

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

New York, New York
November 5-6, 1983

Present: Gillian Anderson (except part of Saturday afternoon), Harold J. Diamond, Jean Geil, George R. Hill, Judith Kaufman (except Sunday), D. W. Krummel, Neil M. Ratliff, Gordon S. Rowley, Annie F. Thompson (except part of Saturday afternoon), Suzanne E. Thorin. Mary Wallace Davidson presiding.

I. Recording Secretary. George R. Hill.

The minutes of the meeting of June 4-5, 1983, in College Park, were approved as distributed.

II. Treasurer. Harold J. Diamond.

Diamond had previously submitted financial reports for the fiscal year 1983 (January-June 1983) and the first quarter of fiscal year 1983-84 (July 1- Sept. 30, 1983). Comment was made that the subscription service fees and extra expenses are closer to \$15,000 than \$12,000. Notes advertising billing is done manually, and claims for Notes, March 1983 (resulting from Multiservice Management's failure to post membership/subscription payments on time) caused added expense. Mailing lists will generate more income than anticipated in the budget, and expenses to generate this additional income will be approximately \$2000 higher than budgeted. There was some discussion in the board concerning reinvestment of reserve funds.

It was moved, seconded, and unanimously passed, that the treasurer in consultation with the president, past president, and fiscal officer, be authorized to re-invest the Record Ratings and Development Funds. One possibility mentioned for consideration was United States Treasury bills. It was then moved, seconded, and unanimously passed, that the first quarter financial report be accepted as distributed. Finally, it was moved, seconded, and unanimously passed, that the MLA Financial Report for the Fiscal Year January-June 1983 (revised October 1983) be accepted.

III. Executive Secretary. Suzanne E. Thorin.

Thorin reported that the Boston office is doing well in preparing reports, and that the final dues notices have been sent. Summarizing MLA activity at the national meeting of the American Musicological Society in Louisville, she noted that a number of brochures had been distributed, and that the hospitality extended by the association to individuals at the meeting seemed well worth the effort. She recommended that similar parties be hosted by MLA whenever the AMS national meeting is in a relatively inexpensive location.

Now that storage of the Index and Bibliography Series is an explicitly costable budget item, Thorin suggested that ways be found to reduce stock considerably. AMS Press has agreed to accept 100 copies of Notes issues at the end of the journal's year; additional copies should be discarded. Otto Haas has paid the \$4000 due on account, and the relationship is now closed. Multiservice Management of Philadelphia has submitted a bill of \$200.60 for waste removal and other expenses; it was moved, seconded, and unanimously passed, that the association decline to pay this bill.

With a view to compiling a list of library schools with programs in music librarianship, Thorin will work with Ruth Tucker, chair of the education committee. Inasmuch as the calendar seems to be inconsistent as to who will distribute board minutes of the upcoming meeting in Austin, and who will send materials to newly-elected board members in 1984, it was agreed that the president would issue a directive to the secretary and the executive secretary.

IV. Criteria for the evaluation of the Treasurer and Executive Secretary.

The board discussed a memorandum from the president dated October 3, 1983, concerning evaluation of these officers. It was felt that both these positions

are high-level, and that written evaluation instruments on a regular basis are probably not indicated. It was moved, seconded, and unanimously passed, that the work of the treasurer and executive secretary be evaluated annually, before the fall board meeting, by the president making use of the following procedure: by polling the board, discussing the results of the poll with the treasurer and the executive secretary, and by reporting to the board the outcome of the discussion.

V. Committees.

1. Administration committee.

Lenore Coral has been appointed new chair of the committee. It was noted that Thorin will distribute through her office at a charge of \$6.50 copies of the committee report, "National Survey of Music Library Statistics," edited by Brenda Chasen Goldman.

2. Archives.

Discussion concerned the draft memorandum of understanding between the association and the University of Maryland drawn up in reference to the agreement between the two bodies dated 5 February 1982. It was moved, seconded, and unanimously passed, that the MLA executive secretary ex officio be removed from the list of committee members, and that that position be replaced with the MLA president (or designee) ex officio, the memorandum of understanding to be revised to reflect this action. It was then moved, seconded, and unanimously passed, that the memorandum of understanding as revised be accepted and made a permanent part of the MLA committee structure.

3. Audio-Visual.

Philip Youngholm has resigned as chair of the committee.

4. Awards.

Dena J. Epstein is collecting material for consideration.

5. Catalog(u)ing.

After considerable discussion, it was moved, seconded, and passed (5 affirmative, 1 negative, 3 abstentions) that the catalog(u)ing committee be renamed the bibliographic control committee, and that the structure proposed by Richard Smiraglia on September 8, 1983, and reproduced as Appendix 3, be approved.

6. Constitution Revision.

It is expected that finished copies of the handbook will be available by February. Minutes of the committee meeting will be circulated to the board by Gillian Anderson. It was moved, seconded, and unanimously passed, that the following proposed amendments to the constitution be recommended to the membership for adoption:

Amendment no. 1: (Handbook page I.p.3 7/18/83) line 26
IV.D.8

Currently: There is no such section.

Proposed: Add IV.D.8. Should the vice-president be unable to serve, the board shall call a special election to fill the unexpired term.

Rationale: This office should not be filled by appointment (which is currently what could happen).

Amendment no. 2: (Handbook page I.p.3 7/18/83) lines 32-33
IV.E.1

Currently: IV.E.1. The president shall act as chief executive officer of the association.

Proposed: IV.E.1. The president shall act as chief executive officer of the association and may serve

ex-officio on all committees except the nominating committee.

Rationale: Robert's Rules says this current MLA practice must be specified in the constitution.

Amendment no. 3: (Handbook page I.p.4 7/18/83) lines 15-16
V.B.3

Currently: V.B.3 Fill by appointment any vacancy in office for the unexpired term.

Proposed: Fill by appointment any vacancy in office for the unexpired term except that of vice-president/president-elect.

Rationale: If amendment no. 1 is adopted, this provision is necessary to make the constitution internally consistent.

Amendments numbered 4 and 5, concerning standing committees, were considered but tabled (vote 8 affirmative, 0 negative, 1 abstention).

The following amendment number 6 was moved, seconded, and defeated (1 affirmative, 7 negative, 0 abstentions):

Amendment no. 6: (Handbook page I.p.5 7/18/83) lines 32-34
VI.I

Currently: The term of office of all committee members shall expire at the conclusion of each annual meeting.

Proposed: Excepting the nominating committee, the term of office of all committee members shall expire no later than the conclusion of each two-year term of the president of the association.

Rationale: This change lessens the president's present duties.

The constitution revision committee further reported that it felt strongly that when the committee presents a report, the chair should be present or at least available by telephone during board discussions; and that if a report is not accepted, it should be sent back to the committee rather than revised. The committee is also of the opinion that the finance committee should not consist of five board members, and that the audit should be conducted semiannually by a professional hired for the purpose.

7. Development. Annie Thompson. [See also III above.]

Thompson reported that the table at the American Musicological Society meeting in Louisville was useful in membership recruitment and in answering questions. As an exchange exhibit, its cost to the association was nothing; of \$200 budgeted for the party, \$154 was expended. Copies of "What's the Score?" the MLA orientation brochure, were distributed to the board, as well as copies of the brochure on music librarianship. Michael Ochs will revise the graphics when the next version is printed. A supply will be on hand in Austin, and multiple copies can be had by writing to the executive secretary.

8. Education.

Copies of the 1984 preconference program, "Computers and New Technology in the Music Library," February 20-21, 1984, were distributed to the board, together with a questionnaire on personal computers, online systems, and retrospective conversion. It was moved, seconded, and unanimously passed, that the workshop program be approved. It was then moved, seconded, and passed, that the questionnaire be approved.

9. Finance. Neil M. Ratliff.

The finance committee recommended the following changes in the budget for fiscal year 1983-84:

- 2.101 transfer \$655 from 2.107
- 2.106 add \$450 to phone bill
- 2.107 add \$1000 to management fee
- 2.201 add \$100 to phone
- 2.207 add \$50 for labels to chapters
- 2.400 add \$3000 for Notes advertising billing
- 2.500-2.550 new figures as specified in the budget
- 2.610 additional funds requested for renting computer equipment
- 2.700 convention expenses must be cut \$2000, or donations must increased; the registration fee will not be changed

After discussion, it was moved, seconded, and unanimously passed, that the board accept the recommended changes in the budget.

A memorandum dated 3 October 1983 from the president concerning policies regarding budget proposed by Anderson (by telephone) was considered briefly, but for lack of a second a motion to make it board policy failed.

10. Legislation. [No report.]

11. Microforms. [No report.]

12. Nominating.

The report of the nominating committee was received and considered by the board. It was moved, seconded, and unanimously passed, that the nominations for citations be accepted. On Sunday morning, after further discussion, it was moved, seconded, and unanimously passed, that the report of the nominating committee for officers be rejected and that the president be instructed to appoint a new committee.

13. Preservation. [No report.]

14. Program.

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

It was moved, seconded, and unanimously passed, that the preliminary program as submitted be approved. It was agreed that the meeting of the board would begin Saturday, 18 February, at 2:00 PM.

b. Louisville, Kentucky, March 3-9, 1985.

It was moved, seconded, and passed (8 affirmative, 1 negative, 0 abstentions) that the convention be held in the Seelbach Hotel, March 3-9.

15. Public Libraries. [No report.]

16. Publications.

The resignation of Kathryn Logan and the appointment of Michael Ochs as chair of the committee was announced. It was moved, seconded, and unanimously passed, that the board approve the proposed publication of Index Series 15 (revised) and 14 (revised).

17. Reference and Public Service.

A draft of a questionnaire concerning bibliographic instruction was received from the committee and circulated to the board. After some discussion, it was decided that the president will inquire for further information from the committee. Kaufman agreed to make further recommendations on behalf of the board after she had had a chance to read the questionnaire more closely.

18. Resources and Collection Development. [No report.]

19. Ad hoc Committee on Rental Libraries. [No report.]

VI. Special officers.

1. Convention manager.

It was moved, seconded, and unanimously passed, that the telephone poll appointing Richard E. Jones convention manager beginning 1 March 1984 be ratified.

2. Placement. [No report.]

3. Publicity.

A report dated 24 October 1983 from Christine Hoffman was circulated to the board. It details three completed projects: a listing for Notes in Library Journal for 15 October; a revision of the publications in print list; and two press releases regarding MLA awards. Exhibit space, meeting calendars, and directory listings are mentioned as projects currently in progress.

VII. Representatives to, and Joint Committees.

1. American Library Association. [No report.]

2. American Musicological Society, Joint Committee on RISM. [No report.]

3. American National Standards Institute. [No report.]

4. Council on National Library and Information Associations. [No report.]

5. International Association of Music Librarians, U. S. Branch.

Copies of a document dated 14 October 1983 from Ratliff concerning a redefinition of the relationship between MLA and IAML-US had been circulated to the board. It was moved, seconded, and unanimously passed, that a joint task force made up of four MLA members and four IAML-US members be appointed by their respective presidents to study the feasibility of merging MLA and IAML-US, and that the task force should make every effort to present a report to both boards at the Austin meeting.

VIII. Chapters. D. W. Krummel.

Krummel summarized his memorandum of 19 October to chapter chairs, covering tax-exempt status for chapters, geographical areas, the Handbook, and chapter reports.

IX. Other.

1. Old business.

a. Handbook. [See V.6 above.]

b. Redefinition of business operations. [No report.]

c. National Endowment for the Humanities proposal.

The proposal originally submitted for a planning conference on American music bibliography in the 19th century was "deferred" by the evaluation panel; a revised proposal was submitted by Krummel on 30 October with the encouragement of Jeffrey Field of the NEH. It was moved, seconded, and unanimously passed, that the new proposal, dated 31 October 1983, be approved.

d. National Association of Schools of Music. [No report.]

2. New business.

a. Interest groups.

A memorandum dated 7 August 1983 from Krummel was circulated to the board. After discussion, it was decided that the term "round table" was preferable to either "interest group" or "forum," and it was moved, seconded, and unanimously passed, that the concept of round table be

accepted. Krummel will prepare an enclosure for the Austin convention packets on the matter.

b. Grants committee.

A letter to Krummel from Bill Rorick dated 22 January 1982 was circulated to the board, but no action was taken.

c. George Peabody Award. [No report.]

d. RILM-US.

Copies of the draft report dated 8 March 1983 from the committee on automated bibliography in musicology of the American Musicological Society were circulated to the MLA board. Davidson summarized discussions with Richard Crawford in Louisville and a letter from him dated 1 November 1983. The letter suggests inviting representatives from IAML-US, MLA, AMS, SEM, SMT, and CMS to discuss the matter further. It was the sense of the MLA board that discussions should continue.

The meeting was adjourned.

Respectfully submitted,

George Hill
George R. Hill
Secretary

Appendix 1.

New Policies Approved by the Board

1. The work of the treasurer and executive secretary are to be evaluated annually, before the fall board meeting, by the president making use of the following procedure: by polling the board, discussing the results of the poll with the treasurer and the executive secretary, and by reporting to the board the outcome of the discussion. (IV)

Appendix 2.

List of Actions to be Taken

| <u>Action</u> | <u>By Whom</u> | <u>By When</u> |
|--|--|------------------------------|
| 1. Develop a list of library schools with programs in music librarianship, identifying those which offer the double masters' degrees | Executive Secretary, Education Committee Chair | ASAP (= as soon as possible) |
| 2. Direct secretary and executive secretary about issuing board minutes and orientation materials for new board members | President | December |
| 3. Reinvest Record Ratings and Development Funds | Treasurer | ASAP |
| 4. Provide text of Appendix 3 of these minutes | Thorin | 25 November |
| 5. Evaluate executive secretary and treasurer | President, Board | ASAP |
| 6. Appoint members of Joint MLA/University of Maryland Archives Committee | President | ASAP |

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|-----|---|--------------------------------------|------------------------------|
| 7. | Recommend structure of MLA Archives Committee | Ratliff, Bruce Wilson | ASAP |
| 8. | Circulate minutes of the Constitution Revision Committee to Board | Anderson | 25 November |
| 9. | Appoint a new Nominating Committee | President | ASAP |
| 10. | Inquire for further information from the Reference and Public Service Committee | President | ASAP |
| 11. | Make recommendations regarding Reference and Public Service Committee questionnaire | Kaufman | ASAP |
| 12. | Appoint a joint MLA/IAML-US Committee to study the feasibility of merging the two organizations | President, IAML-US Pre- sident | ASAP |
| 13. | Prepare an enclosure concerning interest groups for the Austin convention packets | Krummel | before the Austin meeting |

Appendix 3.

Structure of the Bibliographic Control Committee

Richard Smiraglia (University of Illinois, Urbana), Chair; Catherine Garland (LC Representative), Marie Griffin, Marguerite Iskenderian (MCB Editor), Glenn Patton (OCLC Representative), Tim Robson, Lynne Sinclair (RLG Representative), Joan Swanekamp

Subcommittees

Descriptive Cataloging: Joan Swanekamp (Eastman School of Music), Chair; Richard Hunter, Marguerite Iskenderian

MARC: Marie Griffin (Institute of Jazz Studies, Rutgers University), Chair; Connie N. Field, Catherine Garland, Glenn Patton (OCLC), Lynn Sinclair (RLG)

Subject Access: Timothy Robson (Case-Western Reserve University), Chair; Karen Famera, Harry Price, Denis Wujcik, Brad Young

Liaisons and Representatives

Coordinator, Contributing Libraries to the National Union Catalog, "Music, Books on Music, and Sound Recordings": David Knapp (Oberlin College Conservatory)

American Library Association (ALA), Resources and Technical Services Division (RTSD), Cataloging and Classification Section (CCS). Representative to Committee on Cataloging, Description and Access (CC:DA): Joan Swanekamp (Eastman School of Music)

ALA, RTSD/Reference and Adult Services Division (RASD)/Library and Information Technology Association (LITA). Representative to the Representation of Machine Form of Bibliographic Information Committee (MARBI): Marie Griffin (Institute of Jazz Studies, Rutgers University)

Council of National Library and Information Associations (CNLIA), Joint Committee on Specialized Cataloging: Donald Seibert (Syracuse University)

INTERNET Representative: Joan Swanekamp (Eastman School of Music)

Bibliographic Control, continued

Working Groups (1983)

- Access Via Medium of Performance: Victor Cardell (Yale University), Chair;
Don Green, Richard Griscom, Nancy Mosely, Mark Smith
- Dewey Decimal Classification Revision: David Sommerfield (Library of Congress),
Chair; J. Samuel Hammond, Tony Woodward, Dennis Wujcik
- Musics Other Than Western Art: Judith Kaufman (State University of New York,
Stony Brook), Chair; Harry Price
- Nonconformist Approaches to Cataloging: Donald Seibert (Syracuse University),
Chair
- Popular Music in AACR2: Joan Swanekamp (Eastman School of Music), Chair;
Robert Piggott, Mary Van Sickle, Mark E. Smith