

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Philadelphia, Pennsylvania

June 12-13, 1981

Friday, June 12: 2:30-6:15, 7:30-9:45 PM; Saturday, June 13: 9:15-11:55 AM, 1:45-6:00 PM.

Present: Garrett H. Bowles, Olga Buth, Harold J. Diamond, Shirley P. Emanuel (Saturday sessions), George R. Hill, Margaret F. Lospinuso, Kathleen J. Moretto, John A. Shiffert, Jr., Charles Simpson, John W. Tanno, Ruth T. Watanabe. Donald W. Krummel presiding. At various times the board divided into assigned task-force groups to consider particular matters.

1. Secretary.

It was moved, seconded, and unanimously passed, that the minutes of the New Haven board meeting, February 9-10, 12, 1981, be approved.

2. Treasurer.

It was moved, seconded, and unanimously passed, that Harold J. Diamond be confirmed as the new Treasurer of MLA.

3. Fiscal Officer.

It was moved, seconded, and unanimously passed, that the MLA Handbook, item II.E.2 (p. 8), lines 2-5, be revised, the passage now reading, "It has been customary to appoint as Fiscal Officer a newly-elected Member-at-Large who will serve for two years" reading instead, "A newly-elected Member-at-Large will be appointed each year to the Finance Committee, this person serving during his/her second year as Chairman of the Committee and Fiscal Officer." It was then moved, seconded, and unanimously passed, that Margaret Lospinuso be designated as the Member-at-Large who will serve on the Finance Committee this year, and as Fiscal Officer next year.

4. Special Libraries Association "Association Staff Leadership Program."

Shiffert distributed notes and gave an oral report on a conference he attended at Krummel's suggestion. MLA paid the registration fee, and Multiservice paid a per diem. Sessions were concerned with membership recruitment, services, records, and communication. As a rough goal, a membership campaign should net about a 15% positive response.

5. Ballots.

It was moved, seconded, and unanimously passed, that ballots for the winter 1981 election should be directed to the business office to be counted.

6. AMS Press, Inc.

It was moved, seconded, and unanimously passed, that AMS Press be authorized to dispose of all stock of Notes in excess of 100 copies as it deems appropriate, with the understanding that the contract with MLA as at present in force in all other respects will remain as originally written. It was further moved, seconded, and unanimously passed, that the Philadelphia staff be authorized to dispose of all stock of Notes in excess of 100 copies, unless AMS has 100 copies, in which case the staff will dispose of all copies. It was also moved, seconded, and unanimously passed, that the staff be authorized to dispose of all stock of the Musical Instrument Survey in excess of 100 copies. It was moved, seconded, and unanimously passed, that the President renew the contract with AMS Press.

7. Annual meetings.

The President reported that plans for the meeting in Los Angeles, February 1-6, 1982, are progressing satisfactorily. Shiffert gave detailed comparative information for 1983 in Philadelphia on the Holiday Inn, Center City (18th and Market Streets) and the Hilton Hotel of Philadelphia (Civic Center Boulevard at 34th Street). It was moved, seconded, and passed (6 affirmative, 1 negative, 0 abstentions) that the meeting be held at the Hilton, Sunday February 20-Sunday February 27, 1983.

8. Next board meeting.

It was agreed that the board would meet in New York on October 30-31, 1981 (if necessary also on November 1); that the Finance Committee would meet on October 29-30; and that Diamond, Hill, and Shiffert would seek to identify a suitable hotel.

9. Editor of Notes.

Krummel reported for Frank Campbell that the search committee (consisting of Campbell, Liselotte Andersson, David Hamilton, and Harold Samuel) hoped that their recommendation could be made at the fall board meeting, and would certainly have a statement for the annual meeting in Los Angeles.

10. Archives.

Further investigation is required to determine the status of material now at the Library of Congress. LC seemed to prefer to retain ownership, but to allow the material to be deposited at the University of Maryland, an arrangement which the University might find unacceptable. At the worst, two potential archives were foreseen: one of recent organized material at Maryland, and the other of older material not organized at the Library of Congress.

11. Index to board minutes.

Simpson distributed an index to the February 1981 minutes and Tanno distributed an index for 1980. A discussion followed of the various uses of these indexes: historical, and as a means of locating board policies. Tanno expects that over the summer he would update the MLA board policies, last updated by Linda Solow in December 1977. This will probably also involve revision of the Handbook. Simpson will then assume the full duties of minutes indexer and preparer of the list of board policies, this latter item to be revised annually. It was moved, seconded, and unanimously passed, that the indexer of the minutes be asked to cumulate board policies annually.

12. Membership campaign.

Moretto reported on progress toward designing a brochure intended initially to promote foreign subscriptions to Notes. It was moved, seconded, and unanimously passed, that the brochure be approved as presented and that an initial printing of 2000 copies be authorized. It was also moved, seconded, and unanimously passed, that the board approve the establishment of a European account to receive payments, and that the Treasurer be empowered to accomplish this end.

13. Budgetary review.

Bowles and Emanuel commented on financial matters, and Emanuel distributed a copy of the 1981 budget in a new format designed to make monitoring an easier process. She strongly suggested that it would be wise to have the books set up by an accountant. Bowles intends to have the budget headings revised, i.e., to revise the books of the association to provide more detailed information. He also intends to design a format for budget requests and justifications. Until these new procedures are in place, it seems well to not change the budget year.

14. Purple sheets.

A request from Richard Smiraglia, University of Illinois, was considered by the board, having come through the cataloguing and classification committee. After discussion, it was moved, seconded, and unanimously passed, that the committee's request to make the purple sheets a regular publication for sale does not seem feasible at this time; therefore, the board requests that a member of the committee work with the editor of the Music Cataloguing Bulletin to explore the possibility of having purple sheet information appear in MCE. It was then moved, seconded, and passed (6 affirmative, 1 negative, 0 abstentions) that the budget request for purple sheets be denied.

15. Committee Z39.

It was moved, seconded, and passed (5 affirmative, 3 negative, 0 abstentions) that MLA continue its membership in Committee Z39 of the American National Standards Institute.

16. Newsletter editor.

A proposal for a budget and modified graphics was received from Marsha Berman. After discussion, it was moved, seconded, and unanimously passed, that Berman be appointed new editor of the Newsletter. It was then moved, seconded, and unanimously passed, that the Newsletter editor be allowed an additional \$100 for editorial expenses above what had already been authorized in the 1981 budget.

17. Executive Secretary.

A special task force on appointive officers (Watanabe, Bowles, Moretto, Tanno) reported that the position remains unfilled, and that preliminary efforts at recruitment have been unsuccessful. They further report that they feel the position is still necessary, and recommend that a recruitment plan be made up by taking the following steps: drafting a position description, appointing a search committee, and asking the search committee to formulate guidelines for recruitment procedures prior to advertising the position. The committee further recommend that the functions of convention manager should be assigned to the Philadelphia staff. It was moved, seconded, and unanimously passed, that the report be accepted.

18. Modern Language Association.

In order to regularize the mailing list, and as part of the process of moving printing and addressing operations from Acme in Ann Arbor, Krummel authorized discussions with various firms and organizations. These discussions led to the President concluding a contract with the Modern Language Association to encode, maintain, and print mailing labels and bills for the Music Library Association. It was moved, seconded, and unanimously passed, that the contract be accepted by the board. It was moved, seconded, and unanimously passed, that additions of \$3500 be made to appropriate lines of the 1981 budget for expenses relating to provisions contained in the contract.

19. Multiservice Management Company.

General discussion was held of a memorandum dated May 23, 1981, from the president to the board that detailed some problems with service gathered at the time of the New Haven meeting, as listed by Tanno in a supplement to his publications committee memorandum of February 17, 1981. The memorandum from the president also reports that discussion with MMC was held during a visit of MLA officers to Philadelphia on April 10-11 (present were Diamond, Emanuel, Hill, Krummel, and Watanabe). It was felt that the problems have largely been corrected; that some of the problems could not be addressed in the absence of appropriate particulars; and that the new mailing list arrangements will address most of the others.

20. Printing.

Shiffert and Hill reported the results of obtaining various bids for printing, addressing, and mailing the convention program and ballot, the Newsletter, and the Music Cataloguing Bulletin. It seemed to be the consensus of the board that individual editors should be free to make suitable arrangements within the confines of their budgets, and that these estimates should be transmitted to them.

The meeting was adjourned.

Respectfully submitted,



George R. Hill  
Secretary