

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Evanston, Illinois; October 8-9, 1986

Wednesday, October 8: 9:25 A.M. -12:30 P.M., 1:40-5:45 P.M., 8:45-10:15 P.M.;
Thursday, October 9: 9:20 A.M. -12:40 P.M.

Present: Dee Baily, Linda Solow Blotner, Lenore Coral, Peggy Daub, Karen Griffith, Ruth Henderson, Geraldine Ostrove (presiding), Ralph Papakhian, Ida Reed, John Roberts, Richard Smiraglia, Sherry Vellucci. Guest: Richard Jones (Wednesday afternoon)

I. Recording secretary's report. Ruth Henderson.

The minutes of the meeting of June 6-8, 1986 (Ann Arbor) were approved with the following corrections: MOTION

p. 2, Section I, B, second paragraph: delete last sentence: "All agreed that this would be helpful." [See Section VI, 2 of the minutes of this meeting (Evanston) for further discussion.]

p. 5, Section VI, B, 5, b, line 6: change "1988" to: 1989.

p. 8, Section VIII, 2, c, line 4: insert "otherwise", to read: and could otherwise become involved in...

p. 9, Section IX, 2: revise first sentence to read: A report of the May 2 meeting was received from Christine Hoffman, who has been elected to a three-year term as vice chairman/chairman-elect, chairman, and past chairman of CNLIA.

II. Treasurer's report. Karen Griffith.

1. Annual report, fiscal year 1985/86. Griffith distributed her annual report for fiscal 1985/86 and noted a ~~gain~~^{surplus} of \$25,425, a decline from the surpluses of the previous two years (1984/85: \$35,000; 1983/84: \$61,000), reflecting progress toward the goal of balancing budget planning against actual expenditures. Of this year's surplus, \$11,675 is interest income, which we do not intend to spend, thereby leaving a true gain of ~~\$13,750~~^{surplus}.

2. Orientation of new treasurer. Griffith described her training of Vellucci, who took office as treasurer at the conclusion of the board meeting. Vellucci will store financial records by computer and will therefore be able to track funds and figure their percentages of interest. She will investigate a means of printing out hard copy for the annual audit. Griffith noted that the number of checks issued in the past three years has increased by 25 percent and the number of bookkeeping accounts by 28 percent. The possibility of hiring an assistant to the treasurer for data entry was mentioned. Ostrove thanked Griffith for her superb execution of the demanding duties of treasurer.

III. Executive secretary's report. Linda Solow Blotner.

1. Blotner distributed updated copies of the administrative structure. Henderson will have the list photocopied and mail with the minutes of this meeting; corrections should be sent to Blotner.

2. New printings of the MLA and music librarianship brochures are in progress and are expected to be completed by the end of the week.

3. Blotner distributed copies of a draft of the covering letter for the annual meeting in Eugene.

4. Academic Services matters.

a. Academic Services has agreed ^{that these} to take on additional duties ^{paid within their} at no increase in the standard fee: the handling of subscriptions and mailing labels for the Job List, a monthly printout of subscriber information for the placement officer, and a ~~monthly~~ ^{quarterly} report of publications stored in the warehouse for the editor of the Index Series and Technical Reports.

b. Academic Services will send a ^{duplicate} printout of new MLA members to Blotner each month; she will forward it to Coral, who will, in turn, send names of new members to the respective chapters.

c. The transition to the new computer program that will make possible an alphabetic sort of the membership and subscription files is progressing well. A new edition of the membership directory is slated for completion by the time of the annual meeting in Eugene.

5. The expanded membership billing form has attracted both contributions and new sustaining members.

6. Blotner has established formal relationships between MLA and several other music organizations. AMS, CMS, ARSC, and SEM now receive our newsletter and will receive our calendar, administrative structure, new directory, and MLA and music librarianship brochures. She will explore setting up a similar arrangement with the Sonneck Society. In addition, we exchange exhibits with AMS and CMS; she will seek to add SEM to this list.

7. Refunds to citation recipients (see Section VII, C, 2. Awards).

IIIA. Executive secretary annual review and reappointment. *It was moved by Smiraglia, seconded, and unanimously carried that Blotner be reappointed executive secretary for another year. *

MOTION

IV. Report of the vice president/president-elect. Lenore Coral.

1. Tax exemption. Coral received the last of the responses from chapters two weeks ago concerning their wish to be included in the application for tax-exempt status. She will fill out the form, attempt to have it verified by the chapters, and submitted by the time of the next board meeting.

2. Annual reports from chapters. Coral will send a standard form with the request for annual reports in order to minimize the need for later editing.

3. Chapter subsidies. Coral has sent a memo to Nancy Nuzzo for the September-October issue of the newsletter concerning subsidies for chapter projects. The board agreed that Coral should use her discretion in bringing requests to the attention of the board before the next board meeting.

V. President's report. Geraldine Ostrove.

1. Summary of recent appointments (see Section VII, B, 2. Education; Section VII, C, 5. Legislation and 7. Public Libraries; Section IX, 3. Publicity; Section X, 2. CNLIA and 4. MLA/MPA).

2. Annual report of the association. The implications were considered, provided the editor is amenable, of devoting most of the issue of the newsletter immediately preceding the annual meeting to an annual report of the association, consisting of the president's and treasurer's annual reports (the latter, rather than in Notes), committee and chapter annual reports, and a listing of the administrative structure (in addition to Notes). The board agreed to try to publish only the president's annual report in that issue for this year. Ostrove will inquire of Nuzzo whether she will agree to publish the report and, if so, can delay the date of publication to allow time for committee and chapter annual reports, which are necessary for the writing of the report, to be collected.

3. Distribution of committee and chapter annual reports. The deadline for committee and chapter annual reports will be earlier this year than in previous years, in order to make them accessible for the writing of the president's annual report. Baily and Reed, who will collect and edit committee reports, and Coral, who will collect and edit chapter reports, will forward them to Ostrove for the writing of her report. Committee and chapter annual reports, at least for this year, will continue to be distributed in registration packets for the annual meeting.

VI. Parliamentarian's report. Peggy Daub.

1. Revisions to the handbook. Daub distributed replacement pages and an index to the handbook. For the next year or so she will issue lists of changes to be notated in the index, rather than replacement pages. She will wait to incorporate policy changes into the handbook until the minutes have been ratified, which will result in a lag of four months. She will attempt to add date of revision to revised handbook pages; if this is not feasible, Blotner will stamp date on pages before distributing.

2. Index to board policies, board minutes, and minutes of national business meetings. Problems with the present indexing and lack of indexing of minutes to board and national business meetings were aired. Daub noted that, in the index to board policies (1964-83), over half of what is indexed is no longer policy; the index entry is sometimes too cryptic to identify the policy; some items are indexed that are not actually policies, but simply historical precedent. The handbook and its index contain only present policy; the suggestion for adding to it the dates of incorporation of policies, which was made at the June board meeting, would fail to provide access to discussions of policies not currently in effect. Lastly, Ostrove pointed out that there is no index to the minutes of national business meetings. Blotner agreed to draw up an estimate for the next board meeting of the cost of hiring an indexer to compile an index to board policies, the minutes of board meetings, and the minutes of national business meetings, taking into account the existing index to board policies (1964-83), the five indexes to board minutes (1973, 1974, 1980, 1981, and 1982), and providing for varying levels of detail in indexing.

VII. Committees.

A. General.

1. Ad hoc Committee on Committees report.

a. In response to Ruth Tucker's letter to Ostrove (3/2/86), the board agreed

with her suggestion that committee chairs need to be alerted that their activities can be a fertile source for programs for annual meetings. Concerning Tucker's observation that the work of some roundtables is redundant with that of committees, criteria suggested by the board for the president to use in judging overlap were: annual reports, budget requests, reports in the wrap-up session, and the designation of board members to attend meetings of roundtables. Regarding the suggestion that the board, MOUG, and RLG Music report in future wrap-up sessions, the board decided that, since board activities are already reported at the business meeting, a further account is unnecessary, and that reports from MOUG and RLG would be inappropriate in an MLA session because the two are independent organizations.

b. In response to Kären Nagy's recommendation (6/2/86) that the board prepare a response to the committee's final report, the board preferred to adopt an evolutionary approach, continuing to consider the report in the future, but discharging the committee now, and thanking them for an excellent report.

B. Standing.

1. Development.

a. Ostrove presented some ideas for subsidizing members, as a possible means for attracting donations: small travel stipends, which might be dispersed by the chapters, for younger members (including students) or members who have not attended a national meeting; conference telephone calls for or travel to interim committee meetings; support of travel for members on the program who receive no institutional assistance.

b. The board asked the committee to work on publications endowments and encouraging young members to attend national meetings.

c. Ostrove, Blotner, and Nagy have collaborated to make available the documents requested by the committee.

d. MLA will have exhibits at the AMS and CMS meetings. Blotner will discuss with Nagy the custody of the MLA exhibit between appearances, now that a publicity officer has been appointed.

e. Blotner will send the names of sustaining members to Ostrove for acknowledgment until the committee formulates a standard procedure.

2. Education. Ann McCollough has been appointed chair. Ostrove will advise her of the January 1 deadline for agenda items for the next board meeting, since plans for a workshop in Minneapolis could not be submitted in time for the October board meeting without a chair for the committee.

3. Finance. Ralph Papakhian.

a. Papakhian distributed a summary of the 1985/86 annual budget.

b. In response to a question raised by several board members, Papakhian recommended that reimbursement for hotel room be extended to cover an additional night when a member has made a conscientious effort to save MLA money on airfare (in this case \$200-300) by staying an extra night. The board agreed by consensus. Board members' expenses to be covered for the next board meeting (if not paid by the home institution) are hotel for Tuesday and Saturday nights and meals for one day; Finance Committee members will receive one additional night and meals for one additional day.

c. To facilitate the authorization of new officers' signatures, Griffith presented the resolution that the board acknowledge that Sherry Vellucci is now the treasurer of the Music Library Association and that hers and Lenore Coral's shall be the two authorized signatures for the organization. Resolution accepted.

d. The Audit Committee (Smiraglia, chair; Coral, Blotner, Don Roberts) met on October 7 and found the books to be in order. Smiraglia asked that members budgeted for telephone expenses indicate to whom calls were made with requests for reimbursement.

4. Nominating. *It was moved by Coral, seconded, and unanimously carried MOTION that the nominees recommended by the Nominating Committee for members-at-large be accepted: Pauline Bayne, Marsha Berman, James Coover, John Druessedow, Dorman Smith, and Gail Sonnemann.*

It was moved by Daub, seconded, and unanimously carried that a nomination MOTION recommended by the committee for an MLA citation be approved (to be announced in February).

5. Program.

a. 1987: Eugene. Comments and suggestions were made about the program for the Eugene meeting, which Ostrove will convey to Carolyn Rabson.

b. 1988: Minneapolis. Ostrove will relay the board's comments about the outline of the 1988 program to Gordon Theil.

6. Publications.

a. The unanimous vote of the board by mail to appoint Elizabeth Gamble MOTION as MCB editor was ratified. The transition of responsibilities has taken place, and the next issue will be edited by Gamble.

b. *It was moved by Coral, seconded, and unanimously carried that the MOTION recommendation of the search committee for Notes editor (Mary Wallace Davidson, chair; Dena Epstein, Susan Sommer) be accepted and that Michael Ochs be appointed to the post.* Sommer has agreed to retain primary responsibility as editor through late January 1987 to allow Ochs to fulfill prior commitments.

c. Ostrove raised the question of whether the board should solicit interim and annual reports from editors, particularly the editors of the Index Series, Technical Reports, and, perhaps, Notes. The lines of communication to editors are not clear, since they are appointed by and report to the board, rather than the chair of the Publications Committee. The consensus of the board was that the annual report of the Publications Committee is sufficient.

d. The question of lifting the present ban on payment of royalties to MLA authors was discussed. *Roberts moved that we ask the Publications Committee to MOTION consider whether the association's policy of not paying royalties should be discontinued and, if so, to consider for what types of publications we should pay royalties. The motion was seconded and carried unanimously.*

C. Special.

1. Administration. Coral will distribute the article prepared by the Subcommittee on Music Automation "Automation Requirements for Music Information" (published in Notes 9/86) to vendors and consultants and will contact LITA to inquire whether it is willing to publish the article in one of its publications. Coral has resigned as chair of the subcommittee.

ALA

2. Awards. *Coral moved that the book award be named in honor of Vincent Duckles. The motion was seconded and unanimously carried. * Coral reported that, when she discussed the idea of naming the award in honor of Duckles with Madeline Duckles, the latter suggested that the refund due to him for overpayment of dues as a citation recipient be added to the book award fund. MOTION

3. Bibliographic Control.

a. MARBI. A report of MARBI activities during the summer ALA meeting that was published in a recent issue of LCIB seemed to reflect a different decision than we thought had been made concerning the administrative relocation of MARBI. Ostrove has sent the article to Richard Grisc om for comment.

b. The conversion of MBMSR to the new NUC register format appears to have become an intractable problem at LC. Ostrove is making inquiries to determine the cause of the stalemate.

4. Investments.

Ad hoc comm on
*It was moved by Papakhian, seconded, and unanimously carried that the report of the Investments ~~Committee~~ be accepted. * It was moved by Papakhian, seconded, and unanimously carried that points 1-4 of the report be adopted. * Of the consultants with whom the committee conferred, none could find any company in which MLA could invest that adheres to the policy adopted by the board (2/86) stipulating that "MLA's present and future monies not be invested in firms that do business in or with South Africa" because of the complex interrelationships that exist among companies. The committee therefore recommended that MLA "adopt a course which accepts the general tendency of association, non-profit organization investment policies." It recommended the Sullivan list, maintained by the International Council of Equality of Opportunity Principles as providing a reasonable moral/ethical solution that offers sound investment policy. Papakhian was charged with drawing up an interpretation of the present MLA policy on South African investment for the next board meeting. MOTION

Committee
5. Legislation. Margaret Welk has been appointed new chair of the committee.

6. Preservation. Barbara Strauss has been appointed to the Committee on Hard Cover Case Bindings for Printed Publications of NISO (Standards Committee GG).

7. Public Libraries. The seminar on music reference for general librarians who work with music materials in public libraries is likely to have to be postponed again. The committee is now hoping to present the seminar for the November 1987 meeting of the Midwest Confederation of Library Associations. Norma Jean Lamb will be retiring as chair of the committee. ^

VIII. Roundtables.

1. A new roundtable has been recognized: Women and Music.

2. A new roundtable for social responsibilities will be recognized as soon as a third letter (which has been mailed) is received by the president.

3. The question of when an inactive roundtable should be dissolved was addressed. The consensus of the board was that, since new authorization is required every four years, it is better to carry along a defunct group in the administrative structure than to eliminate one that might revive.

IX. Special officers.

1. Convention manager. Richard Jones.

a. 1987: Eugene. Jones distributed a draft of the registration form and accompanying information for the Eugene meeting. *It was moved by Papakhian, seconded, and unanimously carried that the provision for additional banquet tickets for guests be deleted from the registration form. * Tickets will be available at \$25 from Jones upon inquiry.

MOTION

The registration form will include an option for ordering box lunches; they must be ordered at time of registration because MLA would otherwise have to guarantee the number of lunches and to specify in advance the kinds of lunches.

The board agreed that, when a hotel provides a person trained in CPR who is available on a twenty-four hour basis, MLA will not solicit the names of members trained in CPR on the meeting registration form but will note in the program for the meeting that the service is available and how it may be contacted. Jones will notify Rabson of the changes made by the board in the registration form.

*Papakhian distributed the convention budget and moved that it be adopted. The motion was seconded and unanimously carried. *

MOTION

Jones inquired whether the board wanted him to arrange for budget airline fares to Eugene. MLA would have to guarantee 100 reservations, for which it would be responsible if the seats were not booked to capacity; the fare would be approximately 10 percent less than the lowest super-saver fare. The consensus of the board was that MLA is not a large enough organization to provide sufficient volume of passengers.

b. 1988: Minneapolis. Coral will arrange to meet after this meeting with the Local Arrangements Committee.

c. Jones informed the board that the Birmingham, Alabama, convention bureau has contacted him concerning the sponsorship of an MLA annual meeting in Birmingham and would like either to attend a board meeting and make a presentation or to sponsor a board meeting in Birmingham. The board agreed that it would be happy to receive a proposal, but that it should be submitted through the existing channels, originating with MLA members and coming through our convention manager.

2. Placement. Ostrove will check with Laura Dankner to see how the new publication schedule for the Job List is functioning.

3. Publicity. Dawn Thistle has been appointed to the new position of publicity officer. Christine Hoffman has sent her the pertinent files.

X. Representatives, joint committees.

1. ALA.

a. Representative's report. Brenda Goldman's report of the summer ALA meeting was received. Roberts questioned why the report is not more widely circulated, for example, in the newsletter, and Blotner asked why reports from representatives to other organizations should not be published there as well. Ostrove will discuss publication of reports with Goldman and the other representatives. [Goldman's report has, in the meantime, appeared in the September-October issue of the newsletter.] Ostrove noted that the newsletter might be used to disseminate reports from members who attend meetings of other related organizations to which MLA does not have representatives.

Ostrove will check with Goldman concerning ALA midwinter; if Goldman is unable to attend, Ostrove will appoint a substitute.

b. The RTSD Audio-Visual Committee has acceded to our request that an MLA representative be appointed to the committee. Ostrove has conferred with the chair of the committee, who is at LC, and now needs suggestions for a person who might serve as representative. The committee is comprised of representatives from ten other groups.

c. Request for readers. Dena Epstein received a request recently from Herbert Bloom, senior editor of the ALA Publications Committee, for MLA assistance with the publication of a dictionary of church music. The board agreed that MLA should not be involved as an organization, but that members should feel free to participate as individuals.

2. Council of National Library and Information Associations. Jean Bowen has resigned as one of the representatives; Kathleen Haefliger will replace her. Hoffman, who will continue as a representative, has indicated, in answer to the question that arose at the June board meeting, that a third representative is unnecessary, although she will also serve as a CNLIA officer. Ostrove reported, in response to an earlier question from the board, that the CNLIA dues structure is based upon each organization's membership size.

3. MLA Archives.

a. Chapter archives. Chapter archives may be included in the MLA archives if chapters so desire.

b. Transfer of documents form. Coral will send the transfer of documents form to each chapter, and Baily and Reed will send it to committee chairpersons with requests for annual reports.

c. Documentation of annual meetings. Members of the joint committee will analyze recent programs of meetings for speakers likely to be affected, secure estimates for taping, produce release forms, and explore legal and policy issues.

4. MLA/Music Publishers Association.

a. Membership. William Rorick has been appointed as a new MLA representative. Lenore Coral will substitute at the fall meeting for Nina Davis-Millis, who is in Italy for the year. When Davis-Millis returns she will serve as coordinator.

b. Trade catalog in microfiche. MPA is investigating the market for this catalog.

c. New roster of publishers and distributors of music. *It was moved by MOTION Papakhian, seconded, and unanimously carried that we supply MPA with the MLA North American mailing list of members and subscribers at no cost and that it be charged against budget line 6.14 (mailing lists). * Blotner will notify Charles Slater of the board's action.

5. National Information Standards Organization (Z-39). Lenore Coral.

Coral will present a proposal that originated with IAML-UK for an international standard music number to MPA. If it marshals strong support, she will refer it to a representative to ISO for consideration by that body. Cogent reasons will be required to win approval of another standard number.

6. RILM.

a. The U. S. RILM office is flourishing. Using a Cornell library computer and purchased software (Helix), it can now maintain readily accessible records for abstracts.

b. Report from IAML. The possibility of reducing the number of times RILM is published each year was discussed during the RILM session in Stockholm on August 12. An improvement in the quality of citations submitted by the various national offices would allow the scant resources of the New York central office now spent in verifying incomplete or incorrect citations and shortening abstracts to be directed elsewhere.

7. RISM U.S.A. In response to the board's inquiry concerning the anticipated production of offline products, Michael Ochs replies that an announcement will be forthcoming later in the fall.

8. Special Libraries Association. SLA has appointed Susan E. Harmon as representative to MLA. She will serve for 1986/87 and might attend the annual meeting in Eugene. Ostrove is exploring the potential of what our relationship with her might be. Blotner will send her a preliminary program mailing for the annual meeting, a calendar, and a copy of the administrative structure.

XI. Other reports.

1. National Commission on Libraries and Information Science. A report of the August 6-7 meeting was received.

2. White House Conference. A report was received of the August 7 White House Conference meeting, the purpose of which was to plan for the 1989 White House Conference on Library and Information Services.

XII. Next meeting. Sessions of the board are scheduled in Eugene for Tuesday evening, February 10; Wednesday morning and afternoon, February 11; and Saturday evening, February 14.

Blotner suggested scheduling board meetings that are not held in conjunction with an annual meeting to begin on a Friday evening, rather than scheduling three sessions on a Saturday.

Respectfully submitted,



Ruth Henderson
Recording Secretary

Appendix 1.

New Policy Approved by the Board

The MLA award for best book-length bibliography or other research tool in music will be named in honor of Vincent Duckles.

Appendix 2.

List of Actions To Be Taken

<u>Action</u>	<u>By Whom</u>	<u>By When</u>
1. Arrange for printing out of hard copy for annual audit	Vellucci	Fall 1987
2. Mail updated administrative structure	Henderson	With Oct. board minutes
3. Send new members' names to chapters	Coral	Monthly
4. Set up formal relationship with Sonneck Society and exhibit exchange with SEM	Blotner	As soon as possible
5. Submit tax-exempt form	Coral	Feb. board meeting
✓ 6. Query Nuzzo regarding publication of president's annual report and newsletter deadline	<u>Ostrove</u>	As soon as possible
7. Collect and edit chapter and committee annual reports; distribute transfer of documents form	Coral, Baily, Reed	As soon as possible
8. Attempt to add date of revision to revised handbook pages	Daub	Feb. board meeting
9. Prepare estimate of cost of hiring indexer	Blotner	Feb. board meeting
✓ 10. Inform Nagy and Tucker of board's response to report of Ad hoc Committee on Committees	<u>Ostrove</u>	As soon as possible
11. Relay board's suggestions to Nagy for Development Committee	<u>Ostrove</u>	As soon as possible
12. Discuss with Nagy storage site of MLA exhibit between meetings	Blotner	As soon as possible
13. Send names of sustaining members to Ostrove	Blotner	As soon as possible
14. Recommend plan for acknowledging sustaining members	Development Committee	As soon as possible

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| ✓ 15. Advise McCollough of Jan. 1 deadline for Minneapolis workshop proposal | <u>Ostrove</u> | As soon as possible |
| ✓ 16. Convey board's comments on 1987 and 1988 programs to Rabson and Theil | <u>Ostrove</u> | As soon as possible |
| ✓ 17. Prepare recommendation concerning MLA's policy on payment of royalties | <i>Ostrove to</i>
<u>Publications Committee</u> | Feb. board meeting |
| 18. Distribute <u>Notes</u> article on automation requirements and investigate its publication by LITA | Coral | As soon as possible |
| ✓ 19. Renew inquiries at LC regarding <u>MBMSR</u> change to register format | <u>Ostrove</u> | As soon as possible |
| 20. Formulate interpretation of present MLA policy on South African investment | Papakhian | Feb. board meeting |
| 21. Notify Rabson of changes in registration form | Jones | As soon as possible |
| ✓ 22. Check with Dankner concerning new publication schedule for <u>Job List</u> | <u>Ostrove</u> | As soon as possible |
| 23. Discuss with representatives publication of reports in newsletter | <u>Ostrove</u> | As soon as possible |
| 24. Confer with Goldman concerning ALA midwinter | <u>Ostrove</u> | As soon as possible |
| 25. Appoint representative to RTSD Audio-Visual Committee | <u>Ostrove</u> | As soon as possible |
| 26. Explore arrangements for documentation of annual meetings | Members of Archives Joint Committee | As soon as possible |
| 27. Notify Slater of board's action concerning use of MLA mailing list for MPA mailing | Blotner | As soon as possible |
| 28. Send MLA documents to SLA representative | Blotner | As soon as possible |

*W. J. ...
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ALAS.*