

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

College Park, Maryland
June 4-5, 1983

Saturday, June 4: 10:20 AM-2:35 PM, 3:25-6:45 PM; Sunday, June 5: 9:20 AM-2:00 PM.

Present: Gillian Anderson, Harold J. Diamond, Jean Geil, George R. Hill, Judith Kaufman, D. W. Krummel, Neil M. Ratliff, Gordon S. Rowley, Annie F. Thompson, Suzanne E. Thorin, Bruce D. Wilson (12:30-2:00 PM, June 5). Mary Wallace Davidson presiding.

I. Recording Secretary. George R. Hill.

The minutes of the meeting of February 28-March 5, 1983, in Philadelphia, were approved as distributed.

II. Treasurer. Harold J. Diamond.

Diamond referred to his finance updates of May 24 and April 25, previously circulated to the board. Among others, steps were taken to delay the mailing of Notes, thus delaying the printer's bill from Edwards Brothers, and to send out billings early in June. It was reported that Multiservice Management has submitted bills of \$883 for management services through June 15 and of \$1564 for convention management, and that the Association may be legally obligated to pay these charges. After discussion, it was moved, seconded, and passed (5 affirmative, 3 negative) that the board authorizes the treasurer to make final monthly payments and payments for convention management services only after the clearance of all transactions involving Multiservice Management Company, and upon evidence that contracted responsibilities are no longer outstanding.

III. Executive Secretary. Suzanne E. Thorin.

a. Administrative structure.

Thorin had distributed the current structure on May 17.

b. Calendar.

Thorin distributed the July 1983-June 1984 calendar. It was decided that the recording secretary would continue to duplicate and distribute board minutes, copies to go to all committee chairs in addition to chapter chairs and other officers. It was further decided that the next board meeting would be held in New York, November 4-5. Supper will be served by Janet and George Hill the evening of the 5th.

c. Report of activities.

Thorin distributed a written report to the board, noting work with Academic Services concerning membership/subscriber lists and publications, travel to Philadelphia to close operations there, and miscellaneous other matters.

IV. Standing committees.

1. Education.

a. Small academic libraries.

A report of the individual sessions sent to the president by Janice Jenkins was circulated to the board. A financial statement prepared by Ruth Tucker had been distributed previously.

b. Preservation.

A financial statement prepared by Barbara Strauss, together with a summary of evaluation sheets, had previously been circulated to the board.

c. Continuing education.

A letter from Laura Dankner to Ruth Watanabe containing ideas for a summer program on music librarianship in 1984 was distributed to the

board by Davidson. It was the consensus of the board that a small amount of money for planning could be authorized.

2. Finance. Neil M. Ratliff, Fiscal Officer.

The finance committee recommended a budget for 1983-84 showing income of \$183,634 and expenditures of \$173,360 (\$139,465 for program and \$33,895 for overhead). Costs over last year have been reduced by about 13%, mainly because of the change in business offices, and it is hoped that reserves drawn down can be restored in the new fiscal year.

After considerable discussion, it was moved, seconded, and passed (7 affirmative, 0 negative, 2 abstentions) that the 1983-84 budget be approved, contingent on separate board approval of the bibliographic instruction subcommittee survey [item 2.211], the workshop, summer 1984 [2.620], and the establishment of a banquet policy for conventions [2.700].

3. Development.

A memorandum to the committee from Annie F. Thompson was circulated to the board. In budgetary discussions the board approved a wine and cheese reception at the next national meeting of the American Musicological Society, purchasing the IAML mailing list, printing brochures on MLA and on music librarianship. It was moved, seconded, and passed (4 affirmative, 3 negative, 1 abstention) that \$900 be appropriated to purchase 288 tee shirts [budget item 2.207].

4. Nominating.

The members for the December 1983 ballot are William McClellan, chair; Ann Basart, and Ruth Watanabe.

5. Program.

a. Philadelphia, 1983.

Brent Farber has promised that a report will be written by June 10.

b. Austin, Texas, February 22-25, 1984.

Davidson had circulated eight pages of plans and budget from Olga Buth to the board prior to the meeting. Sessions tentatively scheduled include the following topics: the Humanities Research Center, University of Texas; Latin American acquisitions, collection development, music library architecture, grantsmanship, historical bibliography, and trends in the music publishing industry. After discussion, it was moved, seconded, and unanimously passed, that the board advise the local arrangements committee for Austin that there should not be an after-banquet speaker. The two-day pre-conference workshop will deal with automation as it affects music libraries.

6. Publications.

a. Music Cataloguing Bulletin. [no report]

b. Index and Bibliography Series.

A report from Kathryn Logan, chair, was circulated to the board. Logan is investigating the changes necessary to centralize printing aspects of the Technical Reports and Index Series in Chapel Hill or Ann Arbor.

c. Newsletter.

A memorandum from Marsha Berman, editor, proposed revising the publication schedule. After discussion, it was moved, seconded, and passed (8 affirmative, 1 negative, 0 abstentions) that the schedule remain as it is at present.

d. Notes.

A report was received from Susan T. Sommer, editor, detailing changes in editorial content. In view of the fiscal difficulties the association is experiencing, the June issue will be delayed until July. Suki and Christine Hoffman are seeking additional subscriptions among record collectors.

It was moved, seconded, and unanimously passed, that the following dues and subscription structure be ratified: individual membership, \$32; institutional membership, \$46; individual subscription, \$28; institutional subscription, \$42; students and retired members, \$16; outside the United States, add \$6 for membership and \$3 for subscription.

e. Technical Reports. [no report]

f. Budget for inventory control.

Davidson submitted a budget request of \$1466.68 (estimated) for shipping and maintenance of stock, together with an inventory of stock being shipped to Haddon Craftsmen.

V. Special Committees.

1. Administration.

Davidson reported that the committee's tabulation of statistics from its 1978-79 survey has been rejected as a Technical Report, but will be made available as a committee report through the publications chair (Kathryn Logan).

2. Archives.

Bruce Wilson, archivist, joined the board at 12:30 on Sunday. At the end of the meeting, he gave board members a tour of the new facilities. He also distributed a floor plan and copies of the accessions logs, 1982-83.

3. Audio-Visual.

A report from Philip Youngholm, chair, was circulated to the board. The committee is seeking to present a session on new technology at a national meeting in the near future.

4. Awards. [no report]

5. Cataloguing.

a. Proposed merger of Cataloguing and MARC committees.

The board had received a proposal from Richard Smiraglia, chair of the cataloguing committee, dated April 26 and recommending such a merger. Also received by the board were letters from Marie Griffin (chair, MARC committee) dated April 12-26 and May 2; and a memorandum from Judith Kaufman dated May 31.

After considerable discussion, it was moved, seconded, and unanimously passed, that the board recommend that the president reappoint the MARC committee as a subcommittee of the cataloguing committee. It was then moved, seconded, and passed (7 affirmative, 0 negative, 1 abstention) that the president restructure the cataloguing committee along the lines of the memorandum of April 26. It was further moved, seconded, and defeated (1 affirmative, 2 negative, 4 abstentions) that the president rename the cataloguing committee the committee on bibliographic control. Finally, it was moved, seconded, and unanimously passed, that the president ask the chair of the committee to submit a new committee name for the board's consideration in November.

b. Library of Congress policies.

A letter to Davidson from David Fenske concerning apparent change in Library of Congress cataloguing policies and the lack of discussion these matters received in Philadelphia was received and referred to the cataloguing committee.

6. Constitution Revision.

When the Handbook revision is completed, the committee will need to consider a number of matters. For example, the distinction between standing and special committees is not clear in practice at this time. Walter Gerboth recently assumed the chair of the committee, and Gillian Anderson has been appointed an ex-officio member.

7. Legislation.

Davidson reported that James Berdahl and Virginia Gifford were recently appointed to this committee.

8. MARC. [see V.5.a above]

9. Microforms.

A letter of March 30 and supporting documents from Stuart Milligan, chair, had been circulated to the board. The committee anticipates completing a compilation of an annotated checklist of micropublishers' music and music-related collections in 1984.

10. Preservation.

Davidson reported that Barbara Strauss had agreed to assume the chair of this committee.

11. Public libraries. [no report]

12. Reference and public services.

A proposal was received from the committee to conduct a national study to identify and classify music library instruction programs in the United States and Canada by means of a questionnaire. After discussion, it was moved, seconded, and unanimously passed, that the request be approved.

13. Resources and Collection Development. [no report]

14. Ad-hoc Committee on Rental Music.

Two meetings of the joint MLA/MPA committee have been held. David Fenske is chair; MLA members are Gillian Anderson, Neil Ratliff, and Don Roberts. The next step in the process would be for MLA to devise a grant proposal to the National Endowment for the Humanities. After discussion, it was moved, seconded, and unanimously passed, that the board recommend to Fenske that the project for the acquisition of rental materials on a regional basis would be better served by a consortium of regional libraries.

VI. Special officers.

1. Convention manager.

It was moved, seconded, and unanimously passed, that Suzanne Thorin be appointed convention manager through the annual meeting in Austin at an honorarium of \$1000. It was further specified that her successor be appointed before the Austin meeting in order to act as an understudy.

2. Moderator, Open Forum.

It was noted that the position has been abolished.

3. Placement.

A report from Karen Griffith, retiring placement officer, was received. It was moved, seconded, and unanimously passed, that the president enter into negotiations with Academic Services to act as subscription and fulfillment agent for the job list.

4. Publicity officer.

Davidson reported that she had appointed Christine Hoffman publicity officer, to work with the Awards, Development, and Publications committees. The president was directed to circulate to the board her charge to this officer.

VII. Representatives to, and Joint Committees.

1. American Library Association.

Brenda Chasen Goldman is our new representative.

2. MLA/AMS Joint Committee on RISM.

Davidson announced the joint appointment of the following: George J. Buelow, chair; David Fenske, Jeremy Noble (pending), James W. Pruett, and Susan T. Sommer. The committee will meet in Bloomington, Indiana, prior to the next national meeting of the American Musicological Society in Louisville.

3. MLA/AMS Joint Committee on the Translations Center.

It was announced that the committee has been abolished.

4. American National Standards Institute. [no report]

5. Council on National Library and Information Associations.

a. MLA representatives.

Discussion was held of a letter from Melva Peterson to Neil Ratliff concerning a budget request from the CNLIA in preparing legal groundwork for library association testimony on revision of the copyright law. Peterson had referred the matter to Carolyn Hunter for making a possible budget request. Inasmuch as a formal request has not been received, no action was taken.

b. MLA representative to copyright committee. [no report]

c. MLA representative to the Joint Committee on Specialized Cataloguing.

A report was received from Don Seibert concerning a meeting of the committee he attended in Washington, D.C., on March 24-25.

6. International Association of Music Libraries, U. S. Branch.

a. Joint steering committee.

A report of a meeting held March 3 in Philadelphia was received. Ratliff served notice of his intention to bring a proposal to the New York board meeting that MLA become a branch of IAML, and that IAML/US be abandoned as a separate organization.

b. Joint Committee on RILM for the U. S.

Progress is being made in relieving the international office of the responsibility of serving also as the U. S. national headquarters. The president summarized a report of a committee of the American Musicological Society regarding RILM.

7. Music Publishers Association.

The committee, a joint one with a rotating chair, has four MLA members, but no leader of that group. It was agreed that the president would designate a chair.

8. United States Book Exchange.

It was moved, seconded, and unanimously passed, that the MLA relationship be abolished.

VIII. Chapters.

Krummel reported on new chapter chairs elected since the last board meeting: William Rorick (Greater New York), and Francis L. Gramenz (New England). Krummel is compiling a list of chapters showing the inclusive zip codes for each. Diamond is investigating tax-exempt status for chapters.

IX. Old business.

1. Handbook.

Anderson and Kaufman presented rough drafts of their respective sections, with the request that board members respond to each by July 15. They hope that a draft version of the handbook will be in the hands of the board by November.

After discussion, there was a consensus that the finance committee and the audit committee should be subcommittees of the board.

It was moved, seconded, and unanimously passed, that the index of board policies be expanded to include the appropriate texts from the minutes, that the president appoint a member to undertake the task, that the new document be submitted for board approval as policy, and that the new document be maintained by the assistant parliamentarian.

It was moved, seconded, and unanimously passed, that the board discontinue the indexing of board minutes, and instead direct the recording secretary to append to each set of minutes under the direction of the president a list of actions to be taken, by whom and by when, and a list of new policies approved by the board.

X. New business.

1. Annual meetings.

a. Louisville, 1985.

Marion Korda is local arrangements chair; Danny Hatcher has agreed to negotiate with the hotel.

b. 1986 and/or 1987.

It was moved, seconded, and unanimously passed, that the invitation of the University of Wisconsin-Milwaukee to hold the annual meeting in Milwaukee in 1986 be accepted. The president will respond to the invitation of the Southeast Chapter, requesting more information for a possible meeting in Atlanta in 1987. It was requested that the invitation from the Peabody Conservatory in Baltimore be deferred.

2. National Association of Schools of Music.

Krummel reported that Robert Bays, dean of the school of music at the University of Illinois, had spoken on accreditation at the small academic libraries workshop in Philadelphia. NASM would like to have a representative attend MLA annual meetings to discuss libraries in accreditation procedures. It was moved, seconded, and unanimously passed, that a representative of NASM be invited to MLA annual meetings and that free registration be provided. The president was directed to ask the program chair for the 1983 meeting to invite such a representative to address the membership.

3. Redefinition of business operations.

Discussion was held about realignment of responsibilities. Issues to be settled include the question of depositing checks for conventions; receipt and counting of ballots; and holding of copyright registrations.

4. Proposal for Budget Advisory Committee.

A proposal for such a committee, including the editor of Notes, the head of the publications committee, the executive secretary, and the convention manager, was circulated to the board. After discussion of budgetary monitoring in general, it was moved, seconded, and passed (5 affirmative, 2 negative, 1 abstention) that the board instruct the finance committee to report the actual income and actual expenses for the current fiscal years (1983, 1984) as well as projected income and expenditures for the new fiscal year for board approval.

It was then moved, seconded, and defeated (4 affirmative, 3 negative, 2 abstentions) that the figures for the 1983 six-month fiscal year being in, the board instruct the treasurer to submit a report to the board with actual income and expenditures in columns next to the recently-passed projected income and expenditures for fiscal year 1983/84.

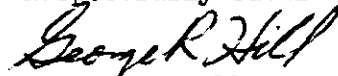
Finally, it was moved, seconded, and unanimously passed, that the board affirm the intent of the finance committee to implement a budget review process for the fiscal year 1983/84 and to present a report to the board at the November meeting, at which time proposed revisions and contingency plans will be offered for board consideration.

5. National Endowment for the Humanities.

Krummel and Davidson reported on meetings with Jeffrey Field of the NEH, who is particularly interested in hearing of projects dealing with the preservation of resources. MLA has also been encouraged to apply for a planning conference grant for April-May 1984. It was moved, seconded, and unanimously passed, that the president in conjunction with Krummel develop a grant proposal for the NEH for planning conferences in respect to a 19th-century American music bibliography.

The meeting was adjourned.

Respectfully submitted,



George R. Hill
Secretary

Appendix 1.

New Policies Approved by the Board

1. The finance committee and audit committee should be subcommittees of the board. (IX.1)
2. The recording secretary will distribute complete board minutes to all committee chairs, as well as to chapter chairs and other officers. (III.b)
3. Under the direction of the president, the recording secretary prepares a list of actions to be taken, by when and by whom, and a list of policies approved by the board. (IX.1)
4. Board minutes will no longer be indexed; instead, texts from board minutes will be included in the index of board policies. After a new list of board policies

has been compiled, it will be submitted to the board for approval as policy, and the new document will be maintained by the assistant parliamentarian. (IX.1)

5. The finance committee will report to the board the actual income and actual expenses for current fiscal years (1983, 1984) as well as projected income and expenditures for the new fiscal year for board approval. (X.4)

Appendix 2.

List of Actions to be Taken

<u>Action</u>	<u>By Whom</u>	<u>By When</u>
1. Pay off Multiservice Management Company	Treasurer	Upon evidence that contracted responsibilities are no longer outstanding, and that all transactions have cleared
2. Arrange for November board meeting	Diamond	Well before Nov. 4-5
3. Create budget line for recording secretary	Fiscal Officer	Before the budget is distributed
4. Prepare wine and cheese reception for AMS, Louisville	Development Committee	Well before Oct. 27, 1983
5. Purchase IAML mailing list	Development Committee	With fiscal year 1983/84
6. Print brochures on MLA and music librarianship	Development Committee	ASAP (= as soon as possible)
7. Purchase tee shirts	Development Committee	Before annual meeting, Austin, Feb. 22-25, 1984
8. Write Philadelphia convention report	Brent Farber	June 10, 1983
9. Advise local arrangements committee for Austin that there should not be an after-banquet speaker	President	ASAP
10. Reappoint the MARC committee as a subcommittee of the cataloguing committee	President	ASAP
11. Restructure the cataloguing committee	President	ASAP
12. Submit a new name for the cataloguing committee	Chair of committee	November board meeting
13. Negotiate with Academic Services on collection of funds for the <u>Job List</u>	President	ASAP

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| 14. | Submit a proposal to merge MLA and IAML/US | Ratliff | November board meeting |
| 15. | Designate a chair of the MLA part of the MLA/MPA joint committee | President | Before its next meeting, Nov. 4 |
| 16. | Investigate tax-exempt status for chapters | Diamond | ASAP |
| 17. | Complete a final draft of the revised <u>Handbook</u> | Anderson Kaufman | November board meeting |
| 18. | Appoint a board member to expand the index the index of board policies to include appropriate texts from the minutes | President | ASAP |
| 19. | Comment on rough draft of the <u>Handbook</u> | Board members | July 15, 1983 |
| 20. | Negotiate with hotel in Louisville | Danny Hatcher | ASAP |
| 21. | Accept invitation of the University of Wisconsin-Milwaukee to host the 1986 annual meeting | President | ASAP |
| 22. | Write Southeast Chapter for more information about a possible national convention in Atlanta in 1987 | President | ASAP |
| 23. | Invite representative of NASM to attend MLA national meetings with free registration | President or Program chair | ASAP |
| 24. | Resolve depositing of checks for conventions | President, in consultation with Convention manager, Academic Services, Diamond | ASAP |
| 25. | Resolve receipt and counting of ballots | President, in consultation with Executive secretary | ASAP |
| 26. | Resolve who should hold copyright registrations | President, in consultation with Executive Secretary and Bruce Wilson | ASAP |
| 27. | Report actual income and expenses, as well as projected income and expenses | Treasurer | As soon as the books are closed for the six-month fiscal year 1983 |
| 28. | Implement budget review process | Finance committee | November board meeting |
| 29. | Develop NEH grant proposal | President, in conjunction with Krummel | ASAP |