

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Eugene, Oregon; February 10-11; 14, 1987

Tuesday, February 10: 7:45-10:30 P.M.; Wednesday, February 11: 9:05 A.M. -12:15 P.M.,
1:55-5:30 P.M.; Saturday, February 14: 7:55-10:20 P.M.

Present: Dee Baily, Marsha Berman (Saturday), Linda Solow Blotner, James Coover
(Saturday), Lenore Coral, Peggy Daub, John Druessedow, Ruth Henderson, Geraldine
Ostrove (presiding), Ralph Papakhian, Ida Reed, John Roberts, Richard Smiraglia,
Sherry Vellucci. Guests: Victor Cardell, David Farneth (part of Saturday evening)

I. Recording secretary's report. Ruth Henderson.

The minutes of the meeting of October 8-9, 1986 (Evanston) were approved with the MOTION
following corrections:

- p. 1, Section II, 1, line 2: change "gain" to: surplus.
- p. 1, Section II, 1, line 5: insert period after "income," and delete final clause.
- p. 2, Section III, 4, a: change beginning of sentence to read: Academic Services has
agreed that these additional duties fall within their standard fees...
- p. 2, Section III, 4, a, line 3: change "monthly" to: quarterly.
- p. 2, Section III, 4, b, line 1: insert "duplicate" between "a" and "printout."
- p. 4, Section VII, B, 3, b, line 4: change "300" to: 400.
- p. 5, Section VII, C, 1, line 3: change "LITA" to: ALA/LITA.
- p. 6, Section VII, C, 4, line 2: change "Investments Committee" to: Ad hoc
Committee on Investments.
- p. 6, Section VII, C, 5: change "Margaret Welk" to: Margaret Welk Cundiff.
- p. 6, Section VII, C, 6: insert parentheses: (Standards Committee GG).
- p. 6, Section VII, C, 7, line 4: change "Confederation" to: Federation.
- p. 7, Section IX, 3, line 1: delete "new."
- p. 8, Section X, 1, c, line 2: delete "of the" and "Committee,"; add commas
after "editor" and "Publications."

II. Treasurer's report. Sherry Vellucci.

1. Vellucci reported that Lotus 1-2-3, Version 2.01, has been purchased and that
she has transferred all financial records to computer. She is exploring a means of
printing out hard copy for the annual audit; the Sideways program is under considera-
tion. Ostrove commended Vellucci for accomplishing the computerization of financial
records.

2. Quarterly reports. Vellucci distributed copies of the 1986-87 budget summary
(second quarter report) and the first and second quarter reports, showing a balance of
\$205,681.80, as of 31 December 1986, with a net gain of \$55,830.29.

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

1. Blotner distributed updated copies of the administrative structure, the address list of board members and editors, MLA stationery, new printings of the membership and music librarianship brochures, and the "Publications Inventory Report for 1986." A suggestion was received that the administrative structure and the address list of board members and editors be combined; the consensus of the board was that a separate listing of board members is necessary, but it might be issued as a cover sheet to the administrative structure.

2. The new edition of the membership directory has been delayed slightly because of difficulties with printing format at Academic Services. Blotner asked whether the directory should be issued annually, but no consensus was reached; the question will be reopened at the June board meeting.

3. Membership.

a. Growth index. Blotner distributed copies of an updated growth index, containing statistics for the number of members and subscribers, 1966-87. She pointed out a rise to 2137 members and a drop to 961 subscribers as of January 1987, for a combined total of 3098, a reduction of nine names from the previous year.

b. A one-page survey of unpaid members/subscribers, 1984-86, including statistics and suggestions for action, was presented by Blotner. The survey noted that current billing procedure is to send three notices, in June, September, and November, and a letter from the executive secretary in December to all unpaid individual members. *Daub moved that Blotner's Comment 2 in the survey be adopted, that is, that we drop MOTION the privileges of membership (voting, receipt of publications, and membership discounts) following the mailing of the second billing notice and after the November ballot/program mailing, but before the mailing of the December issue of Notes for individual members who have not paid their dues for the current year. Motion seconded and carried (4 in favor, 2 opposed, 2 abstentions). * Names of inactive members will remain in the membership file for two years to reduce the cost of reinstatement if late dues are received. *It was moved by Coral, seconded, and carried unanimously that MOTION a late payment fee of \$5 be charged to agencies. * The board agreed that Academic Services should be instructed to adopt the suggestion contained in Blotner's Comment 3, that foreign institutions be billed earlier than June, perhaps in April.

4. Acknowledgment of contributions. A procedure has been established by the Development Committee for acknowledging contributions: Academic Services sends membership forms that include contributions to Blotner, who acknowledges gifts of under \$100; gifts of over \$100 will be acknowledged by the president; donors of \$1000 or more will be named as patrons.

5. Blotner has added the Sonneck Society to the list of organizations with which MLA has established a formal relationship and is exploring the establishment of a similar plan with ARLIS/NA. She will seek to set up an exchange of exhibits next year with the Sonneck Society and SEM, in addition to the existing arrangements with AMS and CMS.

6. Index. Blotner presented her estimate for the cost of compiling an index to board policies, the minutes of board meetings, and the minutes to national business meetings: \$500-600, based on number of pages to be indexed.

7. Academic Services has indicated that certain fees will be raised in conjunction with the renewal of the contract, which will expire soon; the minimum annual charge will increase from \$9000 to \$12,000. Blotner, Ostrove, and Coral are reviewing the

contract thoroughly and will attempt to negotiate the cost downward, perhaps through contracting for fewer services.

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

1. Chapter subsidies. Although no requests have yet been received for support of chapter projects, insufficient time has elapsed to draw conclusions concerning the need for this funding; the opportunity to request subsidy remains open.

2. Tax exemption. Coral reported new developments in the tax exemption imbroglio: after discovering (following the board meeting in October) that each chapter must apply for an employee identification number, she succeeded in obtaining the necessary forms, but repeated efforts to acquire an accompanying brochure with instructions for submitting the form went unheeded. Ostrove was able to intercede and deliver the brochures to this meeting.

3. Names of new MLA members to chapters. Coral has cut up the first of the duplicate printouts of new MLA members that Blotner has begun to send her and forwarded the appropriate names to their respective chapters, asking for comments and whether the chairs would like to continue receiving the names, to which she so far has heard one response.

V. President's report. Geraldine Ostrove.

1. Annual reports.

a. 1986. Ostrove noted that the collection of committee and chapter annual reports and the preparation of her own annual report prior to the annual meeting had made a dramatic difference in her view of the meeting; she furthermore suggested that those committees and officers who do not presently submit an annual report should do so.

b. Future. The board agreed that future committee and chapter annual reports should be published in the newsletter and the MLA calendar altered to allow their publication in the November/December issue, and guidelines for the reports, as suggested by Nancy Nuzzo (letter 12/31/86), should be issued by the board. Members of the board would continue to be responsible for compilation, editing, and preparation of camera-ready copy. Ostrove will convey this information to Nuzzo.

2. Assignments for new members-at-large. Ostrove announced the following assignments for new board members: collector of committee reports: Marsha Berman; assistant parliamentarian: James Coover; assistant fiscal officer: John Druesedow.

3. Wrap-up session. Ostrove noted that she had asked Henderson to report in the wrap-up session on board meetings in Eugene.

4. Recent appointments (see Section VII, B, 4. Nominating; Section VII, B, 5. Program; Section VII, C, 1, b. Personnel Subc.; Section VII, C, 1, c. Automation Subc.; Section VII, C, 2, a, ii. Publication Awards; Section VII, C, 7, b. Resources and Collection Development; Section X, 1, b. ALA/RTSD AV liaison).

VI. Parliamentarians' report. Peggy Daub.

Daub described a problem that has arisen concerning the word-processing program used for the MLA handbook. She received the text in WordPerfect from Arne Arneson and had it transferred to ENABLE, with the understanding that it would be directly transferrable to WordStar, the MLA software standard for word-processing. Daub has now

sent the handbook files to Roberts and discovered that the information is indeed not directly transferrable. The parliamentarians questioned whether the standard should be retained, inasmuch as the handbook has never been in WordStar, and whether the responsibility for changes in the handbook should not rest with the executive secretary, since each incoming parliamentarian may be required to learn a new word-processing program, and different computer printers would eventually result in a handbook produced in a patchwork of typefaces. *It was moved by Coral, seconded, and carried (1 abstention) that we transfer the handbook to WordPerfect and that Roberts be responsible for the reformatting. * *It was moved by Smiraglia, seconded, and unanimously carried that we rescind the policy that WordStar be the official word-processing standard for the association. * Roberts will add dates of revision to revised handbook pages, as suggested at the October board meeting. Blotner agreed to assume responsibility for printing of the handbook once the transferral to WordPerfect is completed, and the parliamentarians agreed to construct a matrix indicating to whom the various parts of the handbook are to be distributed.

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VII. Committees.

A. Report of the Ad hoc Committee on Committees. Ostrove urged that future boards continue to make reference to this document.

B. Standing.

1. Development.

a. Filler ad for Notes. In response to a copy of a quarter-page filler ad for Notes by Christine Hoffman, the board agreed to the idea that space be utilized with a filler ad that is also a membership ad, suggested changes in wording for the ad, and requested a more elaborate presentation for a membership ad. Coral will convey board opinion to Hoffman.

b. *It was moved by Papakhian, seconded, and carried unanimously that the request of the Development Committee be approved for moving \$200 from the committee's subline for publications to its subline for exhibits, in order to cover the cost of an exhibit table at the summer 1987 ALA meeting. *

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2. Education. *It was moved by Papakhian, seconded, and unanimously carried that the board encourage the Archives Roundtable to proceed with the proposal for a workshop on music archives and special collections in conjunction with the 1988 meeting in Minneapolis. * Coral will communicate to the roundtable the board's interest in producing a good workshop, although it may result in a higher registration fee. Victor Cardell and David Farneth met with the board on Saturday evening to discuss changes in their proposal subsequent to the plan examined; the board continued to offer its encouragement. Dee Baily has resigned as a member of the Education Committee.

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3. Finance. Ralph Papakhian.

a. Budget matters. *Overages to the 1986-87 budget were unanimously approved as follows: Academic Services for subscription and membership renewal notices: \$951.25, Boosey and Hawkes convention expense: \$134.26 (both budget line 11.2); bank charges for returned checks: \$58.18 (budget line 11.22). In addition, the sum of \$325 was added to the Archives budget (line 8.1), to bring the total to \$1,275. *

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b. Policy and procedural changes. Papakhian presented the following resolutions on behalf of the Finance Committee, the first three of which were carried unanimously:

i. *For checks returned MLA will assess a charge, which is the actual bank fee to MLA plus the handling charge to be determined by the treasurer and approved by the Finance Committee. * (The fee will initially be set at \$5.) MOTION

ii. *Overages in budgeted sublines will be allowed, provided: 1) the mainline budget is not exceeded and 2) overages are only for projects approved for the current fiscal year. Overages in the mainline budgeted amounts will not be reimbursed unless approved by the president, the fiscal officer, and the treasurer. * MOTION

iii. *Honoraria are paid quarterly. * MOTION

iv. *Registration forms should indicate that a late registration fee will be assessed for registrations not postmarked by a date specified by the Local Arrangements Committee. For registrations which are received without the late fee, the late fee should be collected at the registration desk. * Motion carried (7 in favor, 1 opposed). This resolution is to be incorporated in the convention manual. MOTION

c. Investment policy. Papakhian introduced two recommendations from the Finance Committee concerning MLA investments: *1. There should be no change in the present policy that "MLA's present and future monies not be invested in firms that do business in or with South Africa." *2. An investments subcommittee of the Finance Committee should be formed, consisting of three members having staggered terms, in addition to the treasurer and the fiscal officer as nonvoting members. The investment subcommittee should be charged to semi-annually review the state of MLA investments and to report to the Finance Committee prior to its June and February meetings. * Both motions carried unanimously. At the final session of the board later in the week, Coral announced that Rick Jones had been appointed the first member of the committee. MOTION

*2. An investments subcommittee of the Finance Committee should be formed, consisting of three members having staggered terms, in addition to the treasurer and the fiscal officer as nonvoting members. The investment subcommittee should be charged to semi-annually review the state of MLA investments and to report to the Finance Committee prior to its June and February meetings. * Both motions carried unanimously. At the final session of the board later in the week, Coral announced that Rick Jones had been appointed the first member of the committee. MOTION

Papakhian recommended on behalf of the Finance Committee that the six actions from his study MLA Policy on Investments (1/8/87) be implemented forthwith, as amended by the committee. Motion carried (6 in favor, 2 abstentions):

i. *The MLA board should direct the Treasurer to immediately move \$100,000 of MLA assets to the Calvert Social Investment Fund Managed Growth Portfolio. * MOTION

ii. *The MLA board should direct the Treasurer to immediately move \$50,000 from existing accounts to the Calvert Social Investment Fund Money Market Portfolio. * MOTION

iii. *The existing checking account should continue to be used for the immediate future. The Finance Committee should make decisions (with a report to the full Board) about the transfer of funds from the checking account into the Money Market Portfolio or the Managed Growth Portfolio and vice versa. * MOTION

iv. *Income from the Managed Growth Portfolio (if any) should not be budgeted for expenditures for the 1987-88 fiscal year but should be reinvested in the portfolio. * MOTION

v. *No more than half of the anticipated interest income from the Money Market Portfolio (based on the fund's preceding year's experience) should be budgeted for awards in fiscal 1987-88. The rest should be retained as an effort at maintaining assets at current levels in the Money Market Portfolio. * MOTION

vi. *In order to maintain MLA assets at current levels, the board should raise all dues and subscriptions fees. This increase is not for the purpose of raising investment funds but to fund normal operating expenditures so that interest/ MOTION

investment income at least equivalent to the rate of inflation will not be budgeted but will be retained in order to maintain MLA assets at current levels. Interest/investment income and surpluses above the inflation rate in any given year should be available for budgeting the following year. *

4. Nominating. The Nominating Committee for the 1988 ballot will be Judy Kaufman, chair; Monica Burdex, Tony Miller, and Ralph Papakhian.

5. Program. Gordon Theil's report on the 1988 program was discussed. Coral suggested the designation of a time on the program for vendor user groups to meet. New members of the Program Committee are Linda Fidler (1988-89 meetings) and Shirlene Ward, who will serve as chair for the 1989 meeting; David Day, who will serve as chair for the 1990 meeting, will become a member of the committee for the 1989 meeting.

6. Publications.

a. Royalties. In response to the board's request from last October's meeting that the Publications Committee 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 committee replied that it is "not opposed in principle" to the payment of royalties.

b. A new chair is needed to replace Michael Ochs, who will begin a three and a half to four year term as Notes editor, effective with the September 1987 issue. Ostrove and Coral are reevaluating the charge to the committee; one of the duties for a new chair will be to appoint a subcommittee to investigate production issues raised in a letter from Leo Balk.

c. Newsletter reporters. The idea of appointing newsletter reporters was suggested as a means for insuring steady flow of copy; reporters might also be a possible source for future newsletter editors. Ostrove will discuss the idea with Nancy Nuzzo and point out that she has the option to make the appointments if she so desires.

C. Special.

1. Administration.

a. Coral has distributed twenty-five copies of the article "Automation Requirements for Music Information" (Notes 9/87) to automation vendors and the same number to automation consultants; the article is also being informally distributed by its readers. Feedback has been good. She has received no response yet as to whether ALA/LITA is willing to publish the article in one of its publications.

b. Carol Tatian has been appointed new chair of the Personnel Subcommittee. Susan Sonnet Bower will continue to serve as a member of the committee.

c. Ross Wood will serve as chair of the Automation Subcommittee. The other members of the subcommittee will be Keiko Cho, Richard Griscom, and Gail Sonnemann.

2. Awards.

a. Publications.

i. Recommendations for prizes (1985 imprints). *It was moved by Coral, seconded, and carried (1 abstention) that the following recommendations of the Publications Awards Committee be accepted: Vincent Duckles Award for best book-length bibliography: John Reed for The Schubert Song Companion; best article-length bibliography or article on music librarianship: Austin Clarkson for "The Works

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of Stefan Wolpe: A Brief Catalogue;" and best review in Notes: Norma Jean Lamb for her review of The Great Song Thesaurus by Roger Lax and Frederick Smith. *

ii. Administrative matters. The board considered comments in Diane Parr Walker's report (1/28/87) concerning the scope of the awards and the coverage of works in languages other than English. Parr recommended that the categories for the awards remain as unrestricted as possible, but noted that the committee may tend to judge English language books published in the U.S. as most valuable from its perspective. Tom Heck has been appointed new member of the committee.

b. Gerboth. *It was moved by Reed, seconded, and unanimously carried MOTION that the recommendation of the Walter Gerboth Award Committee be accepted: Robert Richart, for research in progress that is to lead to an annotated bio-bibliography of György Ligeti. * Roberts suggested that we work toward increasing the amount of the award, since its purpose is to assist in bringing to fruition a work that has not been completed. Blotner noted that the committee could consider the option of splitting the award if the amount were larger.

3. Bibliographic Control.

a. MBMSR. Ostrove has met with officials at LC concerning a cumulation of MBMSR, the restrictive requirements for libraries that contribute cataloging, and conversion of MBMSR to the NUC register format. LC is unwilling to invest in the cost of automation to bring about a change in format and has no plans to issue a cumulation for the annual volumes since 1978.

In response to a recommendation from the Bibliographic Control Committee, *it MOTION was moved by Smiraglia, seconded, and unanimously carried that the board direct the president to write to Henriette Avram to inquire about the shift from paper to microform, a cumulation of the annual volumes since 1978, and, further, to suggest that LC accept card contributions produced by the bibliographic utilities in the meantime. * It was agreed that the report of the Working Group on the NUC should be completed and forwarded to William Palmer, editor of MBMSR.

b. ANSI Committee on Music Information Processing System. Carolyn Rabson attended a two-day meeting in Washington of this group, which is concerned with establishing protocols for the machine-inputting of music. Coral has a possible representative in mind to attend a four-day meeting (or its relevant portions) scheduled to take place soon in San Jose. She will also seek further information about the committee to assist in deciding the level of MLA's continuing involvement.

4. Legislation. Margaret Welk Cundiff has recommended that as many chapters as possible appoint a liaison for legislation matters. Bruce Wilson will serve on the CNLIA Ad hoc Committee on Copyright Law Policy and Implementation; Cundiff will serve as his alternate.

5. Public Libraries. The committee will present its seminar on music reference for general librarians who work with music materials in public libraries immediately preceding the November 1987 meeting of the Midwest Federation of Library Associations. Lamb has agreed to continue as chair for another year.

6. Reference and Public Services. Ostrove reported that she wrote a letter in response to a call for reviewers published in the December 1986 issue of College & Research Libraries News, in which she pointed out the potential for reviewers offered by MLA.

7. Resources and Collection Development.

a. OCLC collection analysis study. A conference took place at OCLC late in November, at which the committee's collection analysis study was an item on the agenda. A random sampling of the data base has been taken from libraries of varying sizes; it revealed that an unexpectedly high number of libraries do not use LC classification or use no classification at all. The committee is in the process of requesting permission of libraries to examine their OCLC bibliographic records.

b. New members appointed to the committee are: Jan Cody, Melody McMahon, Wayne Shoaf, Susan Waddington, and Lucretia Wolfe.

c. The committee's "Guidelines for the Formulation of a Music Collection Development Policy" were distributed with a request for approval. Coral will poll the board for a vote.

VIII. Roundtables. Board members volunteered and were scheduled to visit as many meetings of roundtables as possible to assist the president in judging whether work being carried on may be redundant with that of committees.

IX. Special officers.

1. Convention manager.

a. In response to several suggestions contained in a letter (2/7/87) from Rick Jones, outgoing convention manager, the board agreed that:

i. Guidelines outlining the procedure involved in proposing a site for a meeting will be prepared and published in the next issue of the newsletter and made available on a continuing basis through distribution at annual meetings and listing in the annual bibliography of chapter publications in the newsletter.

ii. The convention manager, rather than a fiscal officer of the program committee, should be responsible for the financial control of an annual meeting, provided this change meets with the approval of Jones's successor, Martin Silver.

iii. The principles outlined by Jones for initiating a new convention manager are appealing. The president will request an opinion from Silver before the next board meeting.

iv. MLA should nurture a cordial relationship with other organizations that usually meet concurrently the week of the MLA annual meeting. *Smiraglia moved that MOTION the board issue an invitation to these groups to meet in conjunction with future MLA meetings and offer the services (i. e. in hotel negotiations) of our convention manager and offer to include a brief listing of their meetings in the MLA program and to arrange meeting rooms. Motion seconded and unanimously carried. *

b. 1988, Minneapolis. Silver's recommendation was received that the hotel for the meeting be changed to the Hyatt Hotel, which is also the unanimous choice of the Local Arrangements Committee; the dates of the meeting will remain as set, February 8-13.

c. 1989, Cleveland. Timothy Robson and Melody McMahon will serve as co-chairs of the Local Arrangements Committee.

d. 1991. *Daub moved that we accept the invitation to meet in Indianapolis, with MOTION the date to be in 1990 or 1991, contingent upon our ability to find a satisfactory site in 1990. Motion seconded and carried unanimously. *

2. Placement. Interviews for a number of jobs are scheduled to take place during this meeting. Relatively few applications have been received for some positions.

3. Publicity. Dawn Thistle is having stationery designed for news releases. Both copies of the MLA exhibit are now in her possession; she is compiling a calendar of the meetings of organizations at which it should be displayed.

X. Representatives, joint committees.

1. ALA.

a. Gordon Rowley represented MLA at the ALA midwinter meeting of a group concerned with librarian exchanges, the International Relations Committee/International Relations Round Table Joint Committee on International Exchange of Librarians and Information Professionals.

b. Philip Youngholm has been appointed MLA liaison to the ALA/RTSD AV Committee.

c. Brenda Chasen Goldman's report from ALA midwinter was received.

2. MLA Archives. A proposal presented by the joint committee that concerned the taping of annual meetings was discussed. *It was moved by Papakhian, seconded, and carried (1 abstention) that we inform the joint committee that the board is interested in taping such portions of the annual meeting as may be appropriate, providing it can afford to. * *Coral moved that we refer the proposal back to the joint committee with our thanks and the request that they investigate by the time of the June board meeting the cost to the association of taping appropriate portions of the meeting and that they use as their models the programs from the last several years. Motion seconded and carried unanimously. * MOTION MOTION

3. MLA/Music Publishers Association. The proposal that originated with IAML-UK for an international standard music number was discussed at a recent MLA/MPA meeting, where it encountered strong objections. Discussion continues--Alan Pope will describe the proposal at this meeting during the Bibliographic Control Committee open meeting.

4. National Information Standards Organization (Z-39). Lenore Coral. Coral raised the question whether MLA should play a more active role in attempting to insure that persons who represent our interests are elected in the annual election of the NISO board of directors; comments should be directed to Coral.

5. RILM: U.S. RILM office. Leeman Perkins has resigned as AMS representative to the governing board; Sam Pogue will serve in his stead. The board agreed by consensus to urge the governing board to issue an invitation to the Sonneck Society to become a sustaining member and to appoint a member to serve on the governing board. Ostrove recognized the extraordinary service of the U.S. RILM office.

6. RISM.

a. MLA/AMS joint committee. George Buelow has resigned as one of the AMS representatives (but retains his membership on the Commission Mixte); he will be succeeded by Jessie Ann Owens. Jeremy Noble would also like to resign.

b. RISM U.S. Project Center for Musical Sources. A report of activities from July 1, 1986 through January 15, 1987 was distributed. The three databases of the project center are scheduled to be made available in early March via BITNET, the computer network linking U.S. and foreign academic and research institutes.

7. Special Libraries Association. Susan E. Harmon, the SLA representative to MLA, is in attendance at the meeting this week.

XI. Projects: Associated Music Libraries Group. Ostrove wrote a letter of endorsement (12/29/86) on behalf of the board in support of the AMLG project to Louise Sutherland, U.S. Department of Education.

XII. Next meeting. The next board meeting will be in Philadelphia the weekend of June 5-7. An effort will be made to schedule the sessions less tightly, with a break between the Finance Committee and the board meetings and one break between the four sessions of the board.

Respectfully submitted,



Ruth Henderson
Recording Secretary

Appendix 1.

New Policies Approved by the Board

1. WordStar has been rescinded as the word-processing standard for the association.
2. MLA will assess a charge for returned checks, which is to consist of the bank fee to MLA and a handling charge to be determined by the treasurer with the approval of the Finance Committee.
3. Overages in budgeted sublines are allowable provided the mainline budget is not exceeded and funds are to be used only for projects approved for the current fiscal year. Overages in mainline budgeted amounts must be approved by the president, the fiscal officer, and the treasurer to qualify for reimbursement.
4. Honoraria are paid quarterly.
5. An investment subcommittee of the Finance Committee will be established, consisting of three members having staggered terms and the treasurer and fiscal officer as non-voting members. The charge will be to review the state of MLA investments and report to the Finance Committee prior to its June and February meetings.

Appendix 2.

<u>Action</u>	<u>List of Actions To Be Taken</u>	<u>By Whom</u>	<u>By When</u>
1. Reconsider publication frequency of MLA directory		Board	At June meeting
2. Inform Academic Services of board decisions regarding termination of privileges of membership, assessment of late fee to agencies, and earlier billing of foreign institutions		Blotner	As soon as possible
3. Set up exhibit exchange with Sonneck Society and SEM		Blotner	Next year
4. Continue effort to submit tax exempt form		Ostrove	As soon as possible
5. Convey decisions regarding annual reports to Nuzzo		Ostrove	As soon as possible
6. Transfer MLA handbook to Word-Perfect; add dates of revision to revised handbook pages		Roberts	As soon as possible
7. Construct matrix indicating distribution of various parts of handbook		Roberts, Coover	As soon as possible
8. Communicate board comments to Hoffman regarding <u>Notes</u> ad		Coral	As soon as possible
9. Convey board action on archives workshop to Cardell and Farneth		Coral	As soon as possible
10. Appoint Finance Subcommittee		Coral	As soon as possible
11. Transfer \$100,000 of MLA assets to Calvert Social Investment Fund Managed Growth Portfolio		Vellucci	As soon as possible
12. Transfer \$50,000 from existing accounts to Calvert Social Investment Fund Money Market Portfolio		Vellucci	As soon as possible
13. Make a decision and report to board concerning the transfer of funds from checking account.		Finance Committee	As soon as possible

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| 14. Convey board comments on 1988 program to Theil | Ostrove | As soon as possible |
| 15. Appoint new chair of Publications Committee | Coral | As soon as possible |
| 16. Discuss suggestion for newsletter reporters with Nuzzo | Ostrove | As soon as possible |
| 17. Write to Avram concerning <u>MBMSR</u> | Coral | As soon as possible |
| 18. Investigate ANSI (MIPS) | Coral | As soon as possible |
| 19. Poll board for vote on "Guidelines for the Formulation of a Music Collection Development Policy" | Coral | As soon as possible |
| 20. Oversee preparation of guidelines for convention site proposals | Coral | As soon as possible |
| 21. Discuss Jones's recommendations concerning changes in duties of convention manager with Silver | Coral | As soon as possible |
| 22. Arrange for invitations to organizations that meet concurrently with MLA | Coral | As soon as possible |
| 23. Convey board action on taping proposal to MLA Archives Joint Committee | Coral | As soon as possible |
| 24. Urge governing board of U. S. RILM office to invite Sonneck Society to become a sustaining member and to appoint a member to the governing board | Ostrove | As soon as possible |