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MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Austin, Texas
February 18-19, 21, 23, 1984

Saturday, February 18: 2:15-5:30, 8:45-10:00 PM; Sunday, February 19: 9:45-12:45, 2:15-5:00 PM; Tuesday, February 21: 7:30-8:20 PM (with chapter chairs: present were Evan Bonds, Nancy Bren, John Drusedow, Frank Gramenz, Alan Gregory, Joan Kunselman, Ida Reed, Laurel Sercombe, Dorman Smith); 8:30-9:45 PM (with committee chairs; present were Lenore Coral, Dena J. Epstein, Frank Gramenz, Leslie K. Greer, Norma Jean Lamb, Michael Ochs, Jeffrey Rehbach, Richard Smiraglia, Barbara Strauss, Bruce D. Wilson); Thursday, February 23: 7:05-8:15 PM (with ~~Jean Bowen, Jeffrey Rehbach~~). *Michael Ochs*)

Present: Gillian Anderson, Arne J. Arneson, Harold J. Diamond, Jean Geil, George R. Hill, Richard E. Jones, D. W. Krummel, Karen Nagy, Geraldine Ostrove, Neil M. Ratliff (except Saturday Sunday morning), Gordon S. Rowley, Annie F. Thompson, Ruth Tucker (except part of Sunday afternoon), Suzanne E. Thorin. Mary Wallace Davidson presiding.

I. Recording Secretary. George R. Hill.

The minutes of the meeting of November 5-6, 1983, in New York, were approved as distributed.

II. Treasurer. Harold J. Diamond.

Diamond had distributed by mail the financial report for the second quarter (October 1-December 31, 1983), and distributed a finance update to 2/9/84, as well as a financial report covering the period 12/31/82-12/31/83 (fiscal year 1983, 1/1/83-6/30/83, and the first half of fiscal year 1984, 7/1/83-12/31/83).

As of February 10, total funds held were \$105,749, plus approximately \$3000 in the process of deposit. Of \$110,000 budgeted, we have received approximately \$107,000, more than had been anticipated at this point in the fiscal year. Notes advertising has been doing well, and the sale of mailing lists has produced twice the revenue budgeted. Major expenses are the convention, workshop, approximately \$16,000, and the printing bill for the March issue of Notes, \$18,000. Unless monographs are produced quickly, expenses will occur in this fiscal year and receipts in the next. We are entering a period of small income, which will last until the beginning of the next fiscal year with its billing of memberships and subscriptions.

Diamond seeks to resign effective at the end of the fiscal year. The president asked the board for suggestions for a replacement and will solicit resumes and expressions of interest from possible successors.

III. Executive Secretary. Suzanne E. Thorin.

As part of her report, Thorin distributed a list of board members, officers, and editors; a list of committees; chapter officers, January 1984; the official calendar, July 1983-June 1984; the growth index, 1965-84; a publications inventory report, February 14, 1984; a member/subscriber breakdown (standing orders), February 17, 1984; and the index of board policies, 1964-83, updated but not revised by Judith Kaufman. Thorin announced that new stationery would be available at the meeting. Membership figures seem to be increasing slightly, possibly because of better follow-through procedures. The subscription agent in Boston is doing a fine job and is fully accountable. Because of charges for storage of publications stock, Thorin suggested having a one-time sale to members to reduce stock.

Thorin commented that her office answers a fairly large number of letters, and that she verifies bills from Academic Services, the subscription agent. There was some board discussion of the functions of the executive and recording secretaries. One possible reorganization would have the former handle relationships with members and outside bodies like the subscription agency, while the latter would serve as secretary to the board and be responsible for maintaining the lists that show the internal structure of the organization. There was speculation about the Association acquiring

a computer with word-processing capabilities to support the recording secretary. After discussion, it was moved, seconded, and unanimously passed, that the president be empowered to appoint a search committee to fill the position of executive secretary for the term beginning in March 1985. It was anticipated that a job description and a list of candidates would be presented to the board at the June meeting.

IV. Committees.

1. Administration.

Lenore Coral has been appointed chair and is seeking to reactivate the committee. Response to the notice in the Newsletter has been disappointing.

2. Archives.

The Ad-Hoc Committee on the MLA Archives has been discharged, and a new Joint Committee (with the University of Maryland) is about to be appointed. It will be based predominantly in Washington, DC. Davidson designated Thorin as her official representative on the joint committee. Although the memorandum of agreement with the University of Maryland specifies that the chair of the joint committee shall be the same as the chair of the MLA Archives Committee, it was decided not to form such a committee at this time. This interest, ^{in archives generally} might better be served by a round table.

→ It was reported that materials sent to the archives on loan from the Library of Congress to the University of Maryland have been processed, and that materials sent from LC in error have been returned. A 7-page document entitled "Archival Material of the Music Library Association: An Inventory Converting LCMLA 1-65 into MLA(LC) 23-60" was available for inspection by board members.

3. Audio-visual.

Leslie Greer is the new chair.

4. Awards.

The report from the committee (Garrett H. Bowles; Harold E. Samuel; Dena J. Epstein, chair) was unanimously accepted by the board. For the best book-length bibliography or other research tool in music published in 1982, the award was made to Carol J. Oja for her American Music Recordings: A Discography of 20th-Century U. S. Composers (Brooklyn: Institute for Studies in American Music, Conservatory of Music, Brooklyn College, City University of New York). For the best article-length bibliography or the best article in music librarianship or similar work, the award was made to James Bradford Young for his "An Account of Printed Music ca. 1724," Fontes Artis Musicae 29 (July-September 1982), 129-36. For the best review of a book or piece of music in Notes, the award was made to Andrew Frank for reviews of musical scores by Ellen Taaffe Zwilich, George Walker, Peter Maxwell Davies (Notes, March 1982, 691-93) and Jacob Druckman (Notes, June 1982, 930-31). Nominations for awards for 1983 publications should be sent to the new chair of the committee, Harold E. Samuel (Yale University

"The best review in Notes" ?

5. Bibliographical Control.

Davidson summarized current differences between the chair and the MARC Subcommittee chair. The board urged the president to insist that Marie Griffin resign from the latter post inasmuch as she has held this position for at least 4 years, and it seems time for a new person to fill the post, no matter what the differences. [Subsequently, Connie Field was appointed chair of the subcommittee.]

5.1. Constitution Revision.

The committee has been discharged with thanks.

6. Development.

The two brochures, one on music librarianship and the other on the Association, have been published and are available. Tee-shirts with a fugue by Gottlieb Muffat (from his Componimenti musicali per il cembalo) will be sold at the meeting in adult and child sizes and in four colors for \$7 (adults) and \$5 (children). At a later session of the board, it was reported that \$1200 had been received from the sale, for approximately \$400 profit. It was thought that a new design should be made and shirts should be made available at the next annual meeting. Christine Hoffman, publicity officer, would obtain a design, perhaps through a contest. It was further reported that the receptions given at the American Musicological Society meeting in Louisville and for first-time convention attenders in Austin had been successes. Hoffman will determine if it would be possible to obtain a table at the next national meeting of the College Music Society. There was some board discussion of the possibility of offering a scholarship and/or raising an endowment, but no action was taken.

6.1. Education.

A questionnaire to update the descriptive list of library school offerings in music librarianship was submitted to the board for approval. It would be sent to library schools. It was moved, seconded, and passed (7 affirmative, 0 negative, 1 abstention) that the questionnaire be approved.

7. Finance.

Actions taken by the board revising the budget over the course of the meetings have been grouped here.

It was moved, seconded, and unanimously passed, that budget item 2.301, mailing list expense, be increased from \$2400 to \$4400.

It was moved, seconded, and unanimously passed, that item 2.700, convention (Austin) be revised from \$8648 to \$4980.

It was moved, seconded, and unanimously passed, that mailing list income (page 10 of the budget) be revised from \$3600 to \$6600.

It was moved, seconded, and unanimously passed, that item 2.104, executive board expense, be increased by \$80.86, the additional funds to be taken from the reserves. This action authorizes the treasurer to approve payment of \$45.86 beyond the budgeted amount and provides an additional allocation of \$35.00 to this line.

It was moved, seconded, and unanimously passed, that expenditures in the amount of \$65 for photocopies of the administration committee statistical survey and \$75 for the printing of stationery be approved.

It was moved, seconded, and unanimously passed that:

1. The appropriate officer(s) or member(s) of the board, working with legal counsel, (a) review the Internal Revenue Service Forms 1023 and 872-C together with any additional requisite forms to identify procedural options and sections which pertain to the relationship of chapters to the Music Library Association, (b) formulate guidelines which indicate the preferred approach where procedural options exist, and (c) draft suggested responses to questions which speak to the relationship of a chapter to the Music Library Association.
2. Present a draft of the guidelines to the board for review, preferably at the June 1984 meeting.
3. Inform the chapters that the matter of filing for tax-exempt status is under study by the board and request that no application be submitted by a chapter until guidelines have been

What is the cost of mailing list expenses that have been approved?

Approved?
See page 15 of the budget for details
What is the cost of the library...

developed and issued by the board.

4. Distribute the final guidelines to chapters with the express understanding that these guidelines be applied to the greatest extent possible within the statutes of the state in which a chapter files its application.

5. Request that each chapter filing for tax-exempt status submit to the executive secretary of the Music Library Association a copy of the application as well as copies of any related forms or correspondence.

After discussion, it was moved, seconded, and defeated (0 affirmative, 4 negative, 2 abstentions) that one year the fifth member of the finance committee should be the vice-president/president-elect; in alternate years, the member would be appointed by the president.

8. Legislation.

Bruce Wilson is the new chair of the committee, replacing Carolyn Hunter, who has taken a position with G. Schirmer, but remains on the committee. A letter from Hal David, president of ASCAP, dated December 19, 1983, and concerning a meeting about juke boxes was referred to Hunter, who was to attend on behalf of MLA.

9. Microforms.

Frank Gramenz is the new chair of the committee, which has a charge to investigate certain ideas and/or recommend disbanding. Stuart Milligan has resigned and will pursue a union listing of microforms in music as a private project.

10. Nominating.

It was moved, seconded, and unanimously passed, that board action taken by telephone in accepting the report of the nominating committee submitted after the November board meeting be ratified.

11. Program.

O. 1984 (Austin).

It was reported that the present convention is working out well financially, and particularly that the number of exhibitors is larger than had been anticipated.

a. 1985 (Louisville).

It was noted that the meeting will be held in the Seelbach Hotel, March 3-9. The program committee consists of Karl Kroeger (chair), Dena J. Epstein, and Marie Kroeger; the local arrangements committee, of Marion Korda (chair), Elizabeth H. Olmstead, and Martha Powell.

b. 1986 (Milwaukee).

After discussion, it was moved, seconded, and passed (3 affirmative, 1 negative, 1 abstention) that the meeting be held in Milwaukee in February.

c. 1987 (Atlanta).

It was moved, seconded, and unanimously passed, that the 1987 meeting be held in Atlanta. The president will inform those who tendered invitations to the board of this decision, and of the fact that the board did not choose to designate sites for meetings later than 1987.

d. Resolution concerning convention subsidy.

A text of a resolution establishing a discretionary convention fund was received from Olga Buth. After discussion, it was moved, seconded, and unanimously passed, that the proposed

resolution not be accepted. The sense of the board was that such a procedure would complicate budgetary processes and blur budgetary responsibility.

11.1. Responsibilities of new board members.

The president announced that Arne J. Arneson would serve as assistant parliamentarian; Richard E. Jones, as assistant fiscal officer; and Karen Nagy, as assistant development chair. It was moved, seconded, and unanimously passed, that the board reaffirm the action taken at the meeting of November 5-6 which ratified the appointment of Richard E. Jones as convention manager beginning March 1, 1984.

12. Public Libraries.

It was noted that it remains difficult to convene this committee at national meetings, and the comment was made that perhaps this activity can best be handled in chapters.

13. Publications.

It was noted that Marsha Berman, editor of the Newsletter, has tendered her resignation effective after the May-June issue. Michael Ochs, chair of the committee, reported that there was discussion in the committee concerning the advisability of merging Technical Reports and the Index and Bibliography Series into a new series to be named the MLA Publications Series. This proposal did not pass in the committee; it was tabled until it could be determined if Technical Reports (with a subscription list of 110) could be made economically viable--that is, if publication costs could be recaptured through subscriptions.

It was moved, seconded, and passed (4 affirmative, 2 negative, 1 abstention) that the board rescind the pricing formula and charge the publications committee with recommending new guidelines.

It was moved, seconded, and unanimously passed, that Sheet Music Cataloging and Processing: A Manual, by Sarah Shaw and Lauralee Mortimer, be approved for publication in Technical Reports.

It was moved, seconded, and unanimously passed, that the board reaffirm existing policy that series editors recommend publications directly to the board, and that the publications committee will discuss individual proposals only at the request of the appropriate series editor or of the board.

It was moved, seconded, and unanimously passed, that the association hold an inventory reduction sale at the following prices plus postage and handling:

Any 5 for \$10, or all 12 for \$20:

Index Series 4: Vivaldi concordance, 1972 (194 on hand Dec. 1, 1983)

Index Series 5: Victoria index, 1966 (187)

Index Series 6-7: Schumann indexes, 1967 (279, 241)

Index Series 12: Puerto Rico bibliography, 1975 (399)

Index Series 16: Writings on Contemporary Notation, 1976 (159)

Index Series 17: Literature for Voices & Tape, 1977 (193)

Technical Report 1: SLACC (185)

Technical Reports 6, 8, 10: Audio Equipment Review Indexes (182, 231, 275)

MCB Supplement to volumes 1-5, 1970-74 (336)

Special offer: Index Series 20: Fuld-Davidson, 1980? (468) temporary sale \$10 (\$8 members)

It was moved, seconded, and passed (6 affirmative, 0 negative, 1 abstention) that the committee be authorized to work with a professional graphic designer and submit to the board an integrated layout for MLA publications, including logo design.

It was moved, seconded, and unanimously passed, that the foreign subscription rate for the Music Cataloguing Bulletin be set at \$15 per year, with a \$6 surcharge for air mail.

14. Reference and Public Service.

a. Bibliographic Instruction Subcommittee.

It was moved, seconded, and passed (5 affirmative, 0 negative, 1 abstention) that the board approve the questionnaire submitted to the subcommittee on bibliographical instruction as submitted last November, together with the draft cover letter submitted at the present meeting.

b. Universal availability of publications and music.

A letter from Richard E. Jones, chair of the committee, to Bonnie Jo Dopp, stating the charge to the subcommittee, was circulated to the board. "Universal Availability" is a program of the International Federation of Library Associations. The subcommittee will seek to arrive at a consensus of music librarians concerning circulation, acquisition, interlibrary loan, and general loan policies as they relate to music. It was suggested in the board meeting that a different name be found for the group to avoid potential conflicts with music publishers (in the area of rental music).

V. Convention manager. [See IV.11.1. above.]

VI. Representatives to, and Joint Committees.

1. American National Standards Institute. Z39 Committee.

→ A report was received from Kathleen J. Moretto, our representative, detailing her votes on various matters during the past year.

2. MLA/AMS Joint Committee on RISM.

It was noted that the committee had met in conjunction with the AMS meeting in Louisville, and would meet in Austin in conjunction with the present meeting.

3. MLA/IAML-US.

a. Establishment of U. S. RILM office.

Copies of letters from Richard Crawford, President of the American Musicological Society, dated 1 November; and from Mary Wallace Davidson and Geraldine Ostrove, dated 9 December and 6 February had been distributed to the board. These letters (1) suggest the establishment of a US RILM office and a US national committee; and (2) convene a discussion group (consisting of Lenore Coral, Richard Crawford, Melva Peterson, Susan Sommer, Geraldine Ostrove, and Mary Wallace Davidson) for 25 February, beginning at 2 PM.

b. Formal affiliation.

A report dated 27 January from Ruth Watanabe had been circulated to the board, detailing progress made by the ad-hoc committee (of which she is the chair) to discuss the relationship of MLA and IAML-US. Committee members include Stephen Fry, Melva Peterson, and Neil Ratliff. It was moved, seconded, and unanimously passed, that the membership of the ad-hoc committee be ratified. It was then moved, seconded, and unanimously passed, that the preliminary report of the committee (dated 27 January) be accepted. The committee has been soliciting opinions of members of both groups; it reported some findings at the annual business meeting; and the report of 27 January includes a budget request, of \$75. It was moved, seconded, and unanimously passed, that a budget item of \$37.50 for this purpose be approved, the funds to come from reserves.

4. Funding of these activities. [See VI.3. and IV.7. above.]
5. American Library Association.

It was reported that the subcommittee on bibliographic instruction (specifically, Linda Fidler) has been invited by ALA to submit a list of MLA members able to go to ALA meetings to conduct programs.

VII. Chapters. D. W. Krummel, presiding.

changed

It was noted that Carolyn Hunter, chair of the New York State/Ontario Chapter, now has taken a position in New York City, but intends to complete her term. As vice-president/president-elect, Geraldine Ostrove (Spaulding Library, New England Conservatory of Music, 33 Gainsborough Street, Boston, MA 02115) will coordinate chapter relations with the national organization. Chapters will receive printouts of the national membership for the appropriate zip codes from the subscription agent in January of each year. Unless otherwise instructed, these lists will be sent to the chapter chair. Chapters are requested to send copies of their membership lists to Ostrove and to Karen Nagy, Northwestern University Music Library, 1935 Sheridan Road, Evanston, IL 60201, for national development purposes. Notification of chapter meetings should go to Ostrove, and to the editor of the Newsletter (deadlines: 9 March, 13 April, 20 August). Chapter procedure manuals/guidebooks/bylaws should be sent to Ostrove, who will make copies and distribute to other chapters for guidance and help. The MLA Handbook is being revised, and final versions will be available in all probability after the June board meeting. ~~Official publications of chapters (directories and newsletters excepted) must have approval from the national board of directors, and should be submitted through the chair of the publications committee, Michael Ochs, Edna Kuhn Loeb Music Library, Harvard University, Cambridge, MA 02138.~~ Tax-exempt status for chapters was discussed; the board passed a resolution at a subsequent session, which is reproduced in section IV.7. of these minutes.

Official publications of chapters (directories and newsletters excepted) must have approval from the national board of directors, and should be submitted through the chair of the publications committee, Michael Ochs, Edna Kuhn Loeb Music Library, Harvard University, Cambridge, MA 02138.

[VII.A. Committees.]

During the meeting with committee chairs, it was noted that in April, a letter from Gordon S. Rowley, fiscal officer, will be sent with budget requests. The finance committee will meet the first week in June to consider these, after which the board will consider the budget. After notification has been received from the fiscal officer, committees may ask for contingency appropriations, but this must be done in writing.

It was noted that a GEAC Music Users Group was formed on 20 November and is interested in making contact with other users. Address correspondence to Ivy Anderson Music Library, Brandeis University, Waltham, MA 02254.

VIII. Old business.

1. Handbook.

Copies of the draft had been circulated to the board by Gillian Anderson and Judith Kaufman. After some discussion, it was moved, seconded, and unanimously passed, that the handbook be accepted provisionally by the board as a working document, pending final approval, and that board members submit suggested changes to the parliamentarian (Judith Kaufman) by 1 April 1984 for discussion at the June board meeting. A proposal from Kaufman to limit terms of service as committee members to the same limitations as apply to committee chairs was moved, seconded, and unanimously defeated.

2. National Endowment for the Humanities grant.

Copies of a press release dated December 1983 had been distributed to the board, and it was noted that a grant in the amount of \$7135 had been received for a feasibility study for a project in 19th-century American music bibliography.

3. Round tables.

It was noted that a sheet discussing round tables had been placed in convention packets, and that the information contained there should be incorporated into the Handbook. Round tables have been organized for popular music, bibliography, band music, organ music, conservatories, and archives.

IX. New business.

1. Orchestra librarians.

Davidson reported that for reasons of funding, the membership of a newly-formed orchestra librarians association will be limited to librarians of major orchestras. The group will meet in Boston in the spring, and Davidson may attend as an observer.

did they?

2. Responsibility to MLA through the board.

In view of the fact that 2 board members were absent from most of the deliberations, a brief sermon was preached, with no further discussion.

3. CNLIA Ad-Hoc Committee on Copyright.

Representing Carolyn Hunter, Neil Ratliff attended a meeting of this committee on 6 February. He reported that in its "Comments on the Report of the Register of Copyrights to Congress: Library Reproduction of Copyrighted Works (17 U.S.C. 108)" of June 1983, the American Library Association reacted negatively to the MLA/MPA recommended changes to section 108(c). After discussion it was moved, seconded, and unanimously passed, that the board charge the legislation committee with the preparation of a publishable report describing procedures for a diligent search for the name and address of a copyright proprietor; further, that the legislation committee prepare a pamphlet for librarians on copyright law as it deals with music and the reproduction of copyright music.

[4. Business meeting agenda.]

The annual business meeting agenda was circulated to the board and discussed

[5. Membership directory.]

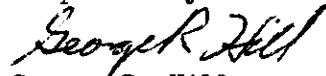
In response to discussion and the information that the 1982 membership directory is out of print, it was moved, seconded, and unanimously passed, that the membership directory not be reprinted pending the new edition.

X. Date and place of next meeting.

It was moved, seconded, and unanimously passed, that the next board meeting be held in Evanston, Illinois, June 2-3, 1984.

The meeting was adjourned.

Respectfully submitted,



George R. Hill
Secretary

Appendix 1.

New Policies Approved by the Board

1. The board reaffirms existing policy that series editors recommend publications directly to the board, and that the publications committee will discuss individual proposals only at the request of the appropriate series editor or the board.

2. Official publications of chapters (directories and newsletters excepted) ~~must have approval from the board of directors, and should be submitted through the chair of the publications committee.~~ *sent to*

Appendix 2.

List of Actions to be Taken

<u>Action</u>	<u>By Whom</u>	<u>By When</u>
1. Appoint new treasurer	board, president	June board meeting
2. Appoint search committee for executive secretary	president	before June board meeting
3. Inform correspondents about convention site decisions	president	as soon as possible
4. Organize sale of publications stock	executive secretary, publications committee	not specified
5. Design new tee-shirts	Christine Hoffman	next year
6. Obtain table at College Music Society national meeting	Christine Hoffman	before the meeting
7. Identify procedural options for tax-exempt status for chapters; draft guidelines for board review	appropriate officers	before June board meeting
8. Inform chapters of point 7	<u>Ostrove</u>	immediately
9. Devise new guidelines for publications pricing formula	publications committee	as soon as possible
10. Suggest <u>Handbook</u> revisions to Kaufman	board members	1 April
11. Incorporate round table information into <u>Handbook</u>	Kaufman	before June board meeting
12. Prepare a publishable report and a booklet on copyright law	legislation committee	not specified