

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Philadelphia, Pennsylvania
February 28, March 1, 2, 5, 1983

Monday, February 28: 2:10-5:45, 8:40-10:15 PM; Tuesday, March 1: 9:10-12:05 PM, 7:00-10:25 PM; Wednesday, March 2: 1:00-4:00 PM; Saturday, March 5: 9:30-12:05 PM, 1:30-4:25 PM.

Present: Gillian Anderson, Joan Anderson, Mary Ashe, Sandra Benet, Olga Buth, Laura Dankbar, Harold J. Diamond, Joan Falconer, Marc Faw, Bob Follet, Jean Geil, Brenda Chasen Goldman, Leslie Greer, Marie Griffin, George R. Hill, Carolyn Hunter, Richard E. Jones, Judith Kaufman, Kathryn Logan, Margaret Lospinuso, Jean A. Morrow, Neil M. Ratliff, Ida Reed, Barbara Hampton Renton, Gordon S. Rowley, Joachim Schlichte, Charles Simpson, Richard Smiraglia, Barbara Strauss, Annie F. Thompson, Suzanne E. Thorin, Ruth Tucker, Bruce D. Wilson, Ross Wood, Philip Youngholm (not all were present at all sessions). D. W. Krummel presiding.

1. Approval and amendment of the minutes (Ann Arbor, November 4-6, 1982).

After discussion, it was moved, seconded, and passed (8 affirmative, 1 negative, 0 abstentions) that the minutes be amended to include this additional statement relative to item 2, the Language Proposal: "It was moved, seconded, and passed by voice vote that the Executive Secretary be authorized to formulate, in consultation with the President, Vice-President, and other Board Members as appropriate, a statement reflecting the spirit of this resolution."

It was moved, seconded, and unanimously passed, that Anderson's proposal [approved in principle by the board in Ann Arbor] be reproduced as Appendix 1 to the minutes of the present meeting in Philadelphia.

It was then moved, seconded, and unanimously passed, that the minutes be accepted as amended, with the following correction:

page 1, item 2, line 1: change "Constitutional" to "Constitution".

2. Ratifications and resolutions.

It was moved, seconded, and passed (8 affirmative, 1 negative, 0 abstentions) that the board ratify its telephone decision to withdraw Proposal 12 from the membership referendum, as approved at the Ann Arbor meeting.

It was moved, seconded, and unanimously passed, that the board confirm that the 1984 annual meeting will take place in Austin, Texas, the week of February 19th to 26th.

Charles Simpson distributed copies of his index to the 1982 board minutes and "MLA Board Policies, 1964-1982."

3. Treasurer's report. Harold J. Diamond.

Diamond had distributed copies of the 4th quarter and annual 1982 financial reports by mail prior to the board meeting, together with written comments. It was noted that income from conventions and irregular publications had fallen far below projections, and that management and telephone charges have been higher than anticipated. It was moved, seconded, and unanimously passed, that the treasurer's report be accepted.

4. Executive Secretary's report. Suzanne E. Thorin.

Thorin distributed a number of documents: a list of the board, officers, and editors; a list of chapter officers as of January 15, 1983 (compiled by Davidson); a statement of income for the 1983 Philadelphia annual meeting; Notes distribution, January 1, 1983; the growth index; publications inventory, February 24, 1983; and a statement of standing orders for irregular publications. In summarizing her activities as executive secretary, Thorin mentioned the following: that she has monitored business office activities, and has recommended to the board that the contract be terminated; has tried to be helpful in obtaining other proposals for a business office; has coordinated the Philadelphia convention with the local arrangements committee, John Shiffert, Jr., and Brent Farber; has

investigated four hotels in Austin for the meeting there; has attended board and finance committee meetings, as well as meetings of other committees; has overseen production of and distribution of the 1982 membership directory; revised the membership brochure with Annie Thompson; and handled miscellaneous correspondence. Brochures on music librarianship and the Association were circulated to board members for their reactions. It was moved, seconded, and unanimously passed, that the report be accepted.

5. Business office arrangements.

The board discussed the business office in considerable detail during the course of the meetings. A number of possible alternatives to the current services being provided in Philadelphia and by the Modern Language Association computer in New York were mentioned; two had been developed in detail. Discussion centered on proposals from Dunbar Associates (represented by Bruce D. Wilson) and Academic Services (represented by James Henderson), both of whom met for extended periods with the board. Davidson reported the substance of a conversation held with William Jeppsen, Executive Secretary of the American Association of Law Libraries. The American Society of Association Executives maintains a placement file for association executives, and charges a fee of \$150 for an association to examine the file. The minimum salary requirement is \$15,000, and there are no part-time listings. Since MLA would not be able to afford paying benefits in addition to salary, it would be necessary to find a university that would be willing to provide benefits on a reimburseable basis. The most essential qualities needed in such an individual are an affinity for detail and a command of the English language (for writing business letters and reports). It seemed clear that MLA would not be able to afford a professional executive secretary from this source, and thus the idea was not explored further. Jeppsen suggested finding a person and paying for that person to work with an association executive secretary for several days as training.

After extensive discussion with Dunbar Associates and Academic Services, on Saturday it was moved, seconded, and passed (5 affirmative, 0 negative, 3 abstentions) that the president and executive secretary be authorized to terminate our contracts with Multi-service Management and the Modern Language Association, and to negotiate a new contract for business services with Academic Services of Brookline, Massachusetts. It was further moved, seconded, and unanimously passed, that a sum not to exceed \$4000 in the current half-year budget be available to the president to cover the transfer of our business activities.

6. Development campaign.

Krummel circulated a memorandum from William McClellan dated February 20, 1983, concerning a subscription campaign for Notes, together with his response. The development committee reported on ideas for a membership drive, making use of the mailing lists of the American Musicological Society and the College Music Society; attempting to recruit chapter members who are not members of the national organization; and using the IAML mailing list to solicit memberships and subscriptions from abroad. The committee is also investigating the sale of T-shirts and the sending of personal-sounding letters to new members.

7. AMS [American Musicological Society]: Crawford memorandum.

Krummel circulated a memorandum from Richard Crawford, President of the AMS, concerning the AMS Committee on the Publication of American Music, and its plans for a series of scholarly publications in the field.

8. Orchestral Library Association: affiliates.

Krummel circulated a copy of a letter from Clinton F. Nieweg, Principal Librarian of the Philadelphia Orchestra, dated January 20, and his response of January 25. A group of orchestral librarians is considering what form an organization might take. Krummel suggested some areas of mutual interest and invited further discussion of a possible relationship with MLA.

9. RISM.

Correspondence is underway between George J. Buelow and Kurt von Fischer concerning a possible membership for Buelow on the Advisory Research Committee or on the Commission Mixte. If either of these appointments were possible, Buelow would accept chairmanship of the United States RISM Committee, inasmuch as he would be in a better position to seek travel funds to attend meetings in Europe. It was briefly mentioned that the University of Virginia is seeking to develop a program for the RISM inventory of libretti. It was further mentioned that the National Union Catalogue listing of manuscript collections lists collections in excess of 50 items only, and thus probably misses a great amount of the manuscript material in the United States appropriate for inclusion in RISM. Dr. Joachim Schlichte of the Kassel RISM office attended most of the MLA sessions throughout the week, and presented a report at the session on bibliography.

10. RILM.

Krummel announced that after a considerable amount of correspondence, he agrees that the RILM joint committee (MLA/AMS) should be continued, and that appointments will be made in the near future.

11. Microforms committee.

Krummel reported correspondence from the committee. It will meet in Philadelphia and will report to the board in the near future.

12. Education committee matters.

A memorandum from Ruth Tucker to the president concerning the Small Academic Libraries workshop was discussed by the board. [For action, see item 22 below.]

13. Newsletter.

Marsha Berman, editor, has gone over budget. Kathryn Logan and Harold Diamond will meet with her and report to the board.

14. Civil service resolution [Office of Personnel Management Reclassification of Librarians' Positions].

The federal government is reviewing reactions from library associations at this time. The American Library Association is monitoring the situation. Apparently only the executive branch of the government (thus, not the Library of Congress) is affected.

15. MLA Archives.

Ratliff reported to the board that an agreement of deposit has been drawn by the Library of Congress to facilitate transfer of archival papers to the MLA Archives at the University of Maryland on indefinite loan. He also summarized a meeting of the MLA Ad-Hoc Archives Advisory Committee held on February 4, and a draft memorandum of understanding between the University of Maryland and MLA establishing a permanent joint committee on archives. It was further noted that papers generated by MLA officers, including committees, are the property of the Association, and should eventually come to the Archives. It was moved, seconded, and unanimously passed, that the report of the committee be received.

16. Austin convention arrangements.

Olga Buth is local arrangements chair; John Tanno, program chair. Buth circulated a written summary of discussions and mentioned that a session will be built around the Humanities Research Center at the University of Texas.

17. Awards committee.

Geraldine Ostrove submitted the committee's recommendations of publications from 1981 to be awarded prizes:

For the best review of a book or score in Notes: to Lance W. Brunner for his review of George Rochberg's "Concord Quartets" (numbers 4, 5, and 6), in the December issue.

For the best article-length bibliography or article on music librarianship: to Richard P. Smiraglia and Arsen R. Papakhian for "Music in the OCLC Online Union Catalog: A Review," in the December issue of Notes.

For the best book-length bibliography or other research tool: to Resources of American Music History; A Directory of Materials from Colonial Times to World War II. D. W. Krummel, director; Jean Geil, assistant director; Doris J. Dyen, field director; Deane L. Root, general editor. Published by the University of Illinois Press in the series "Music in American Life."

It was moved, seconded, and passed (6 affirmative, 0 negative, 1 abstention) that the report be accepted.

18. Legislation.

Carolyn Hunter, chair, submitted a draft resolution concerning Section 108 of the copyright law in a letter of February 9, 1983, to the president. After some board discussion and communication with Hunter, she withdrew the resolution.

19. Joachim Schlichte, guest.

Dr. Schlichte is attending the annual meeting in Philadelphia at the invitation of the president and is speaking at the bibliography session. In view of this, it was moved, seconded, and unanimously passed, that his registration fee be waived and that the Association pay his round-trip rail fare from New York to Philadelphia.

20. Handbook.

Anderson and Kaufman will continue the revision of the handbook begun by Buth for presentation at the board meeting in June for approval. Buth has incorporated the approved amendments to the constitution in the current draft.

21. MARC committee.

There has been discussion whether this committee should become part of the cataloguing committee. Marie Griffin, chair, thinks that MARC includes more than cataloguing; other members of the Association feel that nevertheless the MARC committee should more appropriately become a subcommittee of the cataloguing committee.

22. Finance committee. Margaret Lospinuso, chair.

It was moved, seconded, and unanimously passed, that the following expenditures be approved: Index Series no. 20, \$1613.25; membership directory, \$1493.28; and workshop handouts, \$141.48, for a total of \$3248.01. It was moved, seconded, and unanimously passed, that the following bills be paid: busses for the Philadelphia meetings: \$137.40, \$130.80, and \$385.80; plane fare for the small academic library workshop, \$400, for a total of \$1054.00.

It was moved, seconded, and unanimously passed, that the board accept the recommendation of the finance committee that the board adopt as policy that the audit committee should be chaired by the junior fiscal officer and consist of at least the president-elect or past president and one MLA member not currently serving on the board of directors. Further, present at the audit should be the senior fiscal officer, the treasurer, and the executive secretary.

It was moved, seconded, and unanimously passed that the board establish a minimal policy by which all requests for budget items and lines be fully explained and documented to the best ability of the requestor. Furthermore, the treasurer is authorized to disburse funds only against budgeted items or lines (and only to a maximum of \$10 above the amount allocated to that item or line) and only upon receipt of an appropriate voucher. An appropriate voucher will usually mean an itemized receipt and/or a cancelled check. The treasurer must refer all requests for exceptions to this policy to the fiscal officer or the president.

23. Audit committee.

The committee (Neil M. Ratliff, chair; Harold J. Diamond, Margaret F. Lospinuso, Kathleen J. Moretto, Gordon S. Rowley, Suzanne E. Thorin) submitted the following report "The committee met on 1 March 1983. We spot-checked the treasurer's ledgers and examined vouchers in some detail. The ledgers were found to be in order, and no irregularities were discovered in the study of the vouchers. However, it was discovered that justifications and explanations of the vouchers were sometimes incomplete or totally lacking. The committee recommends that receipts must be explained, and the treasurer must not pay any claim which is not budgeted and documented."

24. Council of National Library and Information Associations.

Hill has been appointed to this organization's Joint Committee on Association Cooperation, and at the request of the president of MLA he asked if the board had opinions concerning areas of cooperation, perhaps with respect to business office operations. The president responded that Hill should answer the letter of inquiry using his own best judgment, in view of the fact that the Association is not now interested in such cooperation.

25. Convention management.

After discussion, it was moved, seconded, and defeated (2 affirmative, 6 negative, 1 abstention) that Danny Hatcher be named convention manager with an honorarium of \$2000. At a later session, it was moved, seconded, and unanimously passed, that this motion be reconsidered. After further discussion, it was moved, seconded, and unanimously passed, that Danny Hatcher be named convention manager at an annual honorarium of \$1000.


[26. Notes.]

A report dated February 23, 1983, from the editor, Susan T. Sommer, was received.

[27. Next board meeting.]

It was agreed that the finance committee would meet June 3, 1983, at 1:00 PM in College Park, Maryland; and that the board would meet June 4-5 in College Park.

Respectfully submitted,


George R. Hill
Secretary

Board Resolution or Addition to the By-laws

Draft from Gillian B. Anderson

October 27, 1982

WHEREAS, the Music Library Association depends upon the active participation of its members for its continued professional service to the music community, and

WHEREAS, it must solicit and nurture all varieties of participation, in many different ways - perhaps the most important being to remember to thank all those who have worked on any effort, whatever its size, but especially if it has been a thankless task, and

WHEREAS, the President and committee chairs bear a significant responsibility for the dispersal of opportunities for active participation, but the inviting, developing and encouraging of talent is everyone's responsibility, and

WHEREAS, there are processes which invite the involvement of new members and the continued involvement of old members, and

WHEREAS, two such processes are the regular turnover of appointed officeholders and the regular induction of new members onto committees (processes which, while encouraging long range contributions, insure the continuation of opportunities for new duties, new ideas and new responsibilities).

BE IT THEREFORE RESOLVED, that all appointed officeholders and committee chairs of the Music Library Association shall be limited to a term, not to exceed four years.

BE IT FURTHER RESOLVED, that committee chairs and the President of the MLA are responsible for insuring that new members are constantly enlisted and involved in committee work.

BE IT FURTHER RESOLVED, that a copy of these resolutions will be sent to each new officer or chairperson upon his or her appointment so that, in the future, the Association's policy about terms of office and committee service will be clear.

BE IT FURTHER RESOLVED, that the Executive Secretary will draw up, and annually revise, a list of appointed officeholders and committee chairs arranged chronologically by year of appointment.

BE IT FURTHER RESOLVED, that these resolutions will be reconsidered each year by the Board at the time of the annual meeting.

BE IT FURTHER RESOLVED, that when a term must temporarily be extended, such an exception will have to be considered and approved by the whole Board and must not exceed one year in duration.)

BE IT FURTHER RESOLVED, these resolutions will go into effect immediately. All current appointed officeholders and chairs will be asked for their resignations. Those who have served four or more years will not be reappointed.

NOTE: This resolution will be binding upon the officers and officeholders of the MLA, but may be changed by the vote of a simple

majority of the Board of Directors and does not have to be submitted to the annual meeting of the MLA for approval.

While this resolution is in no way binding upon the local chapters of the MLA in the way they run their affairs, we suggest its adoption in spirit if not in form.