

Hi, Geneva -
Thanks for your help. I hope the to-be-named committee I've got If it was great fun! I've got talking w/ you last week... I made copies of the Committee on Committees report -- enough, I think I'm ready to send these out when you are -- revisions from last board meeting are incorporated --
Best
Ruth

MUSIC LIBRARY ASSOCIATION

Meeting of the Board of Directors
Evanston, Illinois

October 4-6, 1985

Friday, 4 October: 2:00--6:50 p.m.; Saturday, 5 October: 9:15 a.m.--1:00 p.m.; 2:00 p.m.--5:15 p.m.; Sunday, 6 October: 9:15 a.m.--1:10 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, Ruth Tucker.

I. REPORT OF THE RECORDING SECRETARY. Ruth Tucker

It was moved, seconded, and passed that the minutes of the Board meeting of 1-2 June 1985 be approved with the following corrections:

p. 6, Section VI, B, 2, d: change the last phrase of the last sentence to read: "...before the summer of 1986."

p. 6, Section VI, B, 3, b: change the third sentence to read: "...sums for honoraria awarded will be reviewed annually."

p. 6, Section VI, B, 3, c: Change the paragraph to read: "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. Griffith was further charged to investigate ways to optimize our investments. She stated that she would also try to obtain prospectuses from companies which support politically correct activities."

p. 7, Section VI, B, 5: Change the following sentence to read: "The Local Arrangements Committee consists of Barbara Strauss, Arne Arneson, Paul Gunther, Linda Hartig, Ellen Johnson, Rick Jones, and Steven Sundell." (with due apologies to the LAC!)

p. 13, item 12: change "Fianance" to "Finance"

Blotner asked if procedure mandates that the Board review the list of actions at the end of the minutes. (People began to squirm in their seats.) Ostrove said that no formal procedure had as yet been implemented. Tucker noted that she usually reviews the previous list while compiling the current minutes, and carries over onto the new list any tasks that were not completed.

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

1. Quarterly report.

a. Griffith reported that income for the first quarter--typically a high-income quarter--of the present fiscal year was ca. \$61,000.

b. She announced that Rick Jones would soon distribute individual budget reports to everyone who has a budget. The report will include the entire previous year's budget for that line as well as expenditures to date.

2. Annual report, fiscal year 1985. Griffith first made two amendments to the report: the figure for Management Expenses should be \$32,067.72, and for Publications, \$98,593.11. The report shows income of \$201,287.31 and expenditures of \$166,037.35, giving a net gain of \$35,249.96 for the year. Just for the record, the net gain for fiscal 1984/85 was \$61,020.95. While income from sales of publications was up about 16% this fiscal year, income from dues and subscriptions together was

1983-84

down about 25%, which accounts for the decline in gain for the year. Blotner noted that there has been an 11% decline in MLA membership.

3. IRS. (Hello, are you there?)

a. Griffith reported that MLA has not received any penalty notice for the late filing of our 1983 tax return. The accountants advise that, at this point, we ignore the issue and deal with a penalty notice should the IRS ever send one.

b. And, to date, the IRS had not responded to MLA's request to change our reporting year to match our fiscal year. Griffith will write again to the IRS.

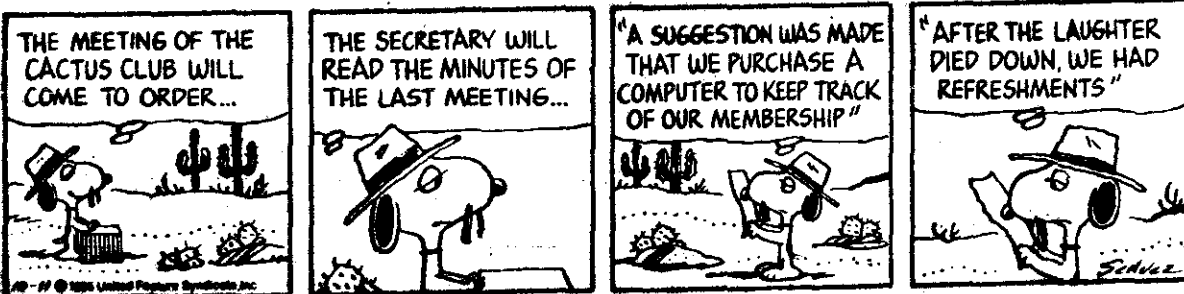
c. The accountants also advise that we proceed as a tax-exempt organization. Their tax specialist will closely review the existing documentation regarding MLA's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code to determine exactly what our tax-exempt number is. As soon as that is accomplished, the chapter chairs will receive letters informing them of the number to use, and how to file for tax-exempt status under the umbrella of the national organization. *Treasurer will request from*

4. MLA investments. Griffith reported that she will continue to gather information about present and potential investments. Blotner pointed out the overlap between the Treasurer, the Finance Committee and the Development Committee in this respect.

5. Voucher. The voucher has been revised; Jones will send a copy along with the individual quarterly budget reports.

III. EXECUTIVE SECRETARY'S REPORT. Linda Solow Blotner

PEANUTS / Charles Schulz



1. Academic Services matters. The Board expressed concern over the inability of Academic Services to supply anything more than zip code access to MLA's membership files. There are two areas in particular which are adversely affected by this limitation: the membership directory and service to the chapters. Davidson pointed out that we were aware of the limitation at the outset, but that we needed a good subscription fulfillment agency. While it is possible that other Academic Services customers will demand alphabetic access to their files, thus forcing some accommodation Ostrove pointed out that we need to develop a contingency plan. Tucker asked if this might not be time to reconsider the purchase of a computer for the organization, but was assured that the matter was under discussion in the Finance Committee.

2. Membership categories. The decline in membership, future development efforts, and the need for a revised membership/renewal form has prompted the examination of membership categories and the amounts charged for dues. In order to make any

decisions about dues and membership it is first necessary to determine what each membership costs MLA and what the components of the costs are. Blotner reported that she had examined a complete membership print-out (arranged in zip code order, of course) to determine the existing patterns of membership categories. There are some life members (although no one remembers what the original fee was), students, institutional, as well as individual members. She made sure that everyone who had received an MLA citation had life membership status. She also wrote to 110 of the 250 delinquent members, and noted that to date 12 of those members have renewed. She questioned the return on her investment in time. She noted that we are still receiving good responses from the membership brochures, especially from high school and college placement services.

The Board discussed two membership categories: spouse/household, which would constitute a new category, and sustaining, an existing category which has apparently thus far not been implemented. After discussing the pros, cons and possible dues of a spouse/household membership category, it was determined that a constitutional amendment would have to be approved before the category could be adopted. As this could not be accomplished before a new dues/renewal form is needed, action was deferred. And, after discussing the possible fees and perquisites of a sustaining membership a final decision was deferred pending further discussion of a dues increase.

Propos a dues increase, Blotner pointed out that the organization would need about 200 new members in order to reduce just those costs incurred by Academic Services per capita for membership. These include a one-time keying cost for each member, costs to maintain the name in the data base, costs for separate mailings (i.e. for meetings), ballots, and revised constitutions, etc.

3. Publications matters. Blotner shared with the Board print-outs from Academic Services, which indicate the costs for inventory, postage and handling of MLA publications. She intends to institute the practice of distributing this information to the publications editors so that they can monitor costs, better determine pricing formulas, and know when stocks are getting low. She is trying to ascertain how much MLA publications cost the organization, thereby determining what portion of membership costs can be attributed to publications.

The above matters prompted a discussion of MLA's goals and objectives. Papakhian noted that the cost of membership is irrelevant, because people simply want their needs met. The question was asked: what is it that the membership wants that the organization is not doing? Answers included: funding for major committee meetings and projects, subsidies to chapters for bibliographic activities or start-up costs, funding for educational efforts on a regional basis. Nagy pointed out that we probably should not compare ourselves to the organizations that we do, as we are a service organization involved in educational projects. She also noted that the recommendations in the Ad Hoc Committee on Committees' report are all good and fine, but we may not be able to afford some of them. Ostrove opined that our financial objective is not to break even, but to have a percentage of surplus based on a formula for non-profit organizations. Blotner posited that all chapter members be required to join the national organization as well, as a way to increase membership revenue. There was some resistance to the notion, however.

4. ALA program. An invitation from ALA to present a session was discussed. Arneson noted that he and Gail Sonnemann had conducted a workshop on A-V equipment a number of years ago, and that it was very well received. Ostrove thought that the Reference Services Committee might present a pre-conference workshop on basic music reference for ALA. Jones pointed out that we need sufficient lead time for planning and budgeting.

IV. Past President's report. Mary Wallace Davidson

Davidson gave a verbal report on chapter news and activities. She noted that she had placed an announcement for the first annual Gerboth Award in the chapter newsletters. Arkansas and Puerto Rico have been added to the Southeast chapter. Blotner urged that a column in the MLA Newsletter be devoted to chapter projects.

V. PARLIAMENTARIAN'S REPORT. Arne Arneson and Peggy Daub

Sections II-III of the Handbook have been revised; Blotner is keying them now, and will distribute along with Section I, the revised Constitution. Arneson and Daub promise an index to the document by the Milwaukee meeting. They will be responsible for maintaining updates to the Handbook, but the reproduction remains a problem because of various equipment and software used. Ostrove charged Blotner, Arneson and Daub to devise a solution (which should prove almost as fun as revising the Handbook). Jones then made a timely motion regarding the computer production and transmittal of MLA documents, which was seconded and passed: *When transmitting MLA documents the following standard should be adopted: use Lotus 1-2-3 for spreadsheets; Wordstar for word processing; DBaseIII for database management.*

motion

VI. COMMITTEES.

A. General.

1. Ad Hoc Committee on Committees. Nagy and Tucker

Discussion of the report continued from the last Board meeting. Previously discussion had centered on the recommendations. Before proceeding further, however, the Committee thought it advisable to determine whether or not the Board agreed with the general principles, or working assumptions upon which the Committee based its recommendations. The assumptions were, on the whole ratified, but some wording was changed and meanings clarified. The Committee will revise the preliminary report accordingly.

Some of the recommendations were further discussed. The recommendation that a Board member serve as a committee liaison still met with opposition. Comments were that overloading people with duties can backfire; such a mechanism cannot effectively increase communication with the Board. A reciprocal need for the Board to receive committee and subcommittee minutes was expressed.

The recommendation that the MLA Newsletter be expanded to provide for extensive coverage of committee activity was given further attention. There was general agreement that the Newsletter should be expanded. Tucker had gathered some cost estimates for producing the Newsletter by photo-offset rather than typesetting. It currently costs about \$85.00/page to typeset a newsletter which averages 13 back-to-back pages per issue. Tucker's estimates for photo-offset came in at about \$59.00/page for a newsletter of 34 back-to-back pages. But because there would be considerably more pages, the total cost of producing an expanded Newsletter would increase. Postage for sending the newsletter to domestic addresses would remain at the non-profit rate of \$.06/piece; but foreign mailing costs would increase. It might be feasible to publish a newsletter of 25-30 pages three rather than four times a year. The Newsletter could include the annual program and registration information, the ballot, and possibly a summary of board minutes as well as committee reports, thereby realizing a savings on postage and photoduplication elsewhere. Clearly more cost estimates are needed. Tucker also relayed to the Board Nuzzo's willingness to increase the Newsletter, but her fears that in reality she might not receive sufficient material to warrant the change.

Does name have any regular reporters?

2-3. Collection and distribution of annual reports.

Since time prevented a full discussion of the Ad Hoc Committee on Committee's recommendation that annual committee reports be published in the Newsletter rather than distributed at the annual meeting, and since this year's budget does not provide for the possibility of an expanded Newsletter, the Board opted for the expedient of maintaining the status quo for this year. Ostrove appointed Baily and Daub to solicit annual committee reports and to send camera-ready copy to Barbara Strauss, chair of the Local Arrangements Committee.

B. Standing.

1. **Development.** Karen Nagy.

a. Committee structure. Nagy noted that since the chair is no longer necessarily a member of the Board, it is imperative that detailed written report be submitted to the Board for each of its meetings. The chair should also be encouraged to attend as many Board meetings as possible. She announced that she would like to hold an open Committee meeting in Milwaukee in order to determine where there might be special interest or expertise among MLA members. Two new members have been added to the Committee: Susan Dearborn and Ruth Tucker.

b. Membership efforts. Nagy reported that selective mailing lists are being developed for mailing membership brochures to the following categories: head music librarians, heads of career counseling centers, library schools, music schools, conservatories, and chapters. These lists will be maintained and passed on for future Committee use. Brochures will be coded to ensure monitoring of responses.

Acquiring names of chapter members who are not national members remains a difficulty. Blotner suggested that it should be the responsibility of chapter chairs to determine which of their own members fall into this category, and to so notify the Development Committee. The Board expressed some concern that chapters might not be well enough informed of Board activity, and it questioned if chapter chairs made any use at all of the Board minutes (now, really...). In order to facilitate development efforts within the chapters, *it was moved, seconded and passed that the Vice President/President-elect or Past President serve as an ex officio member of the Development Committee.* Nagy added that she would send letters to all chapter chairs to regularly peruse the "New faces, new jobs" column in the Newsletter for prospective new members.

} not fair?

motion

c. AMS/SEM/SMT/CMS meeting. Plans were underway for an MLA reception. In an effort to justify the costs, which promised to be higher than anticipated, the Committee had suggested that the focus of the reception be to celebrate the establishment of the U.S. RILM Office, thereby paving the way for future development efforts. Tucker promised to explore the possibility of wine donations to help defray costs.

d. Gerboth award. Davidson reported that she sent an announcement of the first Gerboth award to a number of publications. The Committee is now comprised of Davidson, Blotner, and Jim Pruett.

e. Vincent Duckles. In response to an anonymous contribution to MLA in memory of Dr. Duckles, it was decided not to pursue the establishment of any special fund for him. The Duckles family wants contributions to go to the Music Library at UC Berkeley, where a special acquisitions fund has already been set up.

f. Development campaign. Preliminary working strategy is divided into three areas: 1) working with the Finance Committee, to create an internal mechanism for handling endowments; 2) developing publicity: a membership brochure, and

notices in other journals and organizational mailings; 3) exploring ways to solicit outside funding without embarking on a full-blown development campaign.

g. Sales fundraising. Nagy appointed Baily to devise a new product.

h-i. Billing forms and membership categories. Plans are underway to incorporate categories for gifts and endowments, either through one-time donations, or through the device of a sustaining membership, on the membership forms. See also Section III.2 above.

2. Education.

a. Directory of music librarianship courses. The Committee has advertised its availability and is distributing the document. The Board lauded John Shepard's thorough efforts in this regard.

b. Workshops. The Board approved the Committee's preliminary program for the pre-conference workshop on world music/ethnomusicology with suggestions for minor changes. It did recommend that the budget be refigured, based on a registration fee of \$35-40. Jones was to convey this information to Jeff Rehbach.

c. Institutes. The Board was in receipt of Rehbach's proposed questionnaire to determine the audience and need among the membership for a continuing education institute. Since the questionnaire was distributed at the Board meeting, and since the Education Committee also had not had a chance to consider it as a whole, action was deferred. Ostrove asked for Board response to her by 31 October; she would convey comments to Rehbach. The brief discussion that did ensue was supportive of the questionnaire as a means to gather information useful for long-term planning. Special budgetary actions need to be considered because the questionnaire was not foreseen when original budgets were submitted.

3. Finance. Rick Jones.

a. Extraordinary disbursements. Jones distributed a revised 1985/1986 budget. The budget now includes expenses and income for the convention with the exclusion of the pre-conference workshop, the budget for which was referred back to the Education Committee (see VI.B.2.b). Upon recommendation of the Committee, *it was moved, seconded and passed that the 1985/1986 budget as revised be approved.* motion

The Committee also recommended approval of three adjustments, which represent additional expenses, to the 1984/1985 budget: 1) line 6.43, Convention Manager: Phone \$26.00; 2) line 6.93, Finance Committee: Phone \$129.00; 3) line 9.34, MCB Printing \$915.00. *It was moved, seconded and passed that these adjustments be ratified.* motion

b. Audit. An official audit of the fiscal year 1984/1985 occurred on 5 October, 1985, with Don Roberts ~~auditing the books~~. Expenditures were compared with a number of sample vouchers. Everything audited was in order. Roberts suggested that the name of the persons called be included on ~~the vouchers~~. *Telephone bills submitted for reimbursement.*

c. Committee meeting, 10-4-85. The Committee recommended that an ad hoc investment committee be established with specific expertise to examine MLA's investments. ?

The Committee also discussed areas in which money might be spent if MLA had more income. Ideas included: a publications endowment; chapter support/seed money; support of U.S. RISM; support of the U.S. RILM Office; travel support for MLA representatives; production of an annual membership directory and/or other types of

directories; expansion of the Newsletter/distribution of committee and other internal reports; ability to undertake studies of the profession; additional honoraria, and higher levels of present honoraria; subsidizing the cost of serving MLA; automation equipment for MLA.

Jones asked the Board to apprise him by December 1st of their opinions on exactly who they think should receive honoraria, and how much. The question of whether or not an appointed officer with entitlement to an honorarium, who simultaneously serves as an elected officer, should receive said honorarium remains unresolved. Jones promised recommendations by the February Board meeting.

And, finally, Jones announced that the Committee has founded two sub-lines in the budget to enable better monitoring of membership costs: data input and printing.

4. Nominating. The Board was in receipt of the report of the 1985 Nominating Committee, which contains the slate of candidates and nominations for citations. The slate is as follows: for Vice President/President-Elect: Lonore Coral and Gordon Rowley; for Recording Secretary: Ruth Henderson and Geraldine Laudati; for Members-at-Large: Beth Christensen, Laura Dankner, Ida Reed, John Roberts, Richard Smiraglia, and Gordon Theil. *It was moved, seconded and passed that the slate of candidates for the Board of Directors be approved.*

motion

And, secondly, *it was moved, seconded and passed that the nominations for honorary citations be approved* (to be announced in February). Noted was the fact that it is the President's responsibility either to write the text of the citations or to have that done.

motion

5. Program. Jones distributed copies of the preliminary program for the 1986 annual meeting. A number of suggestions were made for scheduling committee meetings, the Board meeting, etc. After some discussion, it was decided that for future meetings the timetable should be adjusted so that planning can progress at a more comfortable pace. Such a schedule was implicit in the recently adopted structure of the Program Committee, but was never explicitly defined. Therefore the following timetable should be followed for program planning in the future. Implementation is to be phased in as possible. Due to the President on the date set for submission of agenda items are:

Fall Board meeting:

- 1) a written preliminary sketch of program (and workshop) for the year following the upcoming annual meeting;
- 2) camera-ready copy of program (and workshop) for the upcoming annual meeting. *not realistic*

June Board meeting:

- a written preliminary program (and workshop) for the upcoming annual meeting, speakers and topics named to the extent possible.

Ostrove said she would apprise the Program Committee of these changes, and ask them to implement them as best they can this first year. Ostrove also needs to appoint two additional Program Committee members as soon as possible.

Other matters. Nashota House is no longer on the 1986 Local Arrangements Committee. The 1987 Local Arrangements Committee is comprised thus far of: Leslie Greer and Christine Olson.

6. Publications.

a & c. Publication of committee reports and Ad hoc Committee on MLA Publications. As a former chair of the Publications Committee Blotner opined that the Committee is not in general interested in publishing MLA committee reports. The

Board needs the report of the Ad hoc Committee on Publications, however, before discussion can continue. Because Tanno, as chair of the Ad Hoc Committee, has not yet received responses to his preliminary report from the rest of his committee, Ostrove decided that it might be prudent to appoint some new members. She will also specifically charge the committee to address the issue of committee reports.

A related motion arose from the discussion of the difficulty of accomplishing heavy-duty committee business long distance. The organization may need to fund travel or telephone expenses for such purposes. *It was moved, seconded and passed that a contingency line in the 1986/1987 budget be authorized.* motion

b. Solicitation of interim reports. *It was moved, seconded and passed that the chair of each Standing Committee, with the exception of the Finance Committee, submit a written report of interim activity to the President for each Board meeting, by the date specified on the official calendar.* motion

The Board appreciated Michael Fling's report on the TR series, and as per his recommendation passed the following motion: *it was moved and seconded the 250 copies of Technical Report 15 be reprinted.* (=Sheet Music Cataloging, by Shaw and Shiere). Someone noticed that the last ad in Notes had set the price at \$11.74--some complicated pricing formula there! motion

C. Special.

1. **Administration.** Lenore Coral has given notice that she would like to resign as chair of the Committee no later than the Milwaukee meeting. Ostrove asked for suggestions for her replacement. Gordon Theil has replaced Ellen Johnson ~~on the Committee~~ *as the liaison from the AU*

2. **Audio-Visual.** Work is progressing on the index to equipment reviews.

3. **Awards.** No report other than the Gerboth Award announcement (see Section IV and VI, B, 1, d above).

4. **Bibliographic Control.** New personnel were announced: David Sommerfield has replaced Larry Dixon as LC representative; Catherine Garland has replaced Larry Dixon on the MARC formats subcommittee; David Klaiber and Susan Pellant have joined the Subject Access Subcommittee; and to the Working Group for Machine Readable Representations of Music, Mary Kay Duggan and Dean Jensen have been added as members.

The Board was pleased to receive copies of the questionnaire on the NUC MBMSR recently distributed by the Working Group on the National Union Catalog.

5. **Legislation.** Ostrove gave a very brief report on the progress or seeming non-progress of the Register of Copyrights report on library photocopying. Ostrove also noted a new legislative issue on which the Committee should take action: lobbying for support of postal subsidies that enable library books to be mailed at a special rate. One personnel change was reported: Peggy Jory is no longer on the Committee.

5. **Microforms.** No report.

6. **Preservation.** The Committee is devising the mailing list for distribution of the binding questionnaire.

7. **Public Libraries.** No further word on the Committee's reference workshop stated for the Illinois Library Association meeting in the spring.

under negotiation

8. **Reference and Public Service.** Personnel changes are as follows: Dean Corwin and Dorman Smith are no longer on the On-Line Reference Subcommittee, but Adria C. Beckham, Gail Sonnemann, Mimi Tashiro, and Robert L. Acker have joined.

9. **Resource Sharing and Collection Development.** No report.

10. **Walter Gerboth Award.** James Pruett has been added to the Committee. See also Section IV and VI, B, 1, d above.

VII. ROUNDTABLES.

1. **Large Research Libraries.** The roundtable has been officially formed with John Druessedow as coordinator; they have slated a meeting for Milwaukee.

No reports from the other roundtables.

VIII. SPECIAL OFFICERS.

1. **Convention Manager.** Rick Jones

a. 1986 - Milwaukee. Jones distributed a revised convention budget pointing out that estimates for income are conservative, and that estimates for expenses are high. The preliminary budget, however, is a balanced one.

Jones announced that Recording Services in Washington, D.C. had asked if MLA would like their company to record the sessions of the annual meeting. Tapes would be immediately available for sale to people who attend the meeting; MLA would receive one gratis archival copy; and each speaker would receive a free tape of his or her own talk. The Board wanted to know more: might MLA receive royalties from the sales; could MLA members receive a discount; would the company provide written certifications from speakers that they have given permission to tape; what would the impact be on publication of the proceedings, etc.? Reaction was favorable, but the Board did not feel fully informed. Therefore, *it was moved, seconded and passed that MLA reject the proposal to record the 1986 annual meeting.* It was understood that this decision would not preclude such an arrangement in future years.

motion

b. 1987

1) Atlanta. Ostrove submitted to the Board a copy of her memo to the Southeast Chapter, which was recently published in its newsletter, explaining the Board's decision to pull out of Atlanta for the 1987 meeting. The Board felt that in deciding to do so, it had carried out the mandate of the membership regarding meeting expenses. It was noted that Alan Gregory had written a very gracious response to the piece in the chapter newsletter.

2) Eugene. Since the June Board meeting, Jones had visited Eugene as a prospective site for the 1987 meeting. He reported favorably on costs, facilities, and the environment. It is most likely that MOUG will meet in Dublin, Ohio in 1987, and not concurrent with MLA. *It was moved, seconded and passed that Eugene be selected as the location for the 1987 MLA meeting.* Ostrove will write an official acceptance.

motion

c. Future meetings.

1) Conference centers. Jones distributed a list of college and university campuses which have guestrooms (exclusive of dormitories) in excess of 150

as well as appropriate facilities for an MLA meeting. The costs of the rooms and of meeting rooms as cited were astronomically high. The information was supplied by the Association of College Unions--International.

2) Other. Invitations for future meetings have been received from Cleveland, Minneapolis, and Dallas. After some discussion, *it was moved, seconded and passed that the Board accept the offer of Minneapolis in 1988, and Cleveland in 1989, pending hotel investigations.*

motion

2. **Placement.** The Board greatly appreciated Ida Reed's annual report for fiscal year 1984-85, and especially liked the fact that she has played the role of a personnel librarian for MLA--as certainly have her predecessors. Ostrove brought up the fact that she has heard a number of complaints about bad treatment of applicants. Papakhian asked if the Board should pass a resolution banning rudeness (oh, why not!). Griffith pleaded patience from applicants who may not understand some of the behind-the-scenes reasons for delays in acknowledgements to applications. Ostrove suggested that Reed and Griffith write a two-part article for the Newsletter or for Notes. The interviewing session in the upcoming program should be a step in raising MLA consciousness of the problem.

3. **Publicity.**

a. MLA exhibit. The exhibit will be on display in Vancouver for the joint AMS, etc. meeting. For the exhibit: Blotner will select MLA publications; Nagy will have labels specially calligraphed; Nagy will also devise a publicity blurb about MLA; and Ostrove, in consultation with Coral, will devise a publicity flyer for the U.S.-RILM Office.

→ b. Ostrove and Christine Hoffman will write a job description for Publicity Officer and submit it to the Newsletter.

IX. REPRESENTATIVES, JOINT COMMITTEES, PROJECTS.

1. **Council of National Library and Information Associations.**

→ a.-c Report, November 2, 1984 meeting; May 17, 1985 letter from Jean Bowen; June 1985 questionnaire. The Board appreciated Jean Bowen's detailed reports of CNLIA meetings thus far. MLA has not yet responded to many issues which she has raised. Some issues were attended to, however. It was requested that Blotner send changes in the MLA roster to all organizations to which we have representatives or with which we closely deal, not just CNLIA. Blotner said she would also set up mechanisms to exchange newsletters with these organizations (cited were: ALA, CNLIA, AMS, CMS, IAML-U.S., NISO, MPA, CLR). Ostrove and Blotner did reply to the June '85 CNLIA questionnaire on the issue of whether we would prefer to send our executive officer to meetings rather than a "rank-and-file" representative. The Board approved of the democratic answer in the negative. Ostrove will write to CNLIA and ask that a copy of the Society of American Archivists report on goals and planning for archival problems be sent to Gail Sonnemann.

→ Rather than assign Board members to look into the remaining issues that Bowen has raised vis a vis CNLIA, Ostrove suggested that Bowen and Hoffman attend the February Board meeting to answer questions regarding the organization and to somewhat raise the Board's "CNLIA consciousness".

2. **National Information Standards Organization, Z-39.** The Board was in receipt of Lenore Coral's letter to the NISO Executive Director which expresses reservations about the narrow definition of serial materials.

3. **RILM: U.S. RILM Office.** Discussion centered on future means of funding for the office. The possibility of a revenue-producing product from the Office was raised, such as a fiche of abstracts for U.S. imprints. There are contractual and copyright issues involved. And care must be taken to avoid jeopardizing international RILM.

A written report from Edmund Bowles was expected for the Board meeting. It was awaiting Ostrove on her return to Washington, and she distributed copies to the Board after the meeting. The report outlines the strategies proposed by the Governing Board for funding the office both on short- and long-term bases. In the immediate term, as well as the intermediate term (do I hear "long-"), financial support from MLA, AMS, and IAML (U.S.) will be necessary. Bowles also reported on an informal and exploratory meeting with officials at NEH, which proved to be extremely helpful in planning for solicitation of funding for the Office.

4. RISM.

a. **MLA/AMS Joint Committee.** Susan T. Sommer has replaced George Buelow as as the chair of the Committee; Buelow remains on the Committee as AMS Representative.

b. **Series A/II project at Harvard.** Considerable confusion was expressed among Board members about the role of the Joint Committee in the administration of the NEH grant at Harvard, about representation on RISM's Commission Mixte, about the practical meaning of MLA's endorsement of the grant proposal, and about the apparent extension to activities beyond A/II at the Harvard Office. In an effort to relieve some of the Board's discomfiture, *it was moved, seconded and passed that the Board, through the President, request clarification from the Joint RISM Committee regarding the role of the RISM-U.S. project Center at Harvard, with special emphasis on the financial implications of non A/II activities.* The Board also requested that Sommer make a presentation to them in February regarding the Joint Committee and the international Commission Mixte.

motion

c. **Kassel Office.** Davidson reported on the auspicious meeting between John Howard and Joachim Schlichte of the RISM Office in Kassel. The Kassel Office is well-run, and the entries deemed most useful are input to the computer first. Howard further reports in his letter to Ostrove of June 17, 1985 that the U.S. Office is exploring the possibility of direct file transfer to the Kassel computer, which would both insure accuracy and speed the process.

5. **NEH grant for 19th century American music bibliography.** Davidson had a copy of the three-part report for perusal by the Board. She summarized the major document as follows: Krummel's overview contains a healthy dose of statistics, definitions, and statements of the problems, while Geil's section is a thorough survey of the collections, and Duggan's section clearly lays out the various possible levels of cataloging. The report is an important contribution to the literature at the very least; ~~it will be published as a Technical Report~~. As for future directions, now that the feasibility study is complete, the present climate indicates that a large microfilming project with minimal cataloging may be the most likely to receive funding.

Submitted for publication as

6. **ALA.** Two matters regarding MLA's relationship with ALA arose: 1) the reciprocal exchange of journals between MLA and ALA (i.e. Notes and American Libraries). Blotner will make sure that ALA sends its journal either to the Executive Secretary or the Publicity Officer. 2) MLA representation at mid-winter ALA meetings. The question was raised: does this meeting offer a better forum for MLA

interests? After some discussion, *it was moved, seconded and passed that the duties of the ALA representative be amended to include the directive that the representative attend the mid-winter ALA meeting, and that MLA pay the registration fee, if not otherwise funded.* motion

7. **Joint Committee on Retrospective Conversion in Music.** Add the Committee with membership as follows: John Roberts, Chair; Michael Keller; Gerald Gibson; Lenore Coral; Lucia Rather; Richard Smiraglia; Joan Swanekamp; Glenn Patton; Richard E. Jones; Richard Koprowski; Erlene Rickerson.

X. **Next meeting.** The Board is slated to meet in Milwaukee Sunday evening, 9 February; all day Monday, 10 February; Wednesday evening, 12 February, with the committee and special officers crew; Thursday afternoon, 13 February, with chapter officers and crew; Friday, 14 February: Happy Valentine's day, you get a holiday!; and Saturday afternoon, 15 February, with Committee chairs.

Ruth Tucker
Recording Secretary

Appendix 1.

New Policies Approved by the Board

1. The software standard for transmitting MLA documents by computer is as follows: Lotus 1-2-3 for spreadsheets; Wordstar for word processing; and DBASEIII for database management.
2. The Vice President/President Elect or Past President is an ex officio member of the Development Committee.
3. The chair of each standing committee, with the exception of the Finance Committee, is to submit a report of interim activity to the President for each Board meeting.
4. The ALA representative should also attend ALA mid-winter meetings. MLA will pay the registration fee, if not otherwise funded.

Appendix 2.

List of Actions to be Taken

<u>Action</u>	<u>By Whom</u>	<u>By When</u>
1. Distribute quarterly budget reports & revised vouchers	Jones	As soon as possible
2. Write to IRS about MLA fiscal year	Griffith	As soon as possible
3. Notify chapters of MLA tax-exempt status	Griffith or Papakhian	As soon as possible

not yet achieved - letter of exemption must be filed

4.	Gather investment information	Griffith & Investment Committee	As soon as possible (see #16 below)
5.	Send cost print-outs to publications editors	Blotner	As soon as possible
→ 6.	Approach Reference ^{Public} Services Committee about workshop for ALA	Ostrove	As soon as possible
7.	Regularly solicit contributions on chapter projects for <u>Newsletter</u>	Nuzzo	As soon as possible if not already being done
8.	Distribute Sections I-III of revised <u>Handbook</u>	Blotner	As soon as possible
9.	Index <u>Handbook</u>	Arneson & Daub	Feb. Board meeting
10.	Devise solution to ongoing <u>Handbook</u> updating & distribution	Blotner, Daub & Arneson	unspecified
11.	Collect annual committee reports	Baily & Daub	10 Dec. 1985
12.	Solicit wine donations for AMS party	Tucker	immediately
13.	Develop sales product for fund-raising	Baily	no deadline
014.	Notify Education Committee to revise budget for the pre-conference workshop	Jones	immediately
15	Comment on questionnaire for continuing education institute	Board	31 Oct. 1985
(✓) 16.	Appoint ad hoc investment committee	<u>Ostrove</u>	unspecified
17.	Advise Jones on opinions about honoraria	Board	1 Dec. 1985
18.	Make recommendations to Board regarding honoraria	Jones	Feb. Board meeting
✓ 19.	Write or appoint someone to write text for MLA citations	<u>Ostrove</u>	Before Milwaukee meeting
→ 20.	Apprise Program Committee of new meeting timetable	<u>Ostrove</u>	As soon as possible
✓ 21.	Appoint new members to Ad Hoc Committee on Publications, and charge Committee to address issue of committee reports	<u>Ostrove</u>	As soon as possible
✓ 22.	Ask the Legislation Committee to consider issue of postal rates for library materials	<u>Ostrove</u>	As soon as possible

- | | | |
|--|-------------------|---------------------|
| ✓ 23. Write official acceptance to Local Arrangements Committee in Eugene | Ostrove | As soon as possible |
| → 24. Write a job description for Publicity and submit for <u>Newsletter</u> | Ostrove & Hoffman | As soon as possible |
| 25. Regularly send changes in MLA roster to & set up newsletter exchange with related organizations | Blotner | As appropriate |
| ✓ 26. Request a copy of SAA report on archives for Sonnemann | Ostrove | unspecified |
| ✓ 27. Invite Bowen and Hoffman to talk about CNLIA to Board | Ostrove | Feb. Board meeting |
| ✓ 28. Request clarification from the Joint RISM Committee regarding RISM-U.S. Center & financial implications of extra A/II activities | Ostrove | As soon as possible |
| ✓ 29. Invite Sommer to enlighten Board about RISM administrative structure | Ostrove | Feb. Board meeting |
| 30. Insure that Executive Secretary or Publicity officer receives <u>American Libraries</u> | Blotner | unspecified |