

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors  
Evanston, Illinois  
2-3 June, 1984

Saturday 2 June: 9:30am-12:30pm, 2:00-7:00pm  
Sunday 3 June: 9:15am-12:30pm.

Present: Arne Arneson, Harold Diamond, Jean Geil (except Sunday), Karen Griffith, Judy Kaufman, Richard Jones, Karen Nagy, Geraldine Ostrove, Gordon Rowley, Suzanne Thorin, Ruth Tucker, Mary Wallace Davidson (presiding).

I. Recording Secretary. Ruth Tucker.

The minutes of the meeting of February 18-19, 21, 23, 1984, in Austin, Texas, were approved with the following corrections: p. [1], preliminaries: "When the Board met on Thursday evening, February 23, it was with Michael Ochs rather than Jean Bowen and Jeffrey Rehbach." P. [1], II: Addition of commas as follows: "... we have received approximately \$107,000, more than had been anticipated...", and, "Major expenses are the convention, workshop..." P. 2, IV, 2: add: "This interest, generally, might better be served..." P. 7, VIII: amend sentence to read: "Official publications of chapters (directories and newsletter excepted) should be transmitted to the chair of the Publications Committee for informational purposes." Also change to "Ela Kuhn Loeb Music Library...": P. 9, Appendix 1, no. 2: strike sentence beginning: "Official publications of chapters..." (above correction reflects existing policy).

II. Treasurer's report. Harold Diamond.

The Board was in possession of the treasurer's Third Quarter (FY 83/84) Financial Report (1/1/84-3/31/84), corrected 5/18/84 (on file). To summarize: total funds held as of 3/31/84 were: \$105,431.93. \$2,130.97 of interest was realized, of which \$1,584.07 was spent, leaving a \$546.90 gain for the quarter.

An optimistic financial report followed. The convention, program and workshop combined, brought in \$21,969, with \$10,289 spent. Had MLA realized the projected income for these activities, there would have been a \$6,000 loss for the quarter. Another source of income which exceeded expectations was that from the sale of the mailing lists, promoted by Jim Henderson of Academic Services. This activity has already brought in \$4,984 more than was anticipated for the entire fiscal year. Advertising income has, as of the third quarter this fiscal year, already reached 91% of its projected income. The Index and Bibliography Series, on the other hand, resulted in a \$3,874 shortfall: although we spent \$12,791 less than was budgeted, we earned \$16,665 less than projected. Finally, Diamond advised that the Hill and Myers funds be invested in treasuries, which now pay an interest rate of 13% for 5 years, as a means of establishing funds for scholarships or other programs.

The Board acknowledged the superb job Diamond has done during his tenure as Treasurer (his facial expression acknowledged how happy he was to have this accomplishment behind him), and then welcomed Karen Griffith as the new Treasurer.

III. Report of the Executive Secretary. Suzanne Thorin.

Thorin expressed great satisfaction with Jim Henderson and Academic Services. She can now monitor membership and member services closely. With Henderson's regular report of new members, Thorin follows up with a letter of welcome and orientation (on file). MLA has gained 19 new members and 4 new subscribers in the fiscal year's third quarter. Apparently the new membership brochure has been successful in recruiting new members, as evidenced by the "tear-off" forms or mention of the brochure received at Academic Services. After some discussion, the Board recommended that Thorin and Davidson review the print-outs of life and gratis members for accuracy. MLA's contract with Academic Services must be negotiated next June, but Thorin stressed that the new rates will most likely be fair and above-board.

Other activities and status reports were as follows: The use of mailing envelopes for the Music Cataloging Bulletin has, unfortunately, not solved the problem of the publication getting "lost" or overlooked. Christine Hoffman is preparing teaser ads for the upcoming inventory sale of MLA publications scheduled for the fall. Selected publications (see Austin Board minutes) will be sold at 50% discount, plus postage, cash only. Although prepayment may be problematic for institutions, the cost and difficulty of administering the sale on a bill or charge basis would be high. *Christine* Thorin will continue to coordinate the sending of mailing labels to the Chapters: either a printout of names and addresses or a set of pressure-sensitive labels are available. Further, she reported that the rate of correspondence she handles averages about ten letters per month on all subjects, with a predominance of inquiries regarding formal training for music librarianship. It is important, then, that the Education Committee's survey be updated as soon as possible. Tucker reported that the deadline date for questionnaire responses had been set for July 15, so that a new survey should be available in the fall.

Lastly, Thorin distributed updated lists of MLA Officers, MLA Committee and Special Representatives (on file), and announced that the 1984/85 official calendar would be distributed July 1.

Davidson then, with the Board's approval, appointed an Executive Secretary Search Committee consisting of Geraldine Ostrove, Gordon Rowley, and Suzanne Thorin. Thorin plans to resign at the end of the new fiscal year (June 1985). Davidson charged the Committee to recommend suitable candidates and also to reexamine the structures and duties of the position.

#### IV. Committees

1. ADMINISTRATION. Davidson commended Lenore Coral for her fine efforts to reactivate and restructure the Committee. It now consists of the following subcommittees: Automation; Music Library Facilities; Personnel and Administration; and Statistics.
2. AUDIO-VISUAL. Robert Richard and Gordon Theil are new Committee members.
3. AWARDS. A number of matters await resolution. Should the budget be increased for the amounts awarded? Have awards been granted consistently with MLA policies as stated in the Handbook? A case in point is last year's award for two reviews by the same author when the guidelines state that the award be given for a single review. Some felt that the awards criteria as they now stand may discriminate against authors of MLA Technical Reports and Indexes and Bibliographies. Most thought, however, that the phrases such as "book-length" and "other research tool" were broad enough to

allow for awards for MLA publications. Davidson will direct the current Chair (Harold Samuel) to adhere to existing policy. As soon as a willing candidate with suitable qualifications (publishing, editing experience) is found, Davidson will appoint the third member of the Committee.

4. BIBLIOGRAPHIC CONTROL. Dena Epstein resigned from the Louisville Program Committee to become the Coordinator of Contributing Libraries to the National Union Catalog, Music, Books on Music, and Sound Recordings.

The Board received the rosters and charges of the following working groups: Authority Control Preconference, Music Thesaurus Project, and Encoding Thematic Material (on file).

The Board considered a questionnaire regarding LC subject headings for jazz and popular music proposed for insertion in the July issue of the MCB. Harry Price devised the questionnaire, calling it a "query from the Library of Congress" (on file), but stipulating that it would also serve as the basis of a paper for the upcoming IAML-IASA meeting. Discussion focused on the question of whether the document might be construed as support for personal research rather than an official LC communication. In such a case, should MLA subsidize its distribution? Secondly, should the Board make recommendations regarding the content and/or structure, since Price is acting on behalf of LC rather than as a member of an MLA Committee? The Board felt that there is a real need for good relations and open communication with LC, and that it is in MLA's best interest to support any efforts to speed the progress of subject heading revisions in these areas. Therefore \*it was moved, seconded, and passed that the questionnaire be inserted in the July issue of MCB provided that 1) it is delivered to MCB in camera-ready copy on LC letterhead, 2) it can be issued within the budgeted amount for printing and postage, and 3) that it is presented as material reported by LC in section III "Subject headings".\* Furthermore, the Board recommended that, in order to avoid the appearance that MLA is sponsoring individual research, the second sentence in the first paragraph regarding the paper for IAML-IASA be stricken.

motion

5. DEVELOPMENT. The first matter of business concerned the Committee's report (on file) regarding the feasibility of a major fundraising drive. The report summarizes possible uses of funds once raised; the time-frame for the campaign; possible funding sources; a recommended structure for the fundraising committee; ways in which the money might be administered; and, finally, some major considerations. The current report incorporates and expands many of the issues and recommendations raised by the Ad Hoc Committee on the Feasibility of an Endowment Fund Drive in 1978, chaired by Ruth Watanabe (on file).

Discussion ensued, encompassing the following points:

- A. Trepidation over the amount of energy, planning and money required to embark on a successful campaign.
- B. The difficulty in targeting an audience or defining an emotional hook. There is a danger of overtaxing our own constituency. The American Musicological Society is about to begin a \$500,000 fundraising campaign, thus tapping some of the same resources.
- C. The need to create a mechanism for bequests. Thorin could add such a provision to the next revised dues statement, however, as an interim measure.
- D. Recommendations from a development officer consulted were as follows:

*applied and*

- 1) Any campaign should begin with a feasibility study, which could cost \$25,000-\$35,000.
- 2) Internal dissension should be resolved because it could sabotage the project.
- 3) One-quarter to one-half of the funds should be pledged before public announcement.
- 4) A professional fundraiser should either be hired, or at the very least consulted.

E. Were we to undertake a feasibility study, we would be forced into long-range planning, beyond the terms of the present Board. Possible benefits of a feasibility study would be the following:

- 1) Decisions about and methods of managing money in the organization.
- 2) The redefinition of the organization's goals and, most crucially, methods of implementing them.
- 3) The exploration of MLA's value to the communities we serve (indeed, identifying these communities); visibility for the organization.

motion \*Therefore it was moved, seconded, and passed that the Development Committee proceed to develop a structure for a fundraising feasibility study.\* The Board urged Committee members to consult fund-raisers experienced with campaigns for the arts and humanities, and that they make recommendations for consideration at the November Board meeting.

motion A second matter of business concerned the questionnaire for conference program planning (on file). \*It was moved, seconded, and passed that the questionnaire, with one minor change, be approved.\*

The final matter of business regarded the sale of T-shirts or other trappings imprinted with MLA designs. Options were outlined:

- 1) Do nothing more.
- 2) Sell a new T-shirt edition, possibly running a contest for its design.
- 3) Sell T-shirts and something else, such as a record or tote bag, or a spring-clip folder.

motion The Board discussed and weighed costs, possible profit margins, and expenditure of Committee energies. \*It was moved, seconded, and passed that MLA sell nothing next year, with the understanding that this motion does not preclude sales in subsequent years.\*

6. EDUCATION. Jeff Rehbach is the new Chair. The Board received a summary of Committee activities and plans developed at its Austin meetings (on file). A preconference workshop for next year's convention is being planned by the Bibliographic Control Committee and coordinated by the Education Committee. The topic is "Name and subject authority control". Some objected to the apparently narrow technical services appeal of such a workshop. Tucker, speaking for the Committee, pointed out that one of the purposes of the workshop is to educate the "non-techies" about the importance of authorities to their own operations. The Board recommended that the scope indeed be broad and that a suitable title be devised to bait even the most recalcitrant reference librarian.

## 7. FINANCE. Gordon Rowley.

A. Disbursements since the Austin meeting. There are two lines in the current budget (on file) where expenditures exceeded the budgeted amounts: line 2.510--Technical Reports no. 11 (for printing and shipping), and line 2.550--Inventory (for handling and postage). Some of the needed funds were transferred from other unused budget lines, and much of the expense for Tech. report no. 11 will eventually be recovered from sales revenue, but \$650 remains uncovered. After another year, we will be able to more accurately budget for the costs of inventory control, but the switch-over from Multiservice Management has made budgeting difficult in the interim. \*It was moved, seconded, and passed that \$650 be taken from reserves to cover the unbudgeted expenses.\*

B. 1984/1985 budget. The Committee initially recommended a budget which excluded projected expenditures for matters requiring Board approval. \*A motion was passed to table action on the budget until the Board discussed them.\* These items consisted of: photocopying of the Development Committee's questionnaire, T-shirts and/or sale items (decisions made); a micro-computer for the Recording Secretary pending transfer of duties from the Executive Secretary (no decision made); Public Libraries Committee's proposed workshop (decision made); U.S. RILM Office (decision made); and an honorarium and travel expenses for the Newsletter Editor (no decision made).

Other comments and discussion of the proposed budget are summarized: The Executive Secretary will explore the possibility of using word processing to produce the Membership Directory. Officers' per diem expenses were increased from \$30 to \$50, while travel estimates were based downwards. No adjustments were made to increase the amounts given for awards. While the Board decided to keep budgeting for advertising of publications in the line for Publicity, they discussed the need for better communication, clearer guidelines, and accountability in the area. Davidson will inform the Chair of the Publications Committee (Ochs) to instruct editors to *attend to budgeting and planning etc. and to advise us to their* ~~budget for and proceed with advertisements for publications that might effectively be placed in specialized journals.~~ Davidson will also communicate with the publicity Officer (Hoffman) regarding the type, format, and content of advertisements that MLA places in other journals, as well as the need for reports of advertising activity to the editors of various publications and to the Board.

\*After the appropriate discussion and voting, it was moved, seconded, and passed that a 1984/1985 budget be adopted that shows \$189,225 in projected expenditures, and \$189,500 in projected income (on file).\* Davidson characterized the present budget as follows: 63% publications, 24% management, 6% meetings, 3% program, and 2.5% membership services (leaving 1.5% either unaccounted for, or recorded incorrectly by the Recording Secretary, but you get the idea, folks). Management costs in the past have accounted for upwards of 40%, so the new percentages reflect a healthy trend.

C. Long-range plans. The Committee recommended that MLA revise its method of accounting, adopting fund accounting based on the accrual principle, rather than the cash method presently in use. The advantage is that we would know exactly where we stand at any given time, which would greatly enhance our ability to accomplish long-range goals. Both the increasing complexity of our organization and the expectations of external agencies (such as NEH) suggest that we adopt such a financial management method. After some explication and discussion, \*it was moved, seconded, and passed that the Finance Committee be authorized to proceed in the

direction of fund accounting using the accrual method.\* Plans are to carry both systems of accounting in the next fiscal year, with a complete changeover beginning July, 1985.

8. LEGISLATION. David Farneth has been appointed to the Committee.

9. MICROFORMS. Frank Gramenz submitted a draft of a short questionnaire (on file) regarding the creation of a Union List of Microforms for musicological primary sources for inclusion in the Newsletter. The Board was concerned about the monumental scope of such a project, the need for a preliminary feasibility study, the preference for a regional approach, etc. \*It was moved, seconded, but not passed, that the questionnaire be approved.\* Rowley and Arneson are to relate the decision and rationale to the Committee.

10. NOMINATING. Appointed for the 1984 ballot: David Fenske (Chair), Olga Buth, Ross Wood. The Board discussed defining requirements for candidates, but decided that they are best left broadly defined.

11. PRESERVATION. Christine Hoffman has been appointed to the Committee.

12. PROGRAM. See IV, 4 above and VI, 1 below.

13. PUBLIC LIBRARIES. The Board considered a letter (on file) from Norma Jean Lamb which proposed a workshop on music reference work for non-specialists to be presented in conjunction with a meeting of the Illinois Library Association. The Board recommended that the Committee work closely with the Education Committee, and that specific plans be devised and a budget submitted for Board approval.

14. PUBLICATIONS.

- 1) Nancy Bren has been appointed to succeed Marsha Berman as Newsletter Editor.
- 2) MCB. No report, except IV, 4 above.
- 3) Other publications. Davidson gave a verbal report regarding works in progress and under consideration, submitted by the editors of the Technical Reports and Indexes and Bibliographies Series (not on file). A lengthy discussion ensued regarding as yet unresolved issues surrounding MLA publications. Must they realize a profit, should the series be restructured, need the Publications Committee be concerned with long-range planning, is the Committee effective as presently structured? The Board felt that, in spite of the Committee's report, submitted to the Board in Austin, an informed set of recommendations is still lacking. More attention needs to be given to exploring the market for MLA publications. \*Thus, it was moved, seconded, and passed that Davidson appoint a committee composed of Suzanne Thorin, Geraldine Ostrove, and John Tanno (or an alternate) to make recommendations for the next Board meeting regarding the ultimate purpose and direction of MLA publications and the necessary administrative supervision to accomplish them.\*
- 4) Publications sale. See III above.

15. REFERENCE AND PUBLIC SERVICES. Dorman Smith, acting Chair of the Committee, is still considering the position on a permanent basis.

16. RESOURCES AND COLLECTION DEVELOPMENT. No report, except that Joan Kunselman's

paper on collection development, presented at the Austin conference, is a likely candidate for publication.

V. Round Tables. Coordinators have been selected by members of the newly-formed round tables as follows:

Archives: David Farneth  
 Band Music: Sgt. Frank Byrne  
 Bibliography: D.W. Krummel  
 Conservatories: Sherry L. Velluci  
 Jazz and Popular Music: Monica Burdex  
 Organ Music: Fred Kent

VI. Special Officers.

1. CONVENTION MANAGER. Rick Jones.

The Program Committee received only a few suggestions from the membership for the 1985 conference. MOUG has decided to meet in conjunction with MLA next year. The week is blocked out as follows: MOUG, Sunday afternoon, March 3, and all day Monday, March 4; Pre-conference workshop, all day Tuesday, March 5; Conference proper, Wednesday-Saturday, March 6-9. Sessions, excluding Committee meetings, are planned for 1-1 1/2-hour segments.

~~It is becoming customary for hotels to charge MLA for tables used by exhibitors, usually at the rate of \$15 per table. Since some publishers have expressed resentment about paying for tables at MLA conferences at all, it might be wise to send the Convention Manager as a representative to the MLA/MPA joint Committee meetings. \*It was moved, seconded, and passed that MLA raise its fee for exhibitors' tables from \$75 to \$90 per table, beginning with the 1985 convention.\*~~ *love discussed that*

2. PLACEMENT. No report.

3. PUBLICITY. No report, except that Hoffman would like to be kept better informed about Board matters and desires. See also IV, 7 above.

VII. Representatives to, and Joint Committees

1. AMERICAN LIBRARY ASSOCIATION. No report.

2. AMERICAN MUSICOLOGICAL SOCIETY, JOINT COMMITTEE ON RISM.

A. Activities. Davidson summarized the charge to the Joint Committee and supplied background for the activities thus far. Pertinent informational documents were previously distributed to the Board (Buelow-Davidson correspondence; 1983 Committee Reports; Davidson-Board correspondence--on file). New developments are as follows:

Eugene Wolf (University of Pennsylvania) has been appointed to replace Jim Pruett, who resigned from the Committee in Austin. Only two proposals were submitted to the Joint Committee for establishing an American Clearing House Center for RISM, one from the Indiana University, Bloomington, the other from Harvard University. Harvard was chosen by the Joint Committee upon recommendation of the presidents of MLA and AMS. The Board expressed some

concern over the methods used to solicit proposals.

B. Grant proposal. As a result of being selected as the U.S. RISM Clearinghouse, Michael Ochs (Harvard) is submitting a grant proposal to NEH for funding of a three-year project for the production of a U.S. Music Manuscript Inventory (RISM Series A/II). Previously distributed to the Board was the project summary from the first draft (on file). Davidson summarized the proposed methodology of the project, and had the second draft on hand for perusal. The Center, to be housed in the Isham Memorial Library, would include a Project Director (.2 FTE), a Principal Investigator (1.0 FTE), and a Library Assistant (1.0 FTE). Cataloging would be done according to RISM standards for manuscripts. Libraries could contribute their own cataloging to the Center, where the information would be translated to RISM worksheets. Or they could film their manuscripts and send the films to the Center for cataloging and deposit. The Board discussed the problems involved: microfilming standards, dissemination of the data base, underestimation of the work required, problems with permission to distribute films of the manuscripts, etc.

motion

Finally, \*it was moved, seconded, and passed that Davidson submit a letter to Michael Ochs, Project Director, expressing concern about the problems, with hopes that they will address them, but indicating also that MLA supports the effort and the grant proposal.\*

The Board then discussed another charge to the Joint RISM Committee to create an inventory of early opera and oratorio librettos. The Clearinghouse may need to be transferred to another location for this activity. Evan Bonds (University of Virginia) has done some initial work, but will be leaving his position there to work on a Ph.D. in ~~librarianship~~ *musicology*.

3. ARCHIVES, JOINT COMMITTEE WITH THE UNIVERSITY OF MARYLAND. New appointments are: Chair, still unfilled; Elizabeth Auman; Bennet Ludden; Gail Sonnemann; Suzanne Thorin, MLA Representative.
4. COUNCIL OF NATIONAL LIBRARY AND INFORMATION ASSOCIATIONS. Bruce Wilson has replaced Carolyn Hunter as the MLA representative to the AD Hoc Committee on Copyright.
5. INTERNATIONAL ASSOCIATION OF MUSIC LIBRARY, ARCHIVES AND DOCUMENTATION CENTERS.
  - a) RILM-US Office. The Board previously received supporting documentation (on file) explaining the following: an office will finally be established; Lenore Coral will be the Director; Cornell University will absorb her salary/time, office space, postage, telephone, etc.. So far AMS has pledged \$2,500, IAML-US, \$1,000 toward the predicted \$7,000 of first-year expenses (see attached budget); a governing board with representatives from MLS, IAML-US, and AMS will be established to raise funds and set policies.

Discussion centered on funding for the project. ~~Initial inquiries of NEH suggest a reluctance to fund the project 1) because they avoid long-term funding 2) because of RILM's history with NEH. If MLA supports the project for more than three years, dues may have to be raised. There seems to be a strong possibility of Getty money for long-term funding, however.~~ \*It was moved, seconded, and passed that

motion



MLA contribute \$3,000 to the RILM Office with the understanding that the Governing Board be established as soon as possible.\* Gerry Ostrove was charged with informing Coral of MLA's decision. MLA might administer the funds for the Office, which would be an excellent opportunity to begin with the newly-adopted fund accounting.

b) MLA-IAML-US formal association. Did not discuss.

6. MUSIC PUBLISHERS ASSOCIATION, JOINT COMMITTEE. Davidson stressed the importance of continuing and high-level representation on this committee. The Public lending right issue will be coming up soon, and MLA must have input. Another matter warranting continuing dialogue is the availability of rental music, the permanent deposit in libraries of both scores and parts.

7. NATIONAL INFORMATION STANDARDS ORGANIZATION (formerly American National Standards Institute). No report, except that Kathy Moretto has resigned as MLA representative.

#### VIII. Chapters. Geraldine Ostrove.

Discussion centered on the real use of vice presidential or presidential visits to chapter meetings: support, encouragement, new acquaintances. In the past the Vice President has declined invitations from some chapters because travel expenses were too great. The Board thought it would make good sense (but no motion was passed) to extend visitation rights to any Board members, since some might be geographically closer to, or have special expertise and talents needed by the particular chapter. Davidson stressed that it is the responsibility of Board members to keep their own chapters informed of Board activities, and that it would be a good idea for Board members to take a few minutes of their Chapter business meetings for a report. The Newsletter might also be a vehicle for summarizing Board activity to the membership.

#### IX. Old business

1. HANDBOOK. Davidson ~~tried to explain~~ why this old business remains old business. The Board (excepting Kaufman), not wanting to buck tradition, managed to extend its status. There were two major concerns: 1) since the Handbook revision was undertaken without the benefit of past minutes (revisors only had the Index to Board Policies to work from), it may not accurately reflect past Board decisions 2) Committee and Chapter Chairs need appropriate sections of a current Handbook from which to operate. Therefore, the Board followed the following course of action: They discussed sections IV-VI in detail, and promised to send suggested revisions to Kaufman by June 15, so that she could complete a fairly accurate draft of the appropriate sections for distribution to Committee and Chapter Chairs by 1 September. Arne Arneson innocently took the responsibility for revising Sections I-III which encompass the Constitution and Board responsibilities. Tucker will see that he receives a complete set of past minutes to Board meetings. In addition, he will compile an index to Sections I-III.

2. NEH GRANT FOR 19TH-CENTURY AMERICAN MUSIC BIBLIOGRAPHY. Davidson commented on the progress of the feasibility study funded by NEH. Mary Kay Duggan is assessing available cataloging and indexing resources as well as the audience for the publication. Jean Geil is surveying U.S. library collections. Don

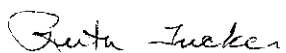
Krummel is coordinating the effort. He predicts that three position papers will result regardless of whether the project is undertaken, and that these should be appropriate for publication as a Technical Report. The Board requested that he write a short paper describing the feasibility study for the fall Newsletter.

X. New Business.

1. HARRY RANSOM HUMANITIES RESEARCH CENTER. The Board considered a letter drafted by Lenore Coral at the request of the US-IAML Board, protesting the restrictions on access to materials via microform and photocopies (on file). The Board agreed to take note of the letter, but to do nothing further, since they deemed the issue an international one. Apparently they have heard no complaints from MLA's national constituency.
2. OBJECTIVES FOR 1984-1985. Not discussed, except as in the context of other matters.
3. RETROSPECTIVE CONVERSION STANDARDS. As a result of Michael Keller's efforts on behalf of the Associated Music Libraries Group (AMLG), the Council on Library Resources has decided to fund a two-day conference to establish a national consensus on standards for the retrospective conversion of music materials. The Board received copies of his proposal (on file). The Conference will take place 18-19 July 1984, immediately after a general session on retrospective conversion of book materials. CLR has agreed to fund all expenses (transportation, accomodations, meals) except for the first \$150 of each individual's expenses. Participants will consist of two representatives each from IAML/US, MLA, REMUS, AMLG, ARSC/AAA, LC, and concerned faculty; one representative each from OCLC, RLG, and WLN; and from CLR: a program officer, a facilitator, a representative from the Bibliographic Services Development Program, and an editor for the published report. MLA was to consider the proposal, and if in favor, recommend representatives, and discuss organizational funding. The Board expressed approval. Davidson and Jones had devised a list of possible participants from all the organizations, suggesting Don Green and Richard Smiraglia to represent MLA. The Board suggested alternates: Joan Swanekamp, Ruth Tucker, Jeff Rehbach. No vote was taken, as these are presidential appointments, nor was support for the non CLR-funded portion of expenses discussed.

XI. DATE AND PLACE OF NEXT MEETING.

The Board will meet again on 12-14 October, 1984 in Cincinnati, in conjunction with the Mid-West Chapter meeting. The Finance Committee will meet Friday evening, October 12, the full Board on Saturday afternoon, October 13, and all day Sunday, October 14.

  
Ruth Tucker  
Recording Secretary

## Appendix 1.

## New Policies Approved by the Board

1. The Board authorizes the Finance Committee to proceed with fund accounting, based on accrual methods, rather than on the cash methods presently in use.
2. MLA will increase the fee for exhibitors' tables from \$75 to \$90 per table, beginning with the 1985 convention.

## Appendix 2.

## List of Actions to be Taken

<u>Action</u>	<u>By Whom</u>	<u>By When</u>
1. Review lists of life and gratis members	President & Exec. Sec'y	not specified
2. Update Library School Survey	Tucker/Annie Thompson	Fall 1984
3. Recommend candidates for Exec. Sec'y & structure of position	Search Comm. (Ostrove, Rowley, Thorin)	not specified
4. Inform Awards Committee Chair (Samuel) to adhere to guidelines in Handbook	President	as soon as possible
5. Appoint a third member of the Awards Committee	President	as soon as possible
6. Inform editor of MCB about stipulation for LC questionnaire	President	immediately
7. Devise a form for <sup>gifts and</sup> requests to attach to dues statement	Exec. Sec'y	before next dues statement sent
8. Make recommendations for a feasibility study for fund-raising campaign	Development Committee	before Oct. Board Meeting
9. Inform Chair of Publications Committee (Ochs) to have editors <del>budget for and proceed with advertising for specific publications</del> <sup>not done, in part in budgeting and planning for other publications</sup>	President	not specified
10. Discuss advertising possibilities with the Publicity Officer (Hoffman) and request advertising reports.	President	not specified

- |     |                                                                                                       |                                                                |                              |
|-----|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------|
| 11. | Develop workshop on music reference for non-specialists and submit budget to Board                    | Public Libraries & Education Committee                         | not specified                |
| 12. | Recommend purpose and goals of MLA publications & means of accomplishing them                         | Thorin, Ostrove,<br>Tanno ( <i>alternate</i> )<br><i>Chair</i> | before Oct. Board Meeting    |
| 13. | Inform Ochs that MLA supports RISM A/II grant proposal, although aware of problems                    | President                                                      | immediately                  |
| 14. | Inform Coral that MLA will contribute \$3,000 for establishment of RILM-US Office                     | Vice-President                                                 | immediately                  |
| 15. | Revise Sections IV-VI of the Handbook & distribute appropriate Sections to Committee & Chapter Chairs | Kaufman                                                        | 1 September                  |
| 16. | Revise & index Sections I-III of Handbook                                                             | Arneson                                                        | not specified                |
| 17. | Send complete set of Board minutes to Arneson                                                         | Recording Sec'y                                                | as soon as possible          |
| 18. | Report on feasibility study for 19th Century American Music Bibliography                              | Krummel                                                        | deadline for Fall Newsletter |