINESS MATTERS": strike the first sentence (see III.1 below).

3. Added agenda item. Indexing of minutes.
   *It was moved, seconded, and passed that part of an earlier board motion [June
   1983] regarding the discontinuance of the indexing of the board meeting minutes be
   rescinded, and that the recording secretary index the minutes in the future, as well
   as retroactively for 1983 and 1984.*
   The previous motion is reprinted here for the record: "It was moved, seconded,
   and unanimously passed, that the board discontinue the indexing of board minutes, and
   instead direct the recording secretary to append to each set of minutes under the
direction of the president a list of actions to be taken, by whom and by when, and a
list of new policies approved by the board." From now on, then, the recording secretary will both index the minutes and append a list of actions and new policies to the minutes. Also for the record, a second pertinent motion from that same Board meeting concerns the index of Board policies: "It was moved, seconded, and unanimously passed, that the index of board policies be expanded to include the appropriate texts from the minutes, that the president appoint a member to undertake the task, that the new document be maintained by the assistant parliamentarian." To date, no one has done this.

II. REPORT OF THE TREASURER: Karen Griffith.

1.-2. Griffith distributed the financial report for the first two quarters (1 July--31 December) of fiscal year 1984/1985. This combined six-month report shows an ending balance in MLA's accounts of $148,762.33, with a net gain for the period of $59,585.33. The report includes a summary of funds budgeted for the year as well as the actual amounts and percentages of funds expended and income realized by the end of the 2nd quarter. The summary represents the implementation of a recent decision whereby the Finance Committee makes detailed budget decisions, while the Board looks at an overview with an eye to broader trends. Subscriptions to Notes, and membership dues have declined, thereby reducing revenue, but some committees are not spending as much as they projected, so that Griffith sees little danger of overspending the current budget.

One expenditure, recommended by the Finance Committee, needed Board approval: *It was moved, seconded, and passed that Lenore Coral be funded $179.00 for travel to the 1985 annual NISO (239) Committee meeting in Washington D.C.*

3. IRS matters.

Griffith reported that MLA's tax return for 1983 was filed late in 1984 (see previous minutes), and that our tax return for 1984 has already been filed. Also currently filed with the IRS is a request for a change in our reporting year to reflect MLA's change in fiscal year.

4. Hauser and Taylor, the accounting firm which MLA has engaged to help with these matters, has advised that we wait until the IRS replies regarding the misunderstanding over our 1983 tax return as well as our new reporting year before trying to finalize our tax-exempt status. Griffith expressed satisfaction with both the firm's work and its willingness to assist her in organizing MLA's books.

III. REPORT OF THE EXECUTIVE SECRETARY: Suzanne Thorin.

1. Membership.

Thorin distributed a growth index charting the change in the number of members and subscribers over the past twenty years. It shows a 12% drop in members and subscribers in the past five years and a general decline since the peak in 1975. It is possible that the drop in membership recently is due to inaccuracies in reporting during the Multi-Service Management years.

2. Academic Services continues its outstanding service to MLA. The Board was in receipt of Jim Henderson's letter of February 15, 1985 to Davidson, reminding her that the contract will soon expire, and requesting an increase in the minimum monthly charge from $600--$750 to cover increases in postal rates and a cost-of-living. The letter was referred to the Finance Committee.

3. Other activities.

Thorin distributed updated lists of names and addresses of MLA officers. She
also reported that the inventory reduction sale of MLA publications was soberingly unsuccessful in its goal, but that the results will enable us to decide what to archive, what to shred, what to update, and what to reprint. As supporting documentation, she distributed a "Publications Inventory Report."

4. Finally, Thorin distributed a preliminary copy of the revised Membership Directory, which will be distributed to MLA members within the next few weeks. It contains some new indexes. Printing costs should be under budget. She suggested that membership and membership renewal forms, when reprinted, can be modified to include members' telephone numbers, so that a later edition of the Directory might incorporate that information.

*It was moved, seconded, and unanimously passed that the Executive Secretary be given a standing vote of acclamation.* So moved, and so done!


Ostrove distributed three documents: an updated list of Chapter Officers, a list of MLA Chapter Publications, and a list of chapters detailing the areas, zip codes and number of national MLA members they encompass. Nagy pointed out the difficulty of trying to identify people who are members of chapters, but not of the national MLA. She suggested that there be a line on the membership and membership renewal forms to indicate chapter membership. Kaufman noted that there are around 700 national MLA members who are not chapter members.

V. REPORT OF PARLIAMENTARIANS: Judith Kaufman and Arne Arneson.

1. The Board was in receipt of Arneson's revision of Sections II-III of the Handbook, as well as Kaufman's section VII on Roundtables. Again, the difficulty was in determining how to proceed with the discussion without falling prey to a line-by-line analysis of the text. A short discussion of methodology followed. Kaufman, speaking from long experience, stressed that substantive suggestions be documented with past Board policy decisions (which may prove difficult since not everyone on the Board has copies of past minutes, and the cumulated index/list of Board policies was not compiled—see I.3 above). The Board also recommended that Arneson consider Kaufman's previous (May 1984) proposed reorganization of Section II A-B. *It was moved, seconded, and passed that the members of the Board send their comments on Sections II-III of the Handbook to Arneson by April 15th, and that Arneson present a list of matters that need Board resolution for the June board meeting.* (Davidson and Thorin promised to distribute copies of the handbook drafts before the end of the conference to the new Board members who had not yet received them.)

Kaufman briefly discussed the guidelines for roundtables, which comprise section VII of the Handbook. She noted the difficulty in distinguishing between a roundtable and a committee. Some of the main differences as presently defined are that formal projects are not expected of roundtables, and that there are no provisions for budgeting roundtable activities. While no one seemed to have any objections to the document, no formal ratification of Section VII took place. Kaufman made the general comment that there are some subtle discrepancies between Sections I-III and Sections IV-VII of the Handbook, but did not elaborate.

2. Arneson will index Sections II-III when they are approved and their organization finalized. (He has already indexed Section I, the Constitution and By-laws.)

VI. REPORTS OF COMMITTEES.

Standing Committees
   a. Announcement of recent gifts (Griffith). No report at this time.
   b. Gerboth fund—Awards Committee. Davidson noted that we have yet to set up a means to use funds for the Gerboth Award, which are to be granted for research projects by librarians new to the profession. Some of the yet-unresolved issues are: when and how is money awarded; should the fund be treated as an endowment with only the interest used? Davidson agreed to work with the Development Committee, the Executive Secretary, and the Treasurer to formulate and present a proposal by the June board meeting regarding the time and mechanism for the granting of the Gerboth award.
   c. Follow-up on October fund-raising report.
      1. Nagy and Rowley promised that a report on MLA’s development funds would be forthcoming, either by the end of the MLA meeting, or most certainly for the June Board meeting.
      2. Nagy suggested that the membership of the Development Committee be increased. Kaufman pointed out that the Handbook did not preclude expanding the membership.
   d. Follow-up on conference-planning questionnaire. Geil reported an excellent response to the questionnaire, noting that there were a number of as yet untabulated questionnaires that were submitted with registration materials. She gave a preliminary report, and promised a complete one which Nagy could summarize at the business meeting, and which she would submit for publication in the next MLA Newsletter.

   Rowley noted that the annual audit of the Treasurer’s accounts would take place during the annual MLA meeting. This is an internal audit to ensure that the sums are accurate. If we engage in development activities that elicit large sums or grant money, then it would be prudent to have a professional review of MLA’s accounts. None has been conducted since 1971. Such a professional review would cost $2,000—$2,500, so that we would need to plan somewhat in advance for budgeting. The Committee feels that periodic professional reviews, perhaps every four years, would be appropriate, with the first review scheduled for fiscal year 1986/1987. The Board informally agreed to the prospect of a professional review.
   A second matter for consideration was the Committee’s recommendation that all gifts to MLA be acknowledged with a receipt from the Treasurer (at present, one’s cancelled check is one’s receipt); that the Treasurer send a quarterly report of gifts received to the President and the Development Committee chair; that all gifts over $100 be acknowledged by the President. *It was moved, seconded, and passed that all gifts be acknowledged officially and in accordance with the above recommendations.*

      1. Jones submitted a Budget for the Louisville Convention, dated 24 January 1985. He noted some updated figures as follows:
          Expenses:
          A-V rental increased from $625 to $837.
          Added a line for the Hinson lecture/recital: $200
          3 coffee breaks increased from $900 to $2080 (!)
          Banquet Food & Drink decreased from $3080 to $3040
          Banquet Dance Band decreased from $350 to $300
          Adjusted total expenditures increased from $13,415 to $14,919
          Income:
Registrants increased from 250 to 374, thus increasing income from registration fees from $6250 to $9375.
Exhibitors tables increased from 25 to 43, thus increasing income for table fees from $2250 to $3690.
The Boonin-Rubin donation for receptions increased from $900 to $1,000.
Adjusted total income increased from $14,950 to $19,615.

\*It was moved, seconded, and passed that the convention budget as amended above be approved.\*

2. In addition a revised budget for the workshop, dated 12 February 1985 was distributed. Income was projected for 220 participants at $8,800; expenditures were projected at $4,210.
\*It was moved, seconded, and passed that the workshop budget dated 12 February be approved.\*

b. Milwaukee--1986. Dates are set for February 8-15 at the Hyatt-Regency. Jones noted that hotel rates will be considerably higher for future meetings. The Program Committee was yet to be appointed, but the Local Arrangements Committee (R. Jones, A. Arneson, B. Strauss) has already been planning for two years, and has made some initial contacts with potential local speakers. Discussion centered on possible models for program planning. See VI.3.e below.

c. 1987--Atlanta. Plans are underway to procure a satisfactory hotel contract.

d. 1988 and beyond. Offers from Cleveland, Seattle, and Dallas have been received. Davidson asked Jones to solicit formal proposals outlining the guidelines the board needs for consideration. No further decisions made.

e. The Board received a "Proposal to Restructure the MLA Program Committee" from Karen Nagy. According to the proposal, the Program Committee would be increased to five persons. Two people would be appointed each year, one to serve for two years and one to serve for three. Three-year appointees serve as chair in their second year. This structure would provide for the overlapping of terms. Advantages of restructuring would be: 1) to provide some continuity, especially for the more mechanical aspects of program planning 2) to allow for long-range planning. The plan also recommends a formal liaison with the MLA Education Committee if it is involved in workshop planning.

Discussion centered on the clarification of some of the wording of the plan; on initial implementation should the proposal be adopted, on the addition of \textit{ex officio} members, and whether "mind-set" and "burn-out" might be disadvantages. The following amendments were recommended: that the Committee present an annual report; that the chair of the Workshop Committee(s), the chair of the Local Arrangements Committee, and the convention manager be \textit{ex officio} members of the Committee. \*It was moved, seconded, and passed that the proposal, as amended, be approved.\*

Below is one possible working model for implementation. The first year, five persons would be appointed: one with a three-year term (who would be chair in the second year of the term), two with two-year terms (one of whom would be chair in the first year of the term), and two with one-year terms. Thereafter, appointments could proceed according to the proposal. Names of this year's appointments are indicated.
4. **Publications.** The Board was in receipt of the Annual Report and of a letter from Donald Thompson to the Committee noting the progress and nativity of works in the Index and Bibliography Series.

   a. Ad Hoc Committee on MLA Publications. Geraldine Ostrove, Suzanne Thorin.
   
   The Committee felt that they needed more time, simply to meet together as a committee. Michael Ochs asked for input from the Board regarding discussion topics for the upcoming Committee meetings in Louisville. Tucker raised the nasty issue of distribution of works that fall outside the scope of present MLA publications series, specifically the Education Committee's Library School Survey. Davidson charged Ochs to return to the Board with a proposal. Ochs graciously and dutifully left with that charge, recommendations concerning which the Committee had presented the Board in Austin 1983 (was he seen rolling his eyes?)

   b. Music Cataloging Bulletin. Davidson announced that the subscription fee for MCB will go up to $15/year. The editorship of the publication was briefly discussed, but no conclusions reached. Iskenderian has served four years as editor, but would be willing to continue if reappointed.

**Special Committees**

5. **Administration.** Annual report submitted.


7. **Awards.** The Committee submitted its nominations for awards as follows:
   
   --Best book-length bibliography: The Boston Composers' Project, edited by Linda I. Solow
   
   --Best article-length bibliography or article on music librarianship: Jeffrey Kallberg, "Chopin in the Marketplace."
   
   --Best review in Notes: Michael Beckerman's review of the Kunzelmann edition of Smetana's The Bartered Bride.
   
   --Ann Basart, editor of Cum Notis Variorum
   
   --Professor Albert Seay for his numerous (146) reviews in Notes.

   *It was moved, seconded, and passed that the Awards Committee nominations be accepted.*

8. **Bibliographic Control.** Richard Smiraglia has decided not to resign as chair
of the Committee; but Connie Field has resigned as chair of the MARC Formats Subcommittee. There was a short discussion of possible replacements.

9. **Education.**
   a. The Board received a copy of a "Proposal for the formation of a working group on summer institutes" devised for consideration by the Committee at its Louisville meetings. The Board expressed interest in the proposal, but noted that some major issues still need resolution: implementation; justification; accreditation; finances.
   b. **Other matters.**
      1. Davidson communicated to the Board that its suggestions for program changes offered to the Working Group on the 1985 Pre-conference Workshop and the Education Committee in response to their preliminary program, were not particularly appreciated, and were regarded as meddling in committee business. A short discussion followed where it was noted how necessary it is to offer encouragement and gratitude to anyone who is working on behalf of the organization. It is sometimes difficult to balance the power of approval with the encouragement of independence.
      2. Library School Survey. The Board was in receipt of sample pages from the Education Committee's Directory of Education for Music Librarianship. Since the document is in the final editing stages, a decision on the mode of its distribution was urgently needed. Some discussion ensued with regard to publication standards and the structure of MLA publications. As an expedient, *it was moved, seconded and passed that the Directory of Education for Music Librarianship be produced and distributed by the Education Committee on a cost recovery basis at least for the remainder of the fiscal year.* Availability could be announced in the Newsletter, with orders pre-paid and copies printed according to demand. There was a suggestion that the Directory be copied onto MLA letterhead. If the Committee continues to distribute the Directory, it may need to budget for photocopying, postage, and advertising.

10. **Legislation.** Davidson related that Bruce Wilson, chair of the Committee, would report on various activities and current issues in the business meeting including the proposed tax reform, the definition of "academic use" in the copyright law, and public lending laws.

11. **Microforms.** Annual report submitted.

12. **Preservation.** The Committee reported two possible publications in preparation, as well as a bibliography which the Midwest MLA chapter will publish.


14. **Reference and Public Service.** Dorman Smith is still acting chair (is there a limitation on the term of an acting chair?). Annual report submitted.


VI. **ROUNDTABLES.**

1. In response to letters of request to form a roundtable on **Alternative Approaches to Music Cataloging,** *it was moved, seconded, and passed that the formation of the Roundtable be approved.* No discussion.

2. **Archives.** The Roundtable appears to be flourishing: David Farneth planned a structured program, based on questionnaire responses (compilation received by the Board), for the open Roundtable meeting on Saturday morning. The Roundtable submitted a tentative proposal for a workshop next year. Farneth also plans to create several
Davidson asked the Board to consider MLA's goals and objectives regarding our Committees. The concerns could be summarized as follows: We need better communication, especially between the Board and committees, so that implementation can be facilitated. There needs to be a greater spirit of encouragement. Roundtables may seem refreshingly viable because they are formed out of needs perceived at the "grass roots" level rather than in response to a formal charge. There should be a fluid relationship between the concept of a committee and a roundtable. Democratizing committee membership selection appears to be a perennial problem. Davidson appointed an Ad Hoc Committee of the Board consisting of Karen Nagy and Ruth Tucker, and charged them to review the structure and charges of MLA's standing and special committees, and roundtables, and to prepare recommendations for the June Board meeting.

VII. SPECIAL OFFICERS.

1. **Convention Manager.** Richard Jones. See also VI.3.a.1 above. Jones relayed MOUG's gratitude to MLA for a good working relationship; the Board's response was equally appreciative.

2. **Placement.** No report.

3. **Publicity.** The Board received Hoffman's excellent and thorough report of recent activities. A discussion ensued about possible ways to help Hoffman with the work of deciding where to place MLA advertisements and determining the rationale for our publicity. Possibilities mentioned: 1) each publication series editor could maintain a calendar of relevant journal publications, advising when to place a particular ad (this has been the method in the past); 2) the Development Committee could take over the task of advising where and how to place advertisements; 3) Advertisement design and placement might be professionalized altogether; 4) The executive secretary might function in an advisory role.

IX. REPRESENTATIVES TO AND JOINT COMMITTEES.

1. **American Library Association (ALA).** Annual report submitted.

2. **AMS, Joint Committee on RISM.** Annual report submitted.

3. **Archives.** Davidson reported on Carol June Bradley's recent consultancy to the MLA Archives at the University of Maryland in College Park. Bradley was asked to comment on the following: 1) How well does the Archive survey MLA's history? 2) How could gaps be filled in? 3) Does she have suggestions about the normal processing of materials? 4) Are there special processing techniques that could be implemented to make materials more accessible? The session was an extremely fruitful one. Bradley was able to identify certain "mystery boxes." She offered many valuable suggestions regarding inventoring, processing, and funding. She also stated that she might be willing to conduct oral histories for MLA.

4. **Council of National Library and Information Associations (CNLIA).** Christine Hoffman will attend the spring meeting; publicity is one topic on the agenda.

5. **International Association of Music Libraries, Archives and Documentation Centers (IAML).**
   a. **US-RILM Office.** Ostrove reported the reasons why mention of MLA's funding
was not printed on the letterhead of the Office, as suggested by the board at its October meeting: it was too late; none of the other subsidizing organizations was mentioned there; and long-term funding is too unsure for such a mention. (And if that's not enough...)

b. The Board was in receipt of the "Report of the Ad Hoc Committee of the Association of MLA and IAML-US". The report surveys the background of IAML-US and its relationship to MLA; it sets out the reasons why MLA/IAML-US relations were reassessed by the Committee; it documents the methodology undertaken by the Committee; it lists the findings of the Committee; it sets forth four possible models of association between MLA and IAML/US; it states the pros and cons of each of the four models; and finally, it makes recommendations about adoption of the models. To summarize: Model 1 maintains the status quo, and "MLA and IAML-US continue as two separate and independent organizations with a partially overlapping membership." Model 2 maintains "IAML-US as an independent organization with an official representative to the MLA Board as an ex officio, non-voting member." Model 3 organizes "IAML-US as an independent section within MLA, with optional membership for persons willing to pay both MLA and IAML dues." Model 4 makes "MLA the national branch of IAML, so that MLA = IAML-US." The majority of the Committee recommended Models 1 and 2 for consideration by the boards of MLA and IAML-US as options for member-vote, while the minority of the Committee favored Model 3 for such consideration.

The Board greatly appreciated this thorough and well-formulated report, and felt that it represents an important contribution to the continuing discussion of the relationship between MLA and IAML-US. The Board thought that the Committee's findings regarding the perceptions of MLA members about IAML-US demonstrates that most people may not accurately understand the activities or purposes of IAML. Because of this, it was felt that putting any of the above models to a vote by the members of MLA would be premature at this time. Instead the Board recommended that IAML-US increase and enhance its efforts to educate American music librarians about IAML-US so that, should the membership face a decision about association with IAML-US, the vote would be well-informed. *It was moved, seconded, and passed that the Report of the Ad Hoc Committee of the Association of MLA and IAML-US be received with gratitude, and that the Committee be dissolved.*

6. Music Publishers Association. Ostrove attended the MLA/MPA Joint Committee Meeting in November, and reported on the proceedings.


IX. OLD BUSINESS.

1. National Endowment for the Humanities (NEH) grant to the MLA for 19th-century American music bibliography. Status report received. *It was moved, seconded, and passed that the approval of a request for an extension until May 31, 1985 be ratified.* The board earlier approved extension of the NEH grant by telephone poll (pole?).

2. Report of the Executive Secretary Search Committee. Geraldine Ostrove. Linda Solow Blotner was presented as candidate. The Committee had prepared a dossier on her for the Board's perusal. A formal interview took place in which the Committee posed a number of pre-arranged questions, the Board interrogated the candidate, and she, in turn, interrogated the Board. All having survived intact, the Committee recommended that Linda Solow Blotner be appointed as Executive Secretary. *It was moved, seconded, and passed that the Board accept the Committee's recommendation.*
XI. NEW BUSINESS.

1. International Federation of Library Associations (IFLA). The Board received a copy of a letter from Robert Wedgeworth, Co-chair of IFLA requesting that MLA rejoin IFLA and participate in the planning for the 1985 Conference in Chicago. Lenore Coral, who is a member of a standing committee of IFLA, relayed what she considers to be the pros and cons of membership in the organization. While IFLA would like to have a music section, and it might be beneficial to have music input to this generalist organization, members of IFLA represent themselves rather than the organization that sponsors them. Moreover, membership is extremely costly, and sending representatives would cost even more. The Board decided to take no action on Wedgeworth’s invitation to rejoin.

2. National Music Council. Davidson distributed literature on the organization. The Board decided not to rejoin at this time.

3. White House Conference on Library and Information Services. Davidson had received a letter from the WHCLIST asking for comments on the five-year review of the implementation of the resolutions adopted at the 1979 WHCLIST. She passed the information on to Bruce Wilson of the Legislation Committee. Further correspondence indicated that the WHCLIST was soliciting money from MLA to join. The Board took no action, since the legislation enacted was mostly “PR” for the public sector.

XII. DATE AND PLACE OF NEXT MEETING.

Tucker tried to tempt the Board with an invitation to Berkeley (Chez Panisse, here we come), but the frugal-minded group opted for Evanston, Illinois on 31 May, 1-2 June.

XIII. MEETING WITH CHAPTER OFFICERS. Ostrove presiding.

A number of topics were discussed and clarified. Ostrove noted that mailing labels, arranged by zip code, are distributed each year to chapter chairs; additional labels cost $.10/each. She also wanted to make sure that each chair had received the pertinent section of the revised Handbook to clarify procedural matters. She informed everyone that as soon as other pending matters are cleared up with the IRS, each chapter chair should receive a letter informing them of national MLA’s tax-exempt status and the mechanics of claiming tax-exempt status under that umbrella. There was some discussion about the problem of identifying potential chapter members in each area, as well as chapter members who might become members of the national organization. Gail Sonnemann and Bruce Wilson urged the chapters to retire their papers into the Archives. If they prefer to keep their papers elsewhere, they could easily submit a list of the contents for the national Archives.

XIV. MEETING WITH COMMITTEE AND SUBCOMMITTEE CHAIRS.

Davidson solicited letters from the chairs of each committee stating when each chairperson was appointed and when members began their membership. An executive calendar of appointments will be maintained. Sonnemann and Wilson repeated their call for retired papers from the committees. They stressed that sorting of the papers is unnecessary. There was substantial discussion about the health and direction of the various committees. Most committees would prefer greater communication both from the Board and with each other. There is a need for better dissemination of committee reports and activities. One excellent suggestion was that committees give
verbal reports at the end of each annual MLA meeting to summarize the activities conducted during the meeting.

Ruth Tucker
Recording Secretary

Appendix 1.

New Policies Approved by the Board

1. The recording secretary will index the minutes of the meetings of the Board.

2. All gifts to MLA will be acknowledged with a receipt from the Treasurer; the Treasurer will send a quarterly report of gifts received to the President and chair of the Development Committee; in addition, the President will acknowledge all gifts over $100.

3. The Program Committee will be structured according to the following model:
   There are to be five regular members: two members will be newly appointed each year; of these two, one shall chair the Committee the following year and remain on the Committee a third year; the other shall serve a two-year term. In addition there are to be the following ex officio members: chair of the Workshop Committee(s), chair of the Local Arrangements Committee, and convention manager. The Committee is to submit an annual report, and is to keep the chair of the Education Committee closely informed.

4. The Board decided to defer action on bringing to a membership vote various models of association with IAML-US until MLA members are better informed about the activities and purposes of the organization.

Appendix 2.

List of Actions to be Taken

<table>
<thead>
<tr>
<th>Action</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Index minutes for 1983--1984</td>
<td>Recording Secretary</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>2. Update the cumulative index of board policies and insert texts from minutes</td>
<td>President to appoint</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>3. Send comments on Sections II-III of Handbook to Arneson</td>
<td>Board</td>
<td>April 15, 1985</td>
</tr>
<tr>
<td>4. Approve Section VII of Handbook</td>
<td>Board</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>
5. Recommend time and mechanism for granting Gerboth award
   Development Committee, Davidson, meeting before June Board
   Exec. Sec'y, Treasurer

6. Submit report on convention-planning questionnaire for next Newsletter
   Geil before Newsletter deadline

7. Prepare a brief description of MLA's development funds
   Nagy & Rowley before June Board meeting

8. Solicit invitations to MLA for sites of annual meetings according to guidelines
   Jones As soon as possible

9. Appoint Program Committee according to new model
   President As soon as possible

10. Make recommendations about MLA's publications
    Ad Hoc Committee on Publications As soon as possible

11. Present proposal for handling publications which fall outside the scope of MLA series
    Publications Committee Are you kidding?

12. Reappoint existing or appoint new MCB editor
    President As soon as possible

13. Appoint new MARC Format Subcommittee chair
    President & Smiraglia As soon as possible

    Education Committee As soon as possible

15. Make recommendations about committee structure and charges
    Nagy & Tucker before June Board meeting

16. Educate American librarians about the activities & purposes of IAML-US
    IAML-US any time

17. Submit retired chapter and committee papers to the MLA Archives.
    chapter & committee officers any time