

MUSIC LIBRARY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Evanston, Illinois  
1-2 June 1985

Saturday, 1 June: 10:05 a.m.--1:25 p.m.; 2:30--6:30 p.m.; Sunday, 2 June: 8:20 a.m.--1:35 p.m.

Present: Arne Arneson, Dee Baily, Linda Solow Blotner, Peggy Daub, Mary Wallace Davidson, Karen K. Griffith, Richard Jones, Karen Nagy, Geraldine Ostrove (presiding), Ralph Papakhian, Gordon Rowley--part of Saturday, Ruth Tucker.

I. REPORT OF THE RECORDING SECRETARY. Ruth Tucker

1. \*It was moved, seconded, and passed that the minutes of the Board meeting of 2-3, 5, 7 March 1985 be approved with the following corrections:\*

p. 2, Section II, 3: change wording of second sentence to read: "Also to be filed with the IRS..."

p. 4, Section VI, 3: change the following sentence under the rubric, "Expenses:" to read:

"Banquet Food & Drink total changed to \$3390 (includes entertainment and decorations)"

"Adjusted total expenditures increased from \$13,415 to \$15,097"

p. 7 & 8 (respectively); Change numbering of the following sections: VI. ROUNDTABLES to VII; VII. SPECIAL OFFICERS to VIII.

p. 9, Section IX, 5b.: change "mit akes" to "it makes"

2. Tucker was asked to send copies of the past minutes for the year preceding February 1984 to the new Board members.

II. REPORT OF THE TREASURER. Karen K. Griffith.

1. Griffith distributed the nine-month report for fiscal year 1984/1985. The report shows that as of the 31 March 1985 MLA had a balance of \$149,812.76 in its accounts. The net gain for the three-quarter period was \$60,635.76, with an increment in gain for the third quarter of \$1,050.43. Griffith noted that the third quarter is traditionally a period of low gain. If we have a "normal" fourth quarter, we should remain within our 1984/1985 budget and possibly show a modest gain for the year. Griffith also made a number of corrections to the detailed fiscal report, which was "hot" off the computer. (The report was made possible by a few last-minute adaptations of the University of Wisconsin--Milwaukee's Lotus 1-2-3 program, which came to MLA about as write-protected as could be, but left naked.)

2. IRS matters. We've yet to receive any responses from the IRS regarding our tax returns. The accountant advises that it is best for the time being to wait on the IRS.

[3. Ostrove charged Griffith and Jones to redesign the voucher.]

III. REPORT OF THE EXECUTIVE SECRETARY. Linda Solow Blotner.

1. Jim Henderson of Academic Services has agreed to change his contract period to agree with MLA's fiscal year. He has asked for an increase in the minimum monthly fee, from \$600-750. This amounts to about \$9,000 per year as guaranteed income from MLA. At present MLA pays Academic Services about \$17,000 per year, which includes

variable costs above the guaranteed amount. \*It was moved, seconded, and passed that we accept the proposed increase in basic fees and renew the Academic Services contract for a two-year period. MOTION

2. Blotner reported that there are currently about 200 individuals and institutions which have not renewed their MLA memberships. As yet, they have not been dropped from the subscription lists, and there was some discussion about how the situation should be handled. Most thought that the best course of action is to terminate members who have not sent their dues, and then write a letter to them. The Board recommended that Ostrove and Blotner decide what to do with the above 200, while in the future such members will be dropped, but followed up on.

Blotner noted her intention to make sure all people who have received MLA citations have been placed in the life membership category. She asked if we want to continue or reinstate a sustaining category of membership, and if so, what period of time that would encompass. [Ostrove charged the Development Committee to consider various categories of membership and their financial implications, and to make recommendations for the redesign of the renewal form by the fall Board meeting.]

3. Calendar. Blotner's preliminary Official Calendar raised discussion about various people's responsibilities. Revisions were suggested. Blotner will distribute a revised calendar based on the discussion. (Recording Secretary's note: revised calendar's were distributed shortly thereafter.)

4. Other matters. Blotner distributed updated lists of committees and officers. It was agreed that she should also send these lists to the committee and chapter chairs. [She will revise and update the constitution as well.]

Blotner reported that she had received a request for a membership directory from a librarian who is not an MLA member. After some discussion about procedure in such a situation, \*it was moved, seconded, and passed that the MLA Membership Directory be available only as a privilege of membership in the organization.\* MOTION

#### IV. REPORT OF THE PAST PRESIDENT. Mary Wallace Davidson.

Davidson surveyed some of the information contained in the excellent chapter newsletters that she had received. Baily suggested that Davidson might coordinate the exchange of newsletters among chapters--some chapters already regularly exchange their newsletters.

#### V. REPORT OF THE PARLIAMENTARIANS. Arne Arneson and Peggy Daub.

##### 1. Handbook.

A. Sections I-III, VII. It could be put off no longer. As Arneson concluded in his letter to the Board of May 21, 1985 from the lack of response to his February draft of the Handbook: "this is not fun." His letter highlighted sections that he and Kaufman felt particularly needed further discussion, as well as revisions to the Handbook reflecting recent Board decisions.

Arneson prefaced his presentation of the February 22, 1985 draft with the point that as we keep trying to renew, refresh, and edit the document, the document itself becomes the issue. In order to overcome the continued difficulty of changing and ratifying policy embodied in the Handbook, the Board agreed that once we approve the present document, it will be understood that the policies therein are also approved. In future the Board will not need to approve all Handbook changes, since the changes will reflect policies upon which they have already voted.

After a somewhat slow start, the Board decided that changes in style and tone would be left in the capable hands of Arneson, so that discussion could be limited to

areas involving substantive revisions or policy decisions. A number of changes were suggested, and recorded for final revision by Arneson. In addition a few issues required Board vote:

1. \*It was moved, seconded and passed, that the per diem food allowance in the absence of receipts be increased to \$25.00.\* (Food expenses documented with receipts will be refunded in full.) C.f. Handbook sections II.B.3, II.F.5, II.G.5, III.B.2. MOTION

2. \*It was moved, seconded and passed that the convention manager submit convention material from the registration packets to the MLA Archives.\* C.f. section III.B.1. MOTION

3. \*It was moved, seconded and passed that each fiscal year the Finance Committee determine an amount of money which the treasurer may release for budget overages without Board approval.\* The present policy is that reimbursement for amounts in excess of \$10.00 over the budgeted amount must be approved first by the Board. C.f. sections II.A.14 and II.G.8. MOTION

The matter of whether an elected officer or member of the Board should receive an honorarium related to another association office held while serving the elected term was tabled for further discussion (see section III.B.2). Some thought that anyone who receives an honorarium should not be allowed Board vote. Others felt that members holding dual MLA positions, the one an appointment with entitlement to an honorarium, the other as an elected position with entitlement to a vote, should be paid for the work done while serving in the former capacity and allowed a vote while functioning in the latter.

And, finally, Ostrove charged Tucker--emphatizing as a former recording secretary--to rewrite the restrictive language in the Handbook surrounding the submission of the minutes.

B. Section VII (Roundtables). The Board requested that Arneson insert the wording from section V.D.7 regarding the submission of annual reports to section VII.D.

\*It was moved, seconded and passed that sections II-III as amended, and incorporating the changes in Arneson's letter of May 21, 1985, and section VII as amended be approved.\* MOTION

2. Indexing of Board minutes. The Board decided that since the Parliamentarian is to index the Handbook, and the Recording Secretary to index the minutes, that there is no real need for an additional index to Board policies. Thus, \*it was moved, seconded and passed to rescind the earlier Board motion from the meeting of June 1983, which reads: "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 maintained by the assistant parliamentarian."\*

VI. COMMITTEES.

A. General.

1. **Ad Hoc Committee on Committees.** Nagy and Tucker. The Board was in receipt of the Preliminary Report of May 1985. The report first identifies areas which the Committee thought need attention: namely, structure and charges, communication, broadening the committee membership base, and attitude. It then proceeds to make a number of recommendations which may remedy some of the problems outlined. The Committee makes one overall recommendation "...that better communication and closer attention to the accomplishment of goals and objectives are preconditions for addressing the issues of alternative structures."

A preliminary and partial discussion of the report ensued. No actions were

*of course annual reports*

*Board of Directors...  
...the Parliamentarian...  
...the Recording Secretary...  
...the Assistant Parliamentarian...*

taken nor motions made. Responses to the recommendations can be summarized as follows.

a. Those intended to address areas of structure and charges:

The first recommendation, that a member of the Board be assigned to be a committee liaison/coordinator, drew varied response. Some thought this to be a good idea--namely, the authors of the report (!). One suggestion was that each Board member be assigned responsibility for a number of committees. Another was that standing committees answer to the President, but that special committees answer to a Board member. Yet another suggestion was that coordination remain with the president, but that one person be appointed each time to report back to committees following Board meetings. The authors tried to stress that the one Board member was not to assume the presidential duty of committee coordination, but only to serve as an advocate and gatherer of information for various committees. It is intended that the person aid the President in communicating with the growing number of committees and subcommittees. There was some discussion on how, in reality, this labor would be divided.

The Board agreed in principle with the second recommendation that committees be periodically reviewed.

The third recommendation suggests that committees examine their charges once a year, and adjust them to the activities and directions of the committee. Most felt that this recommendation codifies existing practice.

The Finance Committee has already decided, independent of this report, to implement the fourth recommendation, by giving committee chairs a log of their expenditures for the preceding year.

Discussion of the fifth recommendation, that MLA hold a second annual meeting where only committees and the Board meet, was tabled for future discussion.

b. Those recommendations regarding communication:

The first recommendation proposes a formal session at annual MLA meetings for committee reports. The Program Committee for this year has already scheduled such a session. *Final wrap up*

The second recommendation suggests that the Newsletter be significantly expanded to accommodate committee reports, both formal and informal. The Board agreed in principle, but asked that [Tucker and Nagy present some cost figures at the next Board meeting.]

The Board agreed to try the third recommendation which suggests that the structure and atmosphere of its annual meeting with committee and subcommittee chairs be revamped. No consensus was reached as to whether this meeting should be held before or at the end of the annual MLA meeting (or, possibly simultaneous with one of the other Board meetings during the year).

Further discussion of the report was tabled until the fall Board meeting.

**2. Annual reports.** Discussion was tabled until the fall Board meeting in order to take into consideration the recommendation in the Committee on Committees report regarding annual reports.

**3. Wrap-up at annual meeting.** See VI.B.5 below.

**4. Organizational model by Barbara Strauss.** Again, discussion was tabled until the Board could consider the full range of recommendations in the Committee on Committees report. Nagy and Tucker assured the Board that they had taken Strauss's model into account.

B. Standing.

## 1. Development. Nagy and Baily

a. Structure of committee. As presently structured the chair of the Development Committee is the senior appointed Member-at-Large. Nagy pointed out that there is a need for more continuity than this arrangement affords; there is also strong reason to have a chairperson appointed from the MLA membership on the basis of specific expertise. She thus proposed that a Member-at-large continue to serve on the Development Committee, but that the chair not automatically be assumed each year by that member of the Board. The Board member could continue to report on Committee activities at each Board meeting. Nagy noted that the chair of the Committee might best be a manager/administrator, and that the Committee could be subdivided into various functions and activities headed by people with appropriate expertise. \*It was moved, seconded and passed that the chair of the Development Committee need not be a member-at-large, but that a member-at-large be a member of the Committee.\* Ostrove charged Nagy to make recommendations to her for appointments to a restructured Development Committee.

MOTION

b. Gerboth award. Davidson presented the Ad hoc committee's proposal dated 23 May 1985 for administering the Walter Gerboth award. She recommended that the Board approve both the guidelines and the mechanism outlined therein. Two amendments were suggested: one, that the last sentence in the section entitled, "Background" merely state the total amount of presently available funding; and two, that a statement be added to explain the mechanics of funding beyond the first year. \*It was moved, seconded and passed that the proposal be approved with the suggested amendments.\*

MOTION

The proposal further recommends "that a Walter Gerboth Award Committee be appointed as soon as possible, and an announcement placed in the Sept.-Oct. 1985 MLA Newsletter,..." The Committee will need to submit a budget for next year.

c. Other matters. Nagy reported that the Committee will not proceed with development efforts until the IRS matters are cleared up. She would like to take advantage of this time to appoint new members and restructure the Committee. The Committee is working on a revised dues statement, as well as a brochure to explain MLA's development funds. Blotner pointed out that Henderson will need camera-ready copy of the new dues statement by April 1, 1986, and suggested that it would be useful to have an initial draft by the fall Board meeting.

There was some discussion about where money used for development should come from: operating funds, or interest from the development funds (Hill fund currently contains: ca. \$23,000; Meyers fund: ca. \$2,500; Gerboth: ca. \$1,300). Jones said we should get advice from our accountants on this matter. We need to create an adequate paper trail, but do not want to lose flexibility by earmarking too many funds.

Further matters included the following: The latest membership brochure is due to be reprinted soon; the roster of officers will be removed. The Committee needs a mailing list for regularly distributing brochures. Baily will submit an announcement for the Newsletter regarding the remaining T-shirts. And finally, Nagy reported that plans are underway for an MLA reception and exhibit at the joint AMS, CMS, SEM and SMT meeting in Vancouver in November. Invitations will be extended to the Board members of the four organizations and to all MLA members who are there.

## 2. Education.

a. Authentication of status and charge. The Board received past documentation showing that the Education Committee was indeed formed as a standing, and not a special committee (there has been some confusion over that matter since the

last constitution revision).

b. Reports from Louisville. The Board was in receipt of Rehbach's letter to the Board regarding Education Committee matters for Board consideration/action. It summarizes the areas that were discussed at the Committee's meetings.

c. Proposal for Milwaukee workshop. The Board also received Jennifer Post's proposal for an MLA pre-conference entitled, "World Music/Ethnomusicology in the Music Library." The Board endorsed the idea for the preconference. The only discussion concerned the time allotted in the program. The Program Committee wishes to respond to the mandate of the membership regarding MLA conferences by compressing the meeting. It was hoped that the pre-conference could be run in a full day plus one evening. \*It was moved, seconded and passed that the Board approve a pre-conference workshop on ethnomusicology for the 1986 annual meeting.\*

MOTION

d. Proposal for summer institute. There was substantial discussion regarding the Education Committee's proposal for a summer institute. Concern was expressed over who the audience would be; the purpose of such an institute; if affiliation with a library school would constitute an implicit statement about the training of music librarians; whether there might be danger that people who complete a five-day workshop would consider themselves qualified to function as music librarians. The Board seemed to favor the following model: a Music Library Association Institute held at an institution with a good music library, and sponsored by foundation (or institutional) subsidy. The Board was impressed with the extensive ground-work already done by the Education Committee. It charged the Committee to devise a working model of an institute, delineating financial arrangements, defining what affiliation with an institution would mean, listing possible funding sources, and suggesting potential locations. No one expected that an institute could be planned by the summer of 1986.

3. Finance. Rick Jones.

a. Summary of extraordinary disbursements. The following adjustments were made to the 1984/1985 budget: an overage of \$350.00 to the treasurer (budget line 6.3); an overage of \$426.13 to the Convention Manager (line 6.4); and the addition of \$216.00 for expenses to the Preservation Committee (line 7.7). \*It was moved, seconded and passed to ratify the above changes to the current budget.\*

MOTION

b. 1985/1986 budget. Jones presented the new budget. Highlights are as follows. The Committee decided that honoraria are not to be considered compensation; sums for honoraria awarded will be reviewed periodically. The Committee recommended increases for the following honoraria: Executive Secretary and Treasurer an increase from \$1,000 to \$2,000; editor of Notes an increase from \$3,600 to \$4,200. The Committee further recommended that the amount of MLA awards be increased to \$125 for books, \$75 for articles, and \$50 for reviews. A change reflected in the new budget is that the income (interest) from grants, new gifts, and the projected income for the 1986 convention were removed from the budget proper. They are listed instead in an appendix at the end. In other words we will not budget for what we merely expect to receive. The budget shows \$163,535 in income (excluding the convention, grant interest, and gifts) and \$162,882 in expected expenditures. \*It moved, seconded and passed that the 1985/1986 budget be approved.\*

MOTION

c. The Board further discussed MLA's investments. The issue of divestment arose, but it was agreed that the entire membership would have to vote on such a matter. The Board charged the Treasurer to investigate ways to optimize our investments and to obtain prospectuses from companies in which we already have

*A discussion of MLA's investments ensued. The issue of divestment arose. The board charged the Treasurer to determine if MLA has indeed invested in companies which do business with South Africa. If so, the board agreed that the entire membership would have to vote on whether or not to divest those funds. Gifford was further charged to investigate ways to optimize our investments. She stated she would also try to obtain prospectuses from companies which support politically correct investments.*

investments.

d. Membership and responsibilities. There was discussion of the possible necessity of raising membership dues. We still need to determine how much each member costs. We also need to communicate to the membership via the Newsletter how MLA's money is being spent, and what our needs and goals are.

4. **Nominating Committee.** Ostrove announced her appointments to the Committee: Jean Geil, Chair, Susan Sonnet Bower, Dale Hudson, and Melva Peterson.

5. **Program Committee.** Ostrove named the members of this year's Committee: Gordon Rowley, Chair, Ida Reed, Judith Kaufman, Ned Quist, and Kathleen Haefliger.

Rowley was present to bring the Board up to date on plans for the Milwaukee program. He distributed a calendar on which the events were preliminarily mapped. The meeting is to be a compact one; the main sessions will run from Wednesday evening through Saturday evening, with the pre-conference scheduled for Tuesday afternoon or evening through Wednesday. The conference is designed so that most people can take advantage of super-saver fares. A number of varied concerts, many of ethnic music, will constitute well-defined break periods. The theme is: "Linking the future: the challenge for music libraries." The Local Arrangements Committee consists of Barbara Strauss, Arne Arneson, Hol Gunther, Linda Hartig-Nashota, Ellen Johnson, Rick Jones, and Stephen Sundell. The Board was impressed with the preliminary plans. It suggested only that the sessions begin at 9:00 a.m. rather than 8:30 a.m. (imagine!) to increase the likelihood that the night owls can participate fully.

10/22/85  
Gordon

6. **Publications Committee.** The Board was in receipt of the minutes from the Committee's 1985 meeting in Louisville. In it were a number of recommendations requiring Board action or approval.

a. Ratification of interim approval of funds. \*It was moved, MOTION seconded, and passed that the Board ratify interim approval of funds for the printing of 400 more copies of Technical Report no. 11 (Glossary).\*

b. Other recommendations.

1) \*It was moved, seconded and passed that MCB rates be raised from MOTION \$12.00 per year to \$18.00 per year; \$23.00, foreign; single issues, \$1.75.\*

2) \*It was moved, seconded and passed that Notes advertising rates be increased by 20%.\*

3) The Board agreed "...that the inventory reduction sale be declared over."

4) The Board further agreed "...that the series editors offer all extra copies back to the authors (to be mailed at the Committee's expense) and pulp the remainder."

5.) \*It was moved, seconded and passed that "...up to 300 copies of IS MOTION 20 (Fuld & Davidson) be offered to the Sonneck Society for free or cheap distribution at their meeting (Sonneck Society pays postage), and that the authors be offered 50 copies each (Committee pays postage)."\*

The point was raised that since the Committee had not requested any budget for 1985/86, mailing would need to be done by June 30 for everything intended for mailing at the Committee's expense. It was further noted that someone may need to contact Kitty Keller of the Sonneck Society to extend MLA's offer. Ostrove and Blotner said they would decide between them who would do so, if not done already.

Discussion of the Committee's recommendation that MLA publications editors have the first option on MLA committee projects was tabled until the fall Board meeting.

*Handwritten notes at the bottom of the page, including the number 7.*

c. Publication of TR 16. The Board was in receipt of Michael Fling's proposal that the papers from the 1985 pre-conference workshop, "Authority Control in Music Libraries" be published as Technical Report no. 16. \*It was moved, seconded and passed that TR 16 as proposed be published.\*

MOTION

d. Other business. Ostrove mentioned that sometime in the future a new Publications Committee chairperson will need to be appointed. A short discussion ensued regarding the requisite skills: editorial vs. administrative.

### C. Special Committees.

1. **Ad hoc Committee on MLA Publications.** Davidson replaced Ostrove on the Committee. Davidson noted that John Tanno had completed a draft of a report for the Committee to consider, and she mentioned what she thought some of the recommendations in the final document would be.

2. **Awards Committee.** Members are Garrett Bowles, Chair, Joseph Boonin, and Diane Parr Walker.

#### 3. **Bibliographic Control Committee.**

a. Appointments and structure. A thorough search of the Recording Secretary's notes, alas, reveals no information on this topic--with all due apologies to the BCC!

b. Seibert correspondence. The Board was in receipt of the April 1985 correspondence between Don Seibert and Ostrove. Seibert had asked for the Board's opinion on whether he could quote from his Roundtable's (Alternative Approaches to Music Cataloging) report and various other committee documents in a chapter of a book he is writing. Ostrove had replied that she and others she had polled advised against Seibert's quotation of this material, since it constitutes an MLA committee report, and neither does he have the permission of the respondents to the questionnaire upon which the report is based. Ostrove asked that Board members respond to her in writing if they did not agree with her response to Seibert (no one spoke up at the meeting).

c. NUC Working Group report. LC has asked for MLA opinion on the destiny of the NUC music registers. A questionnaire may be needed. \*It was moved, seconded and passed that authority to take appropriate action, including a survey, if necessary, on the issue of the NUC registers be delegated to the Bibliographic Control Committee, and that the Committee report to the Board for the October meeting.\*

MOTION

4. **Legislation Committee.** The Board received with gratitude Bruce Wilson's progress report of March 14, 1985. No further discussion.

5. **Microforms Committee.** Ostrove briefly explained that she had charged the Committee to investigate the microform publications of Datamics in order to determine if there are any problems with the firm's business practices, and if so, how the music library community should be advised.

#### 6. **Preservation Committee.**

a & b. Ratification of interim approval of funds. The Board ratified (see VI.B.3) partial funding for Barbara Strauss to attend a workshop entitled,



"Commercial Library Binding: the Library's Perspective." The workshop was conducted by the principle author of the new binding standards to be authorized by the Library Binding Institute; she requested that Strauss attend the training session and then talk with her about standards for music scores.

c. Strauss also submitted a copy of a binding survey which the Committee proposed to send to MLA institutional members. Suggestions were that the language dealing with monographs and serials could be clarified, that the distinction between in-house institutional and in-house music library binding be made, and that Strauss might provide a statement in her cover letter advising librarians to consult with their conservation department or bindery in answering the questionnaire. \*It was moved, seconded and passed that the binding survey be approved.\* Blotner was to make sure Strauss receives the addresses of MLA's institutional members.

MOTION

7. **Public Libraries Committee.** The Board was in receipt of Norma Jean Lamb's cover letter which accompanied her budget request and of her outline of a proposed seminar on music reference service. Plans are that the workshop be held in conjunction with the Illinois Library Association's annual meeting in Chicago in May, 1986. It is to be conducted by members of the Committee, and the intended audience is the general librarian who must work with music materials and provide music reference service. The Board endorsed the concept of the workshop, but stressed that registration fees should be set so as to ensure a balanced budget. It was also suggested that the Committee explore opportunities to hold the workshop with other state library associations, and that it report to the Board after the initial seminar is held in 1986. Ostrove will write to Lamb to relay the Board's suggestions and to inform her that a deficit budget will not be approved.

#### VII. ROUNDTABLES.

- 1. **Band music.** Ostrove reported that she is attempting to kindle interest in a roundtable for other large performance organizations.
- 2. **Research libraries.** Ostrove is currently collecting letters of support for the formation of a roundtable.

#### VIII. SPECIAL OFFICERS.

##### 1. **Convention manager.** Rick Jones.

###### a. Meetings.

--Louisville (1985): Jones reported that the current figures for the meeting are: income, \$30,359.97, and expenditures, \$22,332.75.

--Milwaukee (1986): see VI.B.5.

--Atlanta (1987): Jones reported on his Georgian odyssey--he slept in a remarkable number of hotel beds. He detailed the most favorable package of rates, facilities, and arrangements that he could obtain. There was considerable concern about the the expense of the proposed Atlanta conference, in light of the recent convention questionnaire which clearly shows that the majority considers the cost of accomodations to be the biggest factor in deciding to attend MLA conferences. Jones summarized the other invitations that MLA has received for meeting sites. The Board set priorities among the possibilities, and charged Jones to first pursue Eugene, Oregon as an alternative to Atlanta for the 1987 meeting. (Recording Secretary notes that Jones has subsequently and enthusiastically secured satisfactory arrangements in Eugene for 1987).

--Other. The Board also requested that Jones investigate the use of conference centers and planning services which are often available at universities.

This alternative plan might prove less expensive, would certainly be less labor intensive for MLA arrangements people, and would move the conference out of large hotels.

b. Correspondence with F.W. Wilson. The Board was in receipt of Ostrove's May 8, 1985 letter to Wilson, who had brought to her attention the fact that photocopies of some in-print music were used for a performance at the Louisville meeting. Jones, however, laid her fears (expressed in her letter to Wilson) at rest by informing the Board that a usual part of performance contracts negotiated by MLA is the proviso that performers fulfill copyright protocol. [Ostrove charged Jones to draft a second letter to Wilson to this effect.]

2. **Placement.** Ida Reed promises an annual report to the Board for the fall meeting.

3. **Publicity.**

a. Current report. The Board gratefully received Christine Hoffman's report on current ads for MLA publications. The present budget approval endorses Hoffmann's belief that repeating ads is a requisite for monitoring the effectiveness of ad campaigns.

b. Review of responsibilities. The Board reviewed Hoffman's letter of 30 July 1984 to Mary Wallace Davidson. It outlines her duties, and requests that she be relieved of a portion of them. It was decided that other MLA officers with whom Hoffman's duties overlap can provide a satisfactory interim solution. Hoffman can continue to write press releases, prepare and supervise exhibits, and print publications lists as needed. When the Development Committee is reorganized, many of her duties as publicity officer can probably be subsumed by a subcommittee.

c. MLA exhibit. Ostrove will call Hoffman and request that she send the MLA exhibit which she displayed in Louisville to Nagy for display at AMS in Vancouver.

IX. Representatives and joint committees.

1. **American Library Association.** Brenda Goldman has expressed a need for MLA members to attend ALA public library sessions which she is unable to attend. The Board suggested Richard Schwegel or Rosalinda Hack as logical choices.

2. **Archives.** The Board received a copy of Sonnemann's budget cover letter, which provided information about current activities. Ostrove praised Bruce Wilson for making the MLA archives function well.

3. **Council of National Library Associations and Institutions.** Chris Hoffman has joined Jean Bowen as MLA's representative. The Board was in receipt of Bowen's letter of May 17, 1985 which raises some questions regarding MLA's involvement in CNLIA. [Discussion was postponed until the fall Board meeting.]

4. **Music Publishers Association.** Ostrove noted that she had appointed Jean Bowen to replace Melva Peterson. Bowen is particularly interested in exploring the issue of rental materials in libraries. Davidson reported that individual publishers handle the availability of out-of-print materials in various ways. She noted that when publishers print in limited editions some special accommodations can be made for subscribers, such as the avoidance of the dreaded C.F. Peters spiral binds.

• 5. **National Information Standards Organization, A-39.** No formal report.

6. **RILM: U.S. RILM office.** The Board received the following two documents: the minutes of the meeting of the RILM Committee of 30 March 1985 at NYPL, and Edmund Bowles' letter requesting continued support for the U.S. RILM Office (approved in 1985/1986 budget).

7. **RISM (MLA and American Musicological Society).**

a. Members. The Board received George Buelow's letter of 6 May 1985 to the presidents of the two organizations in which he conveys the Committee's suggestion that someone replace Eugene Wolf, who has been unable to attend any meetings thus far. The appointment of this position is an AMS one, so that Ostrove will not ratify the Committee's suggestion. Buelow also states that he would like to resign from his position as chair of the Committee after the Vancouver meeting.

b. NEH grant for series A/II. Ostrove summarized the report she received from Michael Ochs: "stage 1" libraries have been contacted; cataloging of manuscripts begins and a separate office is created on 1 July; Ochs and John Howard go to Kassel for orientation and training on 1 September. Ostrove mentioned that the publicity presently emanating from the U.S. RISM Office does not mention that it is a joint AMS/MLA effort. \*It was moved, seconded and passed that Ostrove write a letter to Michael Ochs requesting that all future publicity and publication explicitly mention the sponsorship of MLA and AMS.\*

MOTION

X. OLD BUSINESS.

1. **NEH grant for 19th century American music bibliography.** The Board was in receipt of a copy of Davidson's letter to Jeff- Field requesting an extension of the grant until 31 August 1985. Davidson wrote it after polling the Board by telephone for their approval. The three-part report is well on its way to completion, but the extra time will allow for a polished, refined final report. \*It was moved, seconded and passed that the request for an extension of time on the NEH grant be ratified.\*

MOTION

XI. Next meeting. The Board will meet Friday, October 4 through Sunday, October 6 in Evanston, Ill. (it's beginning to be a habit; the Nagys have treated us too well!). The Finance Committee is slated to meet Thursday night and Friday morning; the full Board on Friday afternoon, all day Saturday, and Sunday until noon.

Ruth Tucker  
Recording Secretary

Appendix 1.

New Policies Approved by the Board

1. The MLA Membership Directory is available only as a privilege of membership in the organization.
2. The per diem food allowance which MLA will reimburse in the absence of receipts is \$25.00.

3. It is the responsibility of the Convention Manager to send convention materials from registration packets to the MLA Archives.
4. The Finance Committee is to annually determine the amount of money that the Treasurer may release for budget overages without Board approval.
5. The indexing of the executive decisions, procedures and activities of MLA will be performed as follows: the Parliamentarian (or Assistant Parliamentarian) will maintain an index to the Handbook, while the Recording Secretary will maintain an index to the Board meeting minutes.
6. The Chair of the Development Committee need not be a Member-at-Large, but a Member-at-Large will continue to serve on the Committee.
7. MCB rates will be increased as follows: \$18.00 per year, domestic; \$23.00 per year, foreign; \$1.75 per single issue.
8. Notes advertising rates will be increased 20%.

Appendix 2.

List of Actions to be Taken

<u>Action</u>	<u>By Whom</u>	<u>By When</u>
1. Send copies of MLA minutes for the year preceding 2/84 to new Members-at-Large	Tucker	As soon as possible
2. Compile a final version of the Handbook	Arneson	In a future incarnation
3. Revise the voucher form	Griffith & Jones	As soon as possible
4. Deal with members who have not renewed <del>or</del> been dropped	Blotner & Ostrove	As soon as possible
5. Consider membership categories; redesign renewal form	Development Committee	Fall Board meeting
6. Discuss the matter of honoraria and votes	<i>not on Bd agenda</i> Board	Fall Board meeting
7. Rewrite section on submission of minutes for the Handbook	Tucker	As soon as possible
8. Gather cost figures for implementing Committee on Committee recommendations	Tucker & Nagy	Fall Board meeting
9. Make recommendations for appointments to the Development Committee	Nagy	As soon as possible
10. Appoint a Gerboth Award Committee	Ostrove	As soon as possible
11. Place an announcement regarding the formation of the Gerboth Award Committee	Davidson (?)	Deadline for Sept. Newsletter

in the Newsletter

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|--|---------------------------------|---------------------|
| 12. Submit budget request to the Finance Committee for Gerboth Award                             | Gerboth Award Committee         | As soon as possible |
| 13. Draft a revised dues statement   | Development Committee           | Fall Board meeting  |
| 14. Determine whether money used for development should come from operating funds, or interest   | Finance Committee               | unspecified         |
| 15. Send invitations to Boards of AMS, CMS, SEM & SMT to MLA reception in Vancouver              | Development Committee           | As soon as possible |
| 16. Investigate ways to optimize MLA investments and gather prospectuses for current investments | Griffith                        | unspecified         |
| 17. Determine how much membership in MLA costs the organization.                                 | Blotner & Finance Committee     | unspecified         |
| 18. Inform K. Keller of the Sonneck Society of the availability of <u>IS 20</u> , if necessary   | Ostrove or Blotner              | As soon as possible |
| 19. Discuss Publication Committee's recommendation regarding MLA committee reports               | Board                           | Fall Board meeting  |
| 20. Take appropriate action on the matter of the NUC music registers; report to the Board        | Bibliographic Control Committee | Fall Board meeting  |
| 21. Send addresses of MLA institutional members to B. Strauss                                    | Blotner                         | As soon as possible |
| 22. Relay Board's suggestions regarding public library seminar to Lamb                           | Ostrove                         | As soon as possible |
| → 23. Inform F.W. Wilson about the copyright stipulations in MLA performing contracts            | Jones                           | unspecified         |
| 24. Submit placement service annual report   | Reed                            | Fall Board meeting  |
| • 25. Request Hoffman to send MLA exhibit to Nagy  | Ostrove                         | As soon as possible |
| 26. Discuss MLA/CNLIA matters  | Board                           | Fall Board meeting  |
| 27. Appoint a new chair to the MLA/AMS RISM Committee  | Ostrove                         | unspecified         |
| 28. Inform Ochs that U.S. RISM publicity should mention MLA/AMS sponsorship                      | Ostrove                         | As soon as possible |

MUSIC DIVISION

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