

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

San Antonio, Texas
February 25-29, 1980

Monday, February 25: 2:00-6:30, 8:22-9:55 PM; Tuesday, February 26: 9:05-11:55 AM; 1:30-6:40 PM; Thursday, February 28: 8:10-11:35 PM; Friday, February 29: 4:15-5:35 PM.

Present: Mary Ashe, Ann Basart, Garrett H. Bowles, Shirley Emanuel, Dena J. Epstein, Stephen M. Fry, Gerald D. Gibson, George R. Hill, Donald W. Krummel, Kathryn P. Logan, Kathleen J. Moretto, Jon W. Newson, Sarah A. I. Shiffert, John W. Tanno, William J. Weichlein. Ruth T. Watanabe presiding. Members of the Association in attendance at various times included: Arne J. Arneson, Betty Auman, Sandra Brevet, Janet Bochin, Peter B. Brown, Olga Buth, Maria Calderisi, Edna Christopher, Harold J. Diamond, Larry E. Dixon, David Fenske, Ruth Funabiki, Brenda Chasen Goldman, Alan Gregory, Thomas F. Heck, Ralph W. Holibaugh, Katherine Holum, Judith Kaufman, Donald Leavitt, William M. McClellan, Donna Mendro, Geraldine Ostrove, Glenn Patton, Elizabeth H. Rebean, William Rorick, Gordon S. Rowley, Martin Silver, Linda Solow, Susan T. Sommer, P. Dean Vanderwal, Allie Wise, and Philip Youngholm.

I. Reports of officers.

A. Recording Secretary's report. George R. Hill.

1. Minutes of the Chicago board meeting. It was moved, seconded, and unanimously passed, that the minutes of the previous meeting in Chicago be approved with the following correction:

p. 7, l. 3: change "30 September 1980" to "30 September 1979"

2. Since no corrections had been received from the board for the annual report of board activities to the membership, this document was forwarded for duplication. [It turned out that it was necessary to make it available to the membership by request to the business office.]

3. The Secretary has prepared listings and reports for the 1980 edition of the Bowker Annual of Library and Book Trade Information, for the second edition of the International Guide to Library, Archival, and Information Science Associations, and for the 1980 edition of the ALA Yearbook (covering events of 1979). Copies of these items were available for board members' perusal.

B. Treasurer's report. Shirley P. Emanuel.

Emanuel distributed the annual financial report for 1979. There was a deficit of approximately \$9000 last year, mainly because of a decline in receipts from dues and subscriptions. In view of certain other considerations, including a request for the financial support of RILM and the negotiation of a management contract with Multiservice, it was deemed necessary to revise the 1980 budget. [See action under VI. below.] It was moved, seconded, and unanimously passed, that in view of budgetary restrictions and increasing travel costs, the Treasurer be authorized to reimburse traveling board members only to the extent of the lowest feasible door-to-door transportation costs. It was noted that in most cases this fare will probably be the super-saver fare, and that this decision will have to be entered in the index of board policies. [By subsequent appointment by the President, the Recording Secretary will assume responsibility for revising and updating this index.]

C. Convention Manager's report. William J. Weichlein.

San Antonio, February 25-March 1, 1980. As of this report, there are 206 registrations, 164 paid workshop registrations, and 147 banquet tickets sold.

Receipts thus far total almost \$10,000. The program has taken shape since the last board meeting and all seems to be going well. It was moved, seconded, and unanimously passed, that the board should make every effort in scheduling future national meetings to insure that a local arrangements chair be available in the specific city under consideration.

New Haven, February 10-14, 1981. Co-chairs of local arrangements and program are Kathleen Moretto and Harold Samuel, who will call on other association members for assistance. A contract has been signed with the Sheraton Park Plaza Hotel; room rates will be \$35 for singles, \$43 for doubles.

Los Angeles, 1982. Stephen M. Fry, local arrangements chair; Joan Kunselman, program chair. After extensive investigation, it has proved impossible to find a suitable hotel in Los Angeles with room rates less than \$50 per night for singles. It was moved, seconded, and unanimously passed, that Fry be authorized to negotiate with a hotel in Los Angeles at a rate of \$50 for singles.

1983 meeting. No firm commitments have been made, although discussion was held concerning the Boulder, Colorado, area. A list of past meeting locations, 1947-80, was circulated to the board.

D. Administrative Secretary's report. Sarah Shiffert, speaking for Brent H. Farber.

There was a small problem last summer in getting the right staff involved with MLA activities, but this has now been resolved. Sarah Shiffert is working essentially full-time on MLA functions, and 2 others in the office are working approximately 2 hours per day for us. Shiffert distributed copies of the Growth Index, a document summarizing cancellations of memberships and subscriptions, a summary of standing orders and monies due from 1979, and a summary of standing orders for 1978. Also distributed to board members were an itemized inventory of stock as of February 20, 1980, a list of accounts receivable, and a tentative MLA calendar for 1980. She called attention to Farber's letter of February 6 to the President, previously circulated to the board, concerning a rise in the management fee and suggestions for revisions of the Association's budget. She also mentioned that the business office is at present administering other associations' funds and making use of the Delaware Cash Reserve Fund, an arrangement that allows for the writing of checks against deposits and which pays 13.7% interest.

In executive session, discussion was held at various times during the week of the budget and of negotiations to be conducted by the President with Multiservice Management concerning their fee and requested reports to the Association. It was moved, seconded, and unanimously passed, that the President be authorized to negotiate a fee of \$16,500 for the 11-month period February 1-December 31, 1980, and to inform Multiservice Management that it was the desire of the Association to renegotiate the fee for the calendar year 1981 at the October 1980 board meeting. It was the further sense of the board that the Philadelphia office should be required to provide a series of reports as detailed in a 3-page memorandum to the board from Shirley Emanuel dated February 25, 1980.

E. Past-President's report. Dena J. Epstein.

1. Chapters. A written report had been circulated to the board, and Epstein amplified the suggestion that a form be devised to expedite the preparation of chapter reports. She was able to attend meetings of the Midwest, Chesapeake, and Southeast Chapters, and considers this to be an effort worth continuing. A suggestion was made that the business office circularize chapters for a listing of officers every 6 months, to insure that lists are up to date; a procedure will be worked out by the Vice-President, Past President, and the business office.
2. ALA midwinter meeting. A written report was circulated to the board. In her third year as liason between MLA and ALA, Epstein is seeking to increase

involvement of other members to the extent possible, and will seek to coordinate MLA members at the ALA meetings in New York in the summer of 1980 to insure that as many ALA meetings as possible of potential interest to MLA be covered.

3. IFLA. In response to Epstein's detailed report on ALA and the IFLA dues assessments, it was the sense of the board that MLA should continue its membership in IFLA for the next year. It was moved, seconded, and unanimously passed, that the Treasurer be authorized to pay dues in the amount of \$299.92 directly to the IFLA secretariat in The Hague, and to inform ALA of this action.
4. Copyright. The question of MLA sending representatives to hearings of the Copyright Office was raised at the ACRL Copyright and the ALA Ad Hoc Copyright Committees. Susan Sommer will handle this matter for MLA.

II. Reports of committees.

A. Finance. Jon Newsom, chair.

Newsom announced that a committee composed of Harry Price, David Sommerfield, and himself, had audited the books of the Association for 1977-78, and found them to be in order.

B. Fiftieth Anniversary. Donald Leavitt, chair.

A letter of commission has been sent to Miriam Gideon, and has been accepted. It has not been possible to find recording or performance funds at this time, but some sources might be interested in paying the commission fee instead. It was moved, seconded, and unanimously passed, that the board encourage Leavitt to find a sponsor for the commission and/or the performance and recording of the Gideon chamber work.

C. Education. Kathryn Logan, chair.

The preconference workshop in San Antonio has gone very well, and has generated receipts of between \$3000 and \$4000, for a probable profit of about \$2000 for the Association. Next year the committee recommends holding the workshop on Monday instead of Tuesday, perhaps on the subject of collection development in the 1980s. A proposal for distribution of an annual directory of continuing education programs at ALA-accredited library schools was mentioned, and it was the sense of the board that this should be discussed in detail at the June board meeting.

D. Joint Committees.

1. Joint Committee on the Union List of Serials.

Wilma Reid Cipolla is our representative. Since 1965 there has been no discernible function for the committee. Neil Edgar, research librarian at Kent State University, wrote on February 3, 1980, informing MLA that the Resources and Technical Services Division Board of ALA had passed a resolution urging an investigation with a view toward withdrawing from the joint committee and urging other associations to agree to the dissolution of the committee. Cipolla wrote on February 19 protesting this plan of action, and outlining possible work for the joint committee. It was the sense of the board that it supports Cipolla's position, and that the President should write her to this effect.

2. Joint Committee on Specialized Cataloguing.

Don Seibert had sent minutes of the September 13-14, 1979, meeting to the President.

3. Musical Theatre in America Conference, April 1981.

Watanabe circulated a letter of February 19 from Thor E. Wood to the board, and summarized a letter from Raoul Camus of the Sonneck Society of October 18, 1979. The Sonneck Society, the American Society for Theatre Research,

and the Theatre Library Association propose a jointly-sponsored conference to be held at C. W. Post College, Greenvale, New York. After discussion, it was moved, seconded, and unanimously passed, that while approving of the purpose of the conference in principle, the Association regrets that it must decline to participate as a sponsor.

4. MLA/MPA Joint Committee.

Watanabe summarized minutes of the meeting of October 5, 1979, as taken by Neil Ratliff, and a draft by Ratliff of a document entitled "Desirable Features in Music Publishers' Catalogs." She called particular attention to point 5 of the minutes: "A discussion of plans for the San Antonio MLA convention centered on MPA's participation. Neither MLA nor MPA have funds for travel expenses but it was suggested that the performing rights organizations should be encouraged to participate, and would probably be happy to pay their own expenses. Carolyn Hunter will contact them."

5. AMS/MLA Joint Committee on RISM.

It was recommended that a Subcommittee on RISM A-2 be constituted, consisting of: Margaret Lospinuso, chair; Thomas Heck, Barbara Henry, Charles Lindahl, Michael Ochs, and Susan Sommer. Board approval has already been obtained from the American Musicological Society. It was moved, seconded, and unanimously passed, that the board approve the constitution of the subcommittee.

E. MLA Newsletter.

The President read a report from Suzanne Perlongo on her attendance at a workshop on library newsletters held in Dallas, June 22-23, 1979, for which the Association had provided some travel support.

F. Public Library.

Cheryl Osborn has resigned as chair of the committee, but will remain as a member. The new chair is Donna Mendro, Dallas Public Library. A report has been received from the committee, including information on the MLA session held for the PLA/ALA meetings in Dallas last summer.

G. Microforms.

Stuart Milligan is chair, and members will be appointed during 1980. The committee hopes to publish in the December 1980 issue of Notes a list of microform serials, updating Michael A. Keller, "Music Serials in Microform and Reprint Editions," Notes 29:4 (June 1973), 675-93.

H. Placement Service.

Delivered by Sandra Cobb, a report was received from Karen Miller. In 1978-79, there were 140 registrants for positions; 25 positions were listed (18 academic, 4 conservatory, 2 public library, 1 archive). In the previous year, 1977-78, 167 members registered with the service and there were 27 positions listed.

I. Cataloguing and Classification.

Judith Kaufman, chair, met in executive session with the board. It was determined that Katherine Skrobella, as a representative to the Committee on Cataloging: Description and Access of the RTSD Committee on Modifications of AACR2, should relate to the Association through the Cataloguing and Classification Committee. Donald Seibert, as a representative of MLA to the Joint Committee on Specialized Cataloguing of the CNLIA, is responsible to the board. Any requests for travel funds should thus come through appropriate channels. It was further agreed that any communications from either of these representatives concerning the substance of meetings should be directed jointly to the board and to the Cataloguing and Classification Committee.

J. Legislation.

The committee consists of Susan Sommer, chair; Elizabeth Auman, James Berdahl, and Carolyn Hunter. The President will request a letter of evaluation of the committee. [This letter was subsequently received.]

K. Reference and Public Service Interest Group. George R. Hill, Gordon S. Rowley, co-chairs.

Rowley presented a report of a meeting held to organize the interest group. In addition to the co-chairs, four subgroups were identified as of most immediate concern, and chairs of these were identified: Resource Sharing, Norman Savig; Bibliographic Instruction, Ann Basart; In-service Training, Stephen M. Fry; and Current Awareness, Norma Jean Lamb. Liason persons with other groups are: Dena J. Epstein, Reference and Adult Services Division, ALA; Garrett H. Bowles, Automation Committee; Judith Kaufman, Cataloguing and Classification Committee; Donna Mendro, Public Librarians' Interest Group; Arne J. Arneson, Audiovisual Committee; Kathryn Logan, Education Committee; Richard Jones, MOUG (Music OCLC Users Group); Jerry Persons, RLG (Research Libraries Group); Linda Solow, Publications Committee. It was recommended to the Program Committee and Board that a 2-hour session be scheduled in New Haven to receive and discuss reports from the subgroups, and to exchange ideas. It is anticipated that a significant portion of this time would be devoted to bibliographic instruction. It was moved, seconded, and unanimously passed, that the officers listed and the program outlined be approved by the board.

L. Membership. William Rorick, chair.

The President announced the appointment of the chair of this committee, and indicated that he will wait for direction from the board before beginning work. There was discussion of declining membership and subscriptions, and Kathryn Logan and Garrett Bowles were constituted an ad-hoc committee to formulate methods of dealing with this problem.

M. Automation. Garrett H. Bowles, chair.

The committee up to the present time has been concerned with the MARC Music Format, and now wants to expand into other areas. As now constituted, the committee is too large, and it is thus proposed that it become an umbrella group with subcommittees, including user groups. The 5 subcommittees are:

1. On-line Reference Services. Ann Basart, chair.
2. Automated Circulation Systems. Ruth Henderson, chair.
3. User Groups.
 - a. MOUG (Music OCLC Users Group). Glenn Patton, chair.
 - b. Others at some future time: RLIN, WLN, Chicago-Northwestern, etc.
4. O28 Field. Elizabeth Rebman, chair. This group will relate to the to the MARBI Committee of ALA and a joint committee of several sections of ALA.
5. MARC Format. Marie Griffin, Charles Simpson, co-chairs. This group will have joint representation with the MLA Cataloguing and Classification Committee.

After discussion, particularly with Glenn Patton and Olga Buth, it was moved, seconded, and unanimously passed, that the board accept the report and the recommendations.

As guests of the board, Olga Buth and Glenn Patton continued discussion of the relationship between MOUG and MLA. It is anticipated that MOUG will continue to meet back-to-back with MLA, that it will continue to take care of its own convention arrangements, and that it will elect a representative to the subcommittee of the MLA Automation Committee. MOUG has 178 personal members, and almost an equal number of institutional memberships. All but 3 of the personal members attended the AACR2 workshop sponsored by the MLA Education Committee. The President of MLA will write to OCLC, Inc., informing them of the joint appointments to the subcommittee after having circulated a draft to the board for comment.

- N. MLA Prizes. Donald Thompson, chair; Walter W. Gerboth, Jon Newson. The committee submitted the following report. "For prizes for 1978 publications, it recommends in Category A, best book-length bibliography or other research tool in music: Maurice Hinson, The Piano in Chamber Ensemble: An Annotated Guide (Bloomington: Indiana University Press); in Category B, best article-length bibliography or best article on music librarianship by an author not beyond the age of 40 (by approval of the Board of Directors, this category was expanded in 1978 to include bibliographies and other short research tools published in series): Michael D. Williams, Source: Music of the Avant Garde; Annotated List of Contents and Cumulated Indices (Ann Arbor: Music Library Association. MLA Index Series, 19); in Category C, best review of a book or edition of music in Notes: Jurgen Thym, review of Schubert Lieder, Notes 35:2 (December 1978), 401-03. The panel further recommends that a special citation of merit be made to Charles Lindahl for his outstanding compilations and reviews of music periodicals appearing in Notes but not falling into any existing category of MLA Prizes, calling special attention to the extraordinary contribution in 35:2 (December 1978), 323-35." It was moved, seconded, and unanimously passed, that the board accept the recommendations.

III. New business.

A. RIIM proposal.

The President had circulated a letter of January 18, 1980, from Dorothy Curzon. Included were budgetary data and a report on RIIM dated February 1980. After extensive discussion, it was moved, seconded, and unanimously passed, that the Association appropriate \$500 for the financial support of RIIM.

B. Royalties, DaCapo Press.

A letter from Bea Friedland requested that MLA distribute royalties to authors and editors of the series Earlier American Music. It was the sense of the board that this was impractical, and that DaCapo should continue to make the distribution.

C. Other.

1. IASA resolution.

The Association has been informed of a resolution passed by the International Association of Sound Archives at its 1979 meetings in Salzburg, concerning the imposition of a special tax on blank tapes, cassettes, and similar materials to compensate copyright holders for lost revenue. The resolution states approval of the protection thus afforded to copyright holders, but calls attention to the potential harm to sound archive budgets unless archives are exempted from the tax. The tax is in force in West Germany and is proposed in the United Kingdom.

2. Notes. William M. McClellan, editor.

McClellan submitted a report dated February 20, 1980, including a draft "Statement of Purpose". He requested reactions from board members to the draft in particular. It was moved, seconded, and unanimously passed, that a line for optional air mail to Europe for foreign subscriptions be provided on the next invoices.

3. Membership list.

Ann Basart suggested that the membership list should be rearranged in its next version to allow for geographical arrangement and institutional affiliation, possibly with the use of cross references.

4. Directory of Music Librarians.

The Publications Council will see to the disposal of stock of the old directory of music librarians, now outdated.

5. Convention Programming.

Ann Basart suggested a modification of the convention program schedule, and despite the hour a lively discussion ensued. It was strongly suggested that more papers be scheduled, rather than so many panel discussions; that MLA needs to be made more comfortable for musicologists; and that there might well be a programmatic focus on either end of the week's sessions to allow members to come for part of the convention. Perhaps a program that included board meetings on Monday and Tuesday, allowed for MOUG on Tuesday, the Education Committee's workshop on Wednesday, and other sessions Thursday, Friday, and Saturday mornings might be tried.

IV. Meeting with Chapter Chairs. Dena J. Epstein presiding.

A number of points of general interest were discussed and announcements were made. Chapters are urged to report change of officers immediately to the business office in Philadelphia. There is under consideration a proposal to provide a standard form for the reporting of chapter activities to the board and the association through the Vice-President. The New England Chapter is planning to write handbooks for chapter officers and will inform the Association when this has been accomplished. As specified in the Handbook for Officers and Committee Chairpersons (copies of which were distributed to chapter chairs at the meeting), chapter publications are supposed to be supplied to the national office of the Association. Chapters are at liberty to set their own dues and membership. Chapter members need not be members of the national organization, but officers should be. Chapters are entitled to receive 2 mailing lists per year, and requests should be made to the business office in Philadelphia in time to allow 10 days' processing time.

V. Meeting with Committee Chairs.

A general discussion was held, and copies of the Handbook for Officers and Committee Chairpersons were made available. It is anticipated that a Committee on Committees will be appointed in the near future. A cutoff date of 15 January for the receipt of committee reports by the coordinator must be firm in order that they can be edited, printed, and distributed in the convention packets.

Suggestions arising from the discussion included: a revision of the constitution to allow for a maximum 3-year term for committee chairs; the establishment of some maximum term of service; a change of the date of committee service from the present term to September 1-August 31, to allow for an easier appointment process; and an annual review of committees.

It was noted that subcommittees are responsible to the chair of the committee of which they are a part, and that the chairs of committees are responsible to the board. Members of subcommittees are not necessarily members of the committees to which they report. Joint committees are composed exclusively of members appointed jointly by all organizations concerned, and are thus responsible to all such organizations.

The MLA budget year coincides with the calendar year. The Treasurer is authorized to pay only what appears in the budget. Requests for reimbursement of expenses should go through the appropriate committee chair. The Finance Committee requests for budget proposals are sent out in August and September, and the budget for the following year is generally set in October. If absolutely necessary, budget proposals can be submitted directly to the board at other times of the year.

VI. Budget revision.

It was moved, seconded, and unanimously passed, that Shirley Emanuel be reappointed Treasurer and William J. Weichlein be reappointed Executive Secretary for the next year.

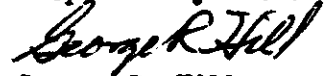
In the light of the motion passed concerning negotiation of the management fee with the business office [see I.D. above], it was moved, seconded, and unanimously passed, that the budget be revised as indicated in the copy attached as Appendix I of these minutes.

VII. Next board meetings.

The board will meet in Philadelphia on June 7-8, 1980; and is scheduled to meet in Philadelphia October 4-5, 1980.

The meeting was adjourned.

Respectfully submitted,



George R. Hill
Recording Secretary

MLA - BUDGET 1980

Approved by Board 30 September ~~1980~~ 1979

Revised by Board 29 February 1980

Excluded: disburseable royalties and irrelevant transactions.

Summary:	1980 total income	124005	129130
	1980 total expense	131750	131960
	expected deficit	7145	2830

INCOME

Miscellaneous		7500
Mailing lists	3000	
Workshop	4500	
Placement		825 950
NOTES subs and dues		79000
NOTES single issues		100
NOTES advertising		17000 21000
Convention		6500
Royalties		480
ALA	100	
Da Capo	80	
UM	150	
AMS	150	
Index series		6000 7000
MCB		4800
Technical reports		<u>1800</u>
	TOTAL	124005 129130

EXPENDITURES

Operating costs

Miscellaneous (Honorarium) 2000

Postage 2198

Business office and officers 2000
MLA/AMS RISM 25
Nominating committee 5
Education committee 15
Cataloging committee 25
Selection and acquisitions 8
Administration committee 120

Supplies, including xeroxing 2276

Business office and officers 2000
MLA/AMS RISM 25
Administration committee 11
Education committee 150
Cataloging committee 75
Selection and acquisitions 15

Phone

Business office and officers ~~750~~ 650
Nominating committee 50
MLA/AMS RISM 50
Education committee 35
Administration committee 10

795
~~895~~

Travel

Board meeting (1 at 4800; 2 at 2300) 10400
General non-board meeting 500
Finance committee 400
CNLA 25
Executive committee and executive secretary to management firm: 650
IFLA ~~500~~ ~~1,000~~ 500
Catalog Com. 500 300

12775
~~12975~~

EXPENDITURES (continued)

Operating costs (continued)

Membership expense		3500	
Bills	850		
Ballots	600		
Name and address changes	450		
Membership list	1600		17400
Management fee	1500 900	mon. (11 mon.)	3300
	(1 mon.)		
		TOTAL	36044 40944

NOTES

Postage			4510 4710
Editor	360		
Assistant editors	500		
Advertising manager	350 150		
Journal mailing	3500		
Storage and shipping			500 1350 1450
Supplies, including xeroxing			
Editor	500		
Assistant editors	200		
Advertising manager	150		
Wrappers	600 500		
Phone			325
Editor	50		
Assistant editors	150		
Advertising manager	125		
Clerical and labor			2400 2700
Editor	300		
Assistant editors	200 100		
Advertising manager	200 0		
Mailing service	2000		
Printing			54450

EXPENDITURES (continued)

Conventions (continued)

Travel	1200
Convention manager	1000
Other	200
Phone	125
Banquet, receptions, etc.	1500
Coffee	600
Board coffee	50
Other	850
Miscellaneous	500
Security	300
Contingency fund	200

TOTAL

6500
~~4250~~
131960
~~131150~~ 137,850

TOTAL EXPENDITURES

Summary of committee appropriations:

Education 200

Phone 35
Supplies 150
Postage 15

Administration 141

Postage 120
Supplies 11
Phone 10

Cataloging ~~100~~ 400

Postage 25
Supplies 75
Travel 300

MLA/AMS RISM 100

Postage 25
Supplies 25
Phone 50

Selection and Acquisitions 23

Postage 8
Supplies 15

Nominating 55

Postage 5
Phone 50

Music Library Association

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TO: MLA Board members, former Board members, and Chapter Chairs

FROM: George R. Hill, Secretary *GRH*

RE: Enclosed minutes

These minutes are sent in accordance with the Officers' Handbook and with best wishes. They are intended for the use of the Board and for informing the Chapter Chairs of actions. If by chance I have a name or address on my mailing list that is no longer current, could you please pass these minutes to the appropriate officer and send me a post card so that I can correct my records? Thank you!

Music Library Association

Supplement to Minutes of the Board of Directors

San Antonio, Texas, February 25-29, 1980

President

RUTH T. WATANABE
Eastman School of Music
Sibley Music Library
Rochester, NY 14604

Vice President

(President-Elect)
DONALD W. KRUMMEL
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William M. McClellan
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Business Office

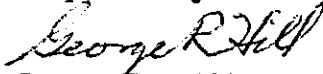
BRENT H. FARBER, JR.
ADMINISTRATIVE SECRETARY
2017 Walnut Street
Philadelphia, PA 19103
Phone: 215/569-3948

In consultation with the President, it has been determined that since the negotiations with Multiservice Management were successful at the lowest figure authorized by the board, all reference to larger amounts passed as contingency resolutions should be suppressed from the minutes and thus from Appendix I. This supplement is being sent to board members only, and should be treated as confidential; the minutes themselves have a fairly wide distribution (specified in the Handbook) that includes the business office in Philadelphia. Thus, any discussion of this supplement at board meetings would have to take place in executive session with the Administrative Secretary absent. As Recording Secretary, of course I have a record of the contingency resolutions, and reproduce below the operative one:

It was further moved, seconded, and unanimously passed, that if this offer is not accepted by Multiservice Management [the offer appears in the minutes, p. 2, I.D], that the President be authorized to negotiate on the basis of a fee of \$17,600 or \$18,333 for the same period, with the same conditions.

Since this situation will probably recur every time the fee is re-negotiated, I think the board should be aware of this procedure and if it wishes to discuss it at the next board meeting, I will be glad to do so in executive session. There is precedent in board minutes from the period before I was Recording Secretary for handling sensitive matters in this way.

Respectfully submitted,



George R. Hill
Recording Secretary

