

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Philadelphia, Pennsylvania
September 19-21, 1980

Friday, September 19: 9:00-10:25 PM; Saturday, September 20: 9:10-11:55 AM; 1:35-5:40,
8:50 PM-12:25 AM; Sunday, September 21: 9:00 AM-12:15 PM.

Present: Garrett H. Bowles, Shirley P. Emanuel (except September 20, 8:50-12:25), Stephen M. Fry, Gerald D. Gibson, George R. Hill, Donald W. Krummel, Kathryn P. Logan, Kathleen J. Moretto, Sarah A. I. Shiffert (except September 20, 8:50-12:25), John W. Tanno, William J. Weichlein (except September 20, 8:50-12:25). Ruth T. Watanabe presiding.

I. Reports of officers.

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

1. Minutes of the San Antonio board meeting. It was moved, seconded, and unanimously passed, that the minutes of the previous meeting in San Antonio be approved with the following corrections:
 - p. 1, sect. I.A.2. At the request of Gerald D. Gibson, it is duly noted here than an announcement was made at the membership meeting that copies of the annual report of board activities were available on request from the secretary or from the business office.
 - p. 5, sect. II.J, l. 3. Insert "self-" before evaluation.
 - p. 6, sect. III.B, l. 4-5. Delete "and that DaCapo should continue to make the distribution."
2. Minutes of the annual meeting of the membership have been drafted but not yet finished. When approval comes from the president, they will be sent to the business office for typing and duplication. [This was subsequently done.]
3. Because of the cancellation of the June board meeting, the secretary has not had sufficient information to prepare the annual report of the board of directors to the membership for board approval at this meeting. It will be prepared and submitted to the board in draft for approval by mail. [This was subsequently done.]
4. The secretary will write the article on MLA for the 1981 ALA Yearbook. ALA did not incorporate corrections of galley proofs or additions of officers to the 1980 article, in spite of timely contact both by mail and by phone. Copies of the article have been given to the president, vice-president, and the MLA archive.
5. Bowker Annual 1980 information was correctly printed and submitted by the secretary. It is hoped that Bowker will be able to send the questionnaire to the secretary in timely fashion for the 1981 annual.

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

Emanuel noted that as of September 18, 1980, bank balance at Central Penn was \$18,000; at Huron Valley, \$1000. She submitted a summary sheet comparing receipts in 1980 by month with figures for 1979. Mention was made of the four-page document sent by Emanuel to the board on April 21 announcing actions taken at that time to reduce expenditures over the summer period, including cancellation of the June board meeting. There is the possibility of a small gain for the year, in view of the actions taken.

A bill has been received from ANSI (American National Standards Institute) for a \$75 membership fee. It was moved, seconded, and passed (7 affirmative, 0 negative, 1 abstention) that the president should ask Jean Bowen for a recommendation whether or not the Association should continue its membership.

It was moved, seconded, and unanimously passed, that the report of the treasurer be approved.

C. Vice-President's report. Donald W. Krummel.

Krummel noted that the condition of chapters varies from flourishing to moribund. The Rocky Mountain Chapter is experiencing difficulties because of its geographical area, thought to be too large.

D. President's report. Ruth T. Watanabe.

1. Watanabe noted that the June board meeting had been cancelled because of a lack of pressing business and because of the lack of funds in the treasury to provide for reimbursement. The board expressed the hope that this action would not establish a precedent, and that in future cases voting board members should be consulted.
2. The president will notify the family of Irwin Kraus of any contributions received by the Association in his name; approximately \$150 has been received to date.
3. Permission has been granted to the University of Illinois Press to reproduce an article by Otto Kinkeldey entitled "Oscar George Theodore Sonneck (1873-1928)," that appeared in Notes XI:1 (December 1953), 25-32.
4. Copies of an announcement of the death of Rita Benton, dated July 25, 1980, from Leslie Dunlap, Dean of Library Administration at the University of Iowa, were circulated to the board.
5. A proposal from Bruce D. Wilson and Neil M. Ratliff, University of Maryland, that the Association establish its archives at that institution, was received by the president and circulated to the board. Additional information will be requested by the president from the University of Maryland.

E. Administrative Secretary. Sarah Shiffert for Brent H. Farber.

Sarah Shiffert and her father John A. Shiffert attended various parts of the board meeting. The business office had prepared and distributed copies of the growth index [Notes and membership]; the growth index for MCB, the Index Series, and Technical Reports; accounts receivable to August 31, 1980; accounts receivable from companies to August 31, 1980; delinquent advertisers; inventories of stock at February 20 and September 2, 1980; information on the Delaware Cash Reserve, a money market fund; a letter to Watanabe from Farber and supporting information on lock box processing procedures; the MLA general information bulletin, dated 1980; Music Librarianship, an information brochure of the Music Library Association; and a letter of September 8, 1980, from Farber to Emanuel about a management fee for 1981. The proposal to transfer funds to the Delaware Cash Reserve was discussed in some detail, as was the management fee for 1981. It was announced that MLA's second-class mailing permit still had two years to run on its term. Copyrights obtained before 1978 must be renewed in their 28th year; Gerald Gibson volunteered to follow up on this matter. The difficulties in dealing with Otto Haas as agent were mentioned, and Krummel will seek to follow up on the matter.

F. Executive Secretary/Convention Manager. William J. Weichlein.

The Finance Committee has received Weichlein's report as Executive Secretary. As Convention Manager, he reported on the forthcoming New Haven meetings, and discussion was held on meetings for future years.

1. New Haven, February 9-14, 1981. Weichlein distributed copies of two versions of the preliminary program for the New Haven sessions: his own, and one from Harold Samuel. Additional documents distributed included financial statements for the 1979 and 1980 meetings, and statistics on exhibits for the period 1976-81. Weichlein projects an attendance of 350 for the meeting. It was moved, seconded, and unanimously passed, that the registration fee for the New Haven meeting be set at \$20. After discussion, it was moved, seconded, and passed, that the Association support Miriam Gideon for her expenses in attending rehearsals and the performance of her piece up to \$150, and to provide a complimentary convention registration. The president will inform Miss Gideon.

Miriam Gideon informed the president on August 3, 1980, that the commissioned work was finished; the score had been copied and parts were to be ready within the next few weeks. The treasurer will pay \$2500 of the commission now, and \$500 on notification that the parts are ready.

Watanabe circulated a letter from Jerona Music Corp. inquiring whether MLA would be interested in facilitating publication of the commissioned Gideon work. After some discussion, it was agreed that Watanabe would contact Jerona as followup.

It was moved, seconded, and unanimously passed, that the board accept the retirement of William J. Weichlein as convention manager effective at the conclusion of the New Haven meeting.

It was moved, seconded, and passed (5 affirmative, 0 negative, 3 abstentions) that the board accept the retirement of William J. Weichlein as executive secretary at the conclusion of the New Haven meeting.

It was moved, seconded, and unanimously passed, that a committee be appointed by the president to review the position of executive secretary and report their findings to the board.

2. Los Angeles, 1982. Stephen Fry distributed a tentative program and a list of possible hotel sites. Both the local arrangements and program committees have been working hard. Because of economic considerations, it was felt that meetings should be held Thursday through Saturday. It has not proved feasible to find a hotel with rates under \$50 for a single in 1982. After some considerable discussion, it was agreed that Fry will consult with Farber, Shiffert, Weichlein, and Watanabe to evaluate the suitability of facilities in Los Angeles. It was moved, seconded, and unanimously passed, that Fry be empowered to sign the booking form with the Miramar Hotel in Santa Monica for the 1982 meeting. Based on costs, Weichlein projects an attendance of 200-250. It was further agreed that the finance committee will consider pre-convention costs for the 1982 meeting during the sessions in New Haven in February.
3. 1983 and later meetings. Proposals have been received for meetings to be held in Philadelphia in 1983 at a time close to the Sonneck Society meetings, as well as in Atlanta and Boulder. It was moved, seconded, and unanimously passed, that the president appoint a committee to study meeting sites for 1983, to report by the end of October. The president announced that Kathryn Logan will chair this committee.

II. Reports of committees.

A. Cataloguing and classification. [no report]

B. Education. Kathryn Logan, chair.

Logan reported on the workshop planned for the New Haven meeting, "Acquisitions in the 1980s." The conference will be administered by Ruth Tucker, Cornell University. It is thought that handouts may be incorporated into a future technical report.

Susan Sonnet is working on a questionnaire to be sent to ALA-accredited library schools with a view to preparing a directory of library schools and programs for music librarians.

C. Finance. Garrett H. Bowles, chair.

The budget was discussed at considerable length, and is reproduced in its final form as Appendix I of these minutes. A number of board actions preceded the adoption of the budget, and they have been treated topically in these minutes.

1. It was moved, seconded, and unanimously passed, that effective with volume 12, the subscription rate for the Music Cataloguing Bulletin be increased from \$8 to \$12 per year.
2. The business office [hereinafter referred to as the "staff"] brought to the attention of the board and the finance committee the possibility of depositing funds in the Delaware Cash Reserve or a similar mutual fund. Interest is paid from the day of deposit to the day of withdrawal; redemption checks must be in amounts of \$500 or more. It was moved, seconded, and unanimously passed, that with the exception of the Record Rating Fund and the Development Fund, the Association shall maintain two accounts: a checking account and a savings account. Further, that the Finance Committee, with presidential approval and the advice of the staff, is empowered to select the appropriate instruments.
3. It was moved, seconded, and unanimously passed, that a lock box procedure be instituted by the staff at no direct cost to the Association, this procedure to be reviewed by the board at the New Haven meeting.
4. It was moved, seconded, and unanimously passed, that the finance committee shall determine the indirect costs associated with the annual meeting of the Association, which amount shall be included by the convention manager in the expense budget of the convention.
5. The finance committee recommends that no funds be allocated for reprints in the 1981 budget; that the publications committee should review the inventory for reprints or revisions and in the future request funds for specific reprints. It was moved, seconded, and unanimously passed, that the board affirm this statement as policy.

The finance committee received a request from the publications committee to review the pricing formula. This request was returned to the publications committee with the comment that that committee is charged in the handbook with responsibility for that formula. By directive of the president and general assent of the board, a sample calculation for Arneson & Milligan as submitted by Lenore Coral, editor of the MLA Technical Reports, is reproduced as Appendix II of these minutes.

6. After considerable discussion about citations and prizes, it was moved, seconded, and unanimously defeated, that the budget for citations and prizes in 1981 be set at zero. It was then moved, seconded, and passed (5 affirmative, 2 negative, 0 abstentions) that the budget line for citations in 1981 be set at zero.
7. It was moved, seconded, and unanimously defeated, that the budgeted items for travel for CNLIA, IFLA, the Cataloguing and Classification Committee, and the Automation Committee be combined and reduced to \$886. It was then moved, seconded, and unanimously passed, that the budget line for CNLIA travel be set at zero. Clara Steuermann will go to the IFLA meetings in Leipzig in 1981 and report to the board on our future relationship with that organization. It was further understood that the \$76 requested for Jean Lowerie to attend the IFLA meeting would come from the president's discretionary fund. It was moved, seconded, and passed (7 affirmative, 1 negative, 0 abstentions) that the budget line for travel for the executive secretary to Philadelphia (2 trips) be set at \$550.

8. It was moved, seconded, and passed (6 affirmative, 2 negative, 0 abstentions) that a membership list not be published during 1981. It was also moved, seconded, and passed (5 affirmative, 2 negative, 1 abstention) that no membership list be prepared in 1980.
9. Discussion was held on the necessity to increase the visibility of the Association, to increase the membership, and to sell its publications. The board takes cognizance of a draft document charging the membership committee in this regard, but recommends no action at the moment until further investigation can be completed. Krummel will follow up on this matter before the New Haven meetings.
10. After discussion with the staff, in executive session it was moved, seconded, and unanimously passed, that the president be empowered to negotiate a contract for 1981 with Multiservice Management at a fee of \$20,000.

The finance committee further noted that the present fiscal year matches the calendar year, while the bulk of income is received in the last quarter. It was moved, seconded, and unanimously passed, that the board charge the finance committee to study the time period of the fiscal year and determine if a change would benefit fiscal management.

It was moved, seconded, and unanimously passed, that the budget as amended (and reproduced as Appendix I) be accepted by the board. Of all the programs supported, Notes is by far the largest; the finance committee assumes that \$21 of membership dues go to support the journal.

D. Membership. William Rorick, chair. [see under II.C.9]

E. Nominating. Susan T. Sommer, chair.

Because the committee was not appointed until August, it was able to report only in an interim fashion. [The final report was subsequently received and the board circularized on October 2.]

F. Publications Council. Linda Solow, chair. [see also II.C.5]

A letter of September 10 from Solow recommending reduction in the size of the publications council from 13 to 7 members was received. It was moved, seconded, and unanimously passed, that Solow be instructed to reconstitute the publications council as detailed in her letter and to suggest revision of the handbook in this regard to the board.

G. Notes. William M. McClellan, editor.

A report received from McClellan contains information on copyright renewal [see I.E], a statement of clarification of the contents of "Notes for Notes" and the MLA Newsletter, and a recommendation for a 33 1/3 rpm award to be made at the New Haven meeting.

H. Other.

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

The greatest interest in this area at present seems to be in bibliographic instruction, the section headed by Ann Basart. The interest group will have a session in New Haven to explore organizational matters further and to allow for an exchange of experiences on bibliographic instruction. Discussions are under way concerning the possible establishment of a clearinghouse for bibliographic instruction materials in music, perhaps at the University of California at Berkeley.

2. Kathryn Logan reported that mechanicals of the new MLA logo have been sent to the editors of the various publications.

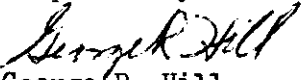
III. Joint Committees.

- A. ALA (American Library Association). A report was received from Dena J. Epstein summarizing the ALA conference in New York, June 29-July 3, 1980. Items detailed include: IFLA, Resources and Technical Services AV Committee, Joint Advisory Committee on Nonbook Materials, NUC, Cataloguing: Description and Access, Public Library Association AV Committee.
- B. CNLIA-239. [no report] [see I.B]
- C. IAML. [no report]
- D. IFLA. A copy of a letter from Dena J. Epstein to Clara Steuermann, mentioning among other matters the decline in United States membership, institutional and association, was circulated to the board.

IV. Next board meetings.

The board will meet in New Haven on February 9, 10, and 12, 1981.

The meeting was adjourned.

Respectfully submitted,

George R. Hill
Recording Secretary

MLA - BUDGET 1981

Approved by the Board September 21, 1980

Excluded: disburseable royalties, irrelevant transactions, convention income and
and expenditures, except for profit

Summary:	1981 total income	141025
	1981 total expense	<u>148478</u>
	expected deficit	7453

INCOME

Miscellaneous		6500
Mailing lists	3000	
Workshop	3500	
Placement		950
NOTES subs and dues		89200
NOTES single issues		100
NOTES advertising		17000
Royalties		625
UM	175	
AMS	150	
Da Capo	150	
ALA	150	
Index Series		11000
MCB (@ \$12.00)		7400
MCB Supplement 2		500
Technical Reports		4000
Interest		750
Convention profit		<u>3000</u>
	TOTAL	141025

EXPENDITURES

Operating Costs

Postage		2651
Business office and officers	2530	
MLA/AMS RISM	25	
Nominating committee	5	
Education committee	30	
Administration committee	36	
Automation	25	
Supplies, including xeroxing		1715
Business office and officers	1500	
MLA/AMS RISM	25	
Education committee	50	
Cataloging committee	75	
Administration committee	65	
Phone		1440
Business office and officers	1200	
Nominating committee	75	
MLA/AMS RISM	50	
Education committee	20	
Cataloging committee	50	
Administration committee	20	
Automation	25	
Travel		16856
Board meeting		
(3 at ca. \$4734)	14200	
Finance committee		
(with board meeting)	250	
Exec. Secretary to Phila.		
(two trips)	550	
IFLA	500	
Cataloging committee		
(two CCDA meetings)	656	
Automation		
(to LC)	700	
Membership expense		2404
Bills	977	
Ballots	977	
Name/address changes	450	
Management fee		<u>20000</u>

TOTAL

45066

EXPENDITURES (continued)

NOTES

Postage		5388
Editor	450	
Assistant editors	438	
Advertising manager	125	
Journal mailing	4375	
Storage and shipping		425
Supplies, including xeroxing		1350
Editor	500	
Assistant editors	225	
Advertising manager	125	
Wrappers	500	
Phone		450
Editor	50	
Assistant editors	200	
Advertising manager	200	
Clerical and labor		2700
Editor	300	
Assistant editors	100	
Mailing service	2300	
Printing		61000
Miscellaneous		5150
Travel	400	
Honoraria	3600	
Ed.'s discretionary fund	250	
IRS for advertising	900	
Copyright		<u>70</u>
	TOTAL	76533

Other publications

General expense		690
Copyright	140	
Miscellaneous	100	
Clerical	250	
Postage	25	
Supplies	25	
Phone	150	

EXPENDITURES (continued)

Other publications (continued)

Index Series		9500
3, revised - Nov.	2005	
(ed., type, print)		
9, revised - May	1705	
(type, print)		
21 - Jan.	3045	
(type, print)		
23 - Sept.	2745	
Technical Reports		3700
(4 new; January, April,		
2 after August)		
MCB		4636
Supplies	100	
Typing	720	
Print and mail	3816	
Newsletter		2671
Print and mail		
(2 at \$542.75;		
2 at \$692.75)	2471	
Miscellaneous	200	

TOTAL 21197

Other

Miscellaneous		2475
Mailing lists	2000	
Prizes	150	
Brochures	325	
Placement		727
Postage	500	
Supplies and printing	167	
Phone	60	
Dues		480
CNLIA	130	
IFLA	300	
ALA	50	
President's fund		500
Workshop		<u>1500</u>

TOTAL 5682

TOTAL EXPENDITURES 148478

Summary of committee appropriations:

Education 100

Supplies 50
Phone 20
Postage 30

Cataloging 781

Supplies 75
Phone 50
Travel 656

Administration 121

Postage 36
Supplies 65
Phone 20

Automation 750

Postage 25
Phone 25
Travel 700

MLA/AMS RISM 100

Postage 25
Supplies 25
Phone 50

Nominating 80

Postage 5
Phone 75

Appendix II

Title Arneson & Milligan: Index to Audio Equipment Reviews, 1979

Number of copies published 400

Costs

Preparation of Camera-Ready Copy		<u> </u>
Printing + preparation of cover copy		<u>\$645.00</u>
Distribution (No. of copies times \$0.70)		<u>280.00</u>
	Subtotal 1	<u>925.00</u>
25 Free Copies (divide subtotal 1 by no. of copies and multiply by 25)		<u>57.81</u>
	Subtotal 2	<u>982.81</u>
Discount (40% times subtotal 2)		<u> </u>
Overhead (50% times subtotal 2)		<u> </u>
Advertising (10% times subtotal 2)		<u>98.30</u>
	Total (equals 2 times subtotal 2)	<u>1081.</u>

Retail Price (divide total by 1/2 the number of copies)*

5.50

Members Price (Retail - 20%)

4.50

Wholesale Price (Retail - 40%)

*Round up to nearest 25¢