

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

New Haven, Connecticut
February 9-10, 12, 1981

Monday, February 9: 2:00-6:15, 8:10-10:25 PM; Tuesday, February 10: 9:10-11:58 AM, 2:15-6:30, 8:00-9:45 PM; Thursday, February 12: 7:00-9:40 PM.

Present: Garrett H. Bowles, Olga Buth, Shirley P. Emanuel, Stephen M. Fry, Gerald D. Gibson, George R. Hill, Donald W. Krummel, Kathryn P. Logan, Margaret Lospinuso, Kathleen J. Moretto, John A. Shiffert, Jr., Sarah A. I. Shiffert, Charles Simpson, John W. Tanno, William J. Weichlein. Ruth T. Watanabe presiding. Not all members were present at all sessions, particularly during parts of the executive sessions. On Tuesday, February 10, Lenore Coral, Suzanne Perlongo, Neil M. Ratliff, and Linda Solow met with the board. On Thursday, February 12, the following members of the association were present: Dee Baily, Janet Bochin, Victor Cardell, David Fenske, Béla Foltin, Jr., Brenda Chasen Goldman, Pamela Massey, Ned Quist, Elisabeth H. Rebman, P. Dean Vanderwall, Ruth Weidner

Numbered items refer to the agenda distributed at the meeting.

1. Recording Secretary's report. George R. Hill.
 - a. Minutes of the Philadelphia board meeting, September 19-21, 1980. It was moved, seconded, and unanimously passed, that the minutes be approved with the following correction: p. 1, sect. 1.A.1, *l.* 5: change "than" to "that".
 - b. ALA Yearbook. The galley proofs contain numerous errors and misinterpretations of the article written by the secretary. It is hoped that these can be corrected by ALA in the process of publication. As president, Krummel will be recommended by the recording secretary to ALA as prospective author of next year's article, and perhaps presidents and secretaries will alternate in the future to assure fresh perspectives.
 - c. Bowker Annual. The 1981 questionnaire was completed by the secretary. It seems impossible for Bowker to send questionnaires to the secretary, even after several letters and telephone calls; and so the Philadelphia office (hereafter "staff") has been requested to forward inquiries from Bowker to the secretary.

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

Fiscal Officer's report. Garrett H. Bowles.

Emanuel distributed a report for 1980 that shows adjusted total income of \$129,901.02; total adjusted expense of \$126,193.48, for a gain of \$3707.54 for the year. Some income has not yet been allocated, so that final figures should show an additional gain of \$700-800. Emanuel noted that the president needs to renegotiate the distribution contract for back volumes of Notes with AMS Press.

Bowles noted that Notes subscriptions produced substantially less (approximately \$13,000) income than had been anticipated, and that the Music Cataloguing Bulletin income was also very low and worrisome, especially when compared with expenses. [This will be partly rectified when the \$700-800 gain is allocated, mainly to MCB and MCB Supplement.] Operating expenses in general are lower than anticipated, but "other publications" are way over budget. First and second billings for Notes were both late in getting out. EBSCO, one of the agencies, is paying 90 days later than usual. It was noted that agencies are not paying attention to increases in the subscription rate, and it was agreed that the staff should deposit checks received and bill for shortages.

3. Convention Chairman's report. William J. Weichlein.

Weichlein projects a registration between 350 and 400. The program was distributed to board members with their packets. Banquet ticket sales were down this year; perhaps in future years the banquet might be scheduled on a

different day. Deposits sent to Ann Arbor as of February 6 for the New Haven meeting totaled \$14,380; gifts as of this date amount to \$1477.21.

4. Executive Secretary's report. [no report]
5. Administrative Secretary's report. Sarah A. I. Shiffert.

Sarah Shiffert introduced her brother John, who will succeed her on April 1. She has compiled a new procedure manual for the business office. Reports distributed by the staff include: Notes growth index; Notes mailing distribution, February 1981; MCB, Technical Reports, and Index Series standing orders; Notes advertising delinquencies, February 1981; delinquent accounts receivable by company and date; inventory of publications stock, February 2, 1981, and September 2, 1980; and the board address list.

In response to questions from the board, Shiffert noted that new forms were needed for billing. Approximately 30 defective copies of Notes 37:1 have been returned to Philadelphia for replacement. Multiservice Management has been investigating computerized mailing lists. One company in Philadelphia could encode the 4500 addresses for approximately \$1500. It would then be possible to produce a printout membership list, computerized invoices, and mailing labels sorted by zip code. Changes would cost 17¢ each; invoices 25¢ each. At the present time, MLA is the only association with MMC which is large and complex enough to justify using this service.
6. Vice President/President-Elect's report. Donald W. Krummel.

Information incorporated under 10, 17, and 18, below.
7. President's report. Ruth T. Watanabe.

Watanabe called attention to the Musical Theatre in America Conference to be held at the C. W. Post Center of Long Island University on April 2-5, 1981.
8. Other reports. [none]
9. Report of the chairman, Los Angeles meeting. Stephen M. Fry.

Fry presented a draft of the program for the Los Angeles meeting, February 1-6, 1982. He serves as local arrangements chair; Joan Kunselman (University of California, Riverside; after March 1, California State University, Fullerton) is program chair. The hotel will be the Miramar-Sheraton in Santa Monica. A number of events are scheduled at famous libraries in southern California.
10. Future meetings.

1983 meeting. On recommendation of an ad hoc committee (Kathryn Logan, D. W. Krummel) it was moved, seconded, and unanimously passed, that the 1983 meeting be held in Philadelphia.

1984 meeting. It was moved, seconded, and unanimously passed, that the 1984 meeting be held in Boulder, Colorado.
11. International Federation of Library Associations (IFLA).

After a five-year trial membership period, Maria Calderisi, Clara Steuermann, and Ruth Watanabe recommended to the board that MLA withdraw from membership. Music librarians can continue to participate in the Federation through IAML and IAML/US. It was moved, seconded, and unanimously passed, that the results of the mail ballot circulated to the board on November 10, 1980, withdrawing the Association from membership in IFLA, be ratified.
- [12-14. No action, or absorbed under other headings.]
15. MLA archives.

Neil M. Ratliff joined the meeting for a discussion of a proposal to deposit the MLA archives at the University of Maryland. Special Collections in Music, a

subdivision of the Music Library, at present maintains the archives of five other musical organizations, including the Music Educators National Conference. A brief description of the archival records currently on deposit at the Library of Congress, made by Bruce D. Wilson of the University of Maryland, was circulated to the board. After discussion, it was moved, seconded, and passed (7 affirmative, 0 negative, 1 abstention) that the president be empowered to undertake appropriate negotiations to accept the offer from the University of Maryland.

16. Other.

It was moved, seconded, and unanimously passed, that the report of the Nominating Committee, approved by mail ballot in response to a letter from the president dated October 2, 1980, be ratified.

17. Committee appointment procedures.

Krummel announced that a form has been provided in registration packets to facilitate volunteers for committee assignments making their availability known. He further announced that Watanabe and Tanno would serve with him as an unofficial committee on committees. It was moved, seconded, and unanimously passed, that the board reaffirm the policy that the president appoints all members of committees and subcommittees.

The following resignations or impending resignations were noted: Susan T. Sommer as chair of the Legislation Committee; Arne J. Arneson, chair of the Audiovisual Committee; William M. McClellan as Editor of Notes; and Suzanne T. Perlongo as Editor of the Newsletter.

It was also noted that a small academic music library interest group would be meeting in New Haven, and that the Public Services and Reference Interest Group would be presenting a program on Friday.

18. Membership campaign.

Krummel announced that there would be no report at this time, but that as president he intended to commit \$300 or more of the president's contingency fund to this effort.

19. Proposal involving the Public Services and Reference Interest Group. Norma Jean Lamb.

A request to discuss possible publication in the Newsletter of information gathered by a subgroup was discussed in the board and referred to the Public Services and Reference Interest Group for resolution.

20. Proposal for copyright assignment policy: Stuart Milligan.

Through the president, the board received a draft of an assignment of right to prepare derivative works under copyright from Stuart Milligan, together with copies of correspondence between him and William McClellan as editor of Notes. The matter concerns Milligan's "Music and Other Performing Arts Serials..." that appeared in Notes 37:2 (December 1980), which he expects to maintain and update in an electronic data base. After discussion, it was moved, seconded, and unanimously passed, that the copyright form draft be approved in principle and that the editor of Notes be empowered to implement the agreement.

21. Publications Committee.

Lenore Coral and Linda Solow joined the board for consideration of this heading. It was moved, seconded, and unanimously passed, that Richard Smiraglia, Shelflisting Music, be approved for publication as submitted by Coral, Editor of MLA Technical Reports. In the Thursday session, it was moved, seconded, and unanimously passed, that the pricing sheet reproduced as Appendix I of these minutes be accepted.

In view of the cash flow problem at certain times of the fiscal year, it was agreed that the Publications Committee will attempt to schedule publications at times when the treasury is healthy. It was noted that the annual Index to Audio Equipment Reviews (MLA Technical Reports) needs to appear in April or May.

In the Thursday session, John Tanno reported on a meeting of the publications committee. A formal proposal concerning reorganization, graphic design, registration of copyrights, negotiations with printers, etc., will be prepared by Solow for consideration at the board meeting in June.

22. CNLIA, Z39, and related matters.

After discussion, it was moved, seconded, and passed (7 affirmative, 1 negative, 0 abstentions) to postpone consideration of this topic until the next board meeting.

23. Unauthorized use of the MLA logo.

Watanabe summarized telephone conversations with Laurence Vittes concerning the use of the MLA logo on An Antiquarian Music Dealer's Education by Theodore Front (Front Music Publications no. 3). It was moved, seconded, and unanimously passed, that the board regrets that this was allowed to happen, and further specifies that the publication should not be further sold or distributed with the MLA logo on the cover. The president will write Mr. Vittes to this effect.

24. IFLA program to review ISED.

A press release describing a projected IFLA program had been circulated to the board. The information will be referred to the cataloguing and classification committee and to Marguerite Iskenderian for possible publication in MCB.

25. Rules/constitutional update.

Krummel will appoint the committee.

26. Report of the Ad Hoc Committee on Appointive Officers.

The committee (Garrett H. Bowles, chair; Jon W. Newsom, James Pruett) submitted a written report to the board. A letter of resignation from Shirley Emanuel dated February 2, 1981, was also circulated to the board. The matter was discussed in executive session; and a search committee to fill the office of Executive Secretary was appointed, consisting of Garrett Bowles, Donald Krummel, Kathleen Moretto, John Tanno, and Ruth Watanabe. In view of her willingness to overlap during a transition period, it was moved, seconded, and unanimously passed, that the board reappoint Shirley P. Emanuel Treasurer of the Association until a transition can be arranged during 1981.

27. Administrative duties. [covered under other headings]

28. Other.

- a. Thor Power Tool case. The president had circulated a letter of January 23, 1981, from Charles Slater, together with a press release from the National Music Publishers' Association concerning the possible impact on publishing of the Internal Revenue Service ruling and its upholding by the United States Supreme Court. After discussion, it was moved, seconded, and unanimously passed, that legal counsel be retained to determine MLA's status regarding lobbying activities. It was further moved, seconded, and unanimously passed, that in the event that legal counsel finds no detrimental impact on MLA, it taking a stand on the Thor Power Tool case, that the president be instructed to formulate a statement in support of new legislation exempting publishers from the negative impact of the revised inventory tax ruling.

b. MLA/MPA Joint Committee.

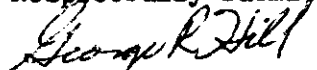
Watanabe announced that the new committee will include, from MPA, Bernard Kalban, E. B. Marks; Joseph Boonin, Jerona Music Corp.; James Kendrick, European American Music Distributors Corporation; and Sylvia Goldstein, Boosey & Hawkes. MLA members are to be appointed.

29. Next board meetings.

It was announced that tentatively the board will meet in Philadelphia on June 12-13, 1981.

The meeting was adjourned.

Respectfully submitted,



George R. Hill

Recording Secretary

DRAFT

January 1981

LS

MLA PUBLICATIONS
PRICING SHEET*

Title _____

400 copies published; break even at 200 copies.

A. Fixed costs

1. Mailing (400 x .70)	\$280	
2. Advertising	75	
3. Overhead	300	
	<u>655</u>	Subtotal 1

B. Variable costs

1. Preparation of camera-ready copy & printing	---	Subtotal 2
2. 25 free copies	---	Subtotal 3
	$\left(\frac{\text{Subtotals (1+2)}}{400} \times 25\right)$	
	400	
3. Discounts	---	Subtotal 4
	$\left(\frac{\text{Subtotals (1+2+3)}}{3} \times 20\%\right)$	
[Total of subtotals 1-4]	---	Total Cost

C. Price

1. Retail	$\left(\frac{\text{Total cost}}{200}\right)$	---
2. Members (20% less than retail)		---
3. Agency (10% less than retail)		---

*This formula has been developed for the MLA Index and Bibliography Series. For other publications, adjust all figures based on number of copies to be printed. Base break even point on number of subscriptions; and adjust discounts in accordance with previous sales.