

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Philadelphia; June 7-8, 1987

Sunday, June 7: 10:15 A.M.-12:20 P.M., 2-5:20 P.M.; Monday, June 8:
9:20 A.M.-12:45 P.M., 2:15-4:45 P.M.

Present: Marsha Berman, Linda Solow Blotner, James Coover, Lenore Coral (presiding), John Druessedow, Ruth Henderson, Geraldine Ostrove, Ida Reed, John Roberts, Richard Smiraglia, Sherry Vellucci.

I. Recording secretary's report. Ruth Henderson.

The minutes of the meeting of February 10-11; 14, 1987 (Eugene) were approved with the following corrections:

MOTION

p. 3, Section VI: second sentence should begin: She received the text in ASCI (transferred from WordPerfect) from Arne Arneson...

p. 4, Section VI: first line should read: sent the handbook files to Roberts; the information is not directly transferrable.

p. 5, Section VII, B, 3, b, ii: change last word, "treasurer," to: vice-president/past president.

p. 6, Section VII, C, 2, a, i, line 3: change "Vincent Duckles Award" to: Vincent H. Duckles Award.

p. 8, Section IX, 1, a, ii, line 1: change "fiscal officer" to: budget officer.

p. 11, Action 10: change "Finance Subcommittee" to: Investments Subcommittee.

p. 12, Action 20: change "Coral" to: Ostrove.

II. Treasurer's report. Sherry Vellucci.

1. Vellucci distributed the year to date budget summary.

2. *Overages to the 1986-87 budget were unanimously approved as follows: RISM travel line: \$7.20 and treasurer postage line: \$75.*

MOTION

3. In accordance with the decision by the board at its last meeting, \$100,000 of MLA assets were transferred to the Calvert Social Investment Fund Managed Growth Portfolio on April 15. The transfer of \$50,000 from existing accounts to the Calvert Social Investment Fund Money Market Portfolio is in progress.

4. Vellucci presented a suggestion from Jim Henderson, business manager, that MLA transfer its checking account to U.S. Trust Corp. because of the bank's policies on social responsibility. *It was moved, seconded, and unanimously carried that MLA transfer its checking account to U.S. Trust bank in Boston.* Coral will inform J. Henderson of this decision.

MOTION

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, and the 1987-88 MLA official calendar. She noted that the calendar has grown in length because of the inclusion of deadlines for the Job List and the mailing of invoices, member notices, etc., which were added to reflect more accurately activities in progress. An earlier date than usual for this fall's board meeting (September 26-28) will necessitate that agenda items and supporting documents be submitted to the president by August 26.

2. The delay in the new edition of the membership directory continues; Blotner now expects publication by July 1. Blotner questioned the worth of the institutional members list, since telephone numbers will not be included, and the address is usually for a serials division; a related question is whether the list should also include institutional subscribers. This would double the size of the institutions list, although cost would not increase. Smiraglia suggested that institutional members be distinguished from subscribers by asterisk or another symbol. The board agreed that a list of both institutional members and subscribers is best, either in a single list with the two categories distinguished by a symbol or in separate lists should the two prove difficult to merge; names in direct order (not inverted by place) are preferred. Blotner will try to add these revisions for the forthcoming directory.

3. Publications matters.

a. Reprint request. OCLC has requested permission to reprint forty to forty-five definitions from Thorin and Vidali's Technical Report, The Acquisition and Cataloging of Music and Sound Recordings: A Glossary, in "Audio-Visual Material Glossary," compiled by Nancy B. Olson and to be published by OCLC. The board concluded that broader dissemination of the definitions would benefit MLA and that the new publication is unlikely to hinder and might increase sales of the MLA publication. *Smiraglia moved that MLA give OCLC permission and charge them \$250 for the whole package; motion seconded and unanimously carried.* Susan Sommer, chair of the Publications Committee, will check with the authors and notify Coral or Blotner.

MOTION

b. General policy on reprint requests. Blotner asked that a policy governing rights for reprinting be established. The board agreed to ask the Publications Committee to address the policy, its administration, and to report its findings to the board. Coral will point out the conflict between MLA's policy not to pay royalties and a policy set by a decision in a 1971 case to pay an author one third of a fee received and MLA the remaining two thirds.

c. Inventory reduction. The disposal of thousands of extra copies of Notes has completed the inventory reduction and will cut storage costs by half.

d. The one-volume cumulation of Wenk (Analyses of 19th and 20th Century Music, 1940-1985) has been published. Copies of earlier versions will be distributed at AMS and CMS exhibits.

4. Academic Services contract. Coral, Blotner, and Ostrove have undertaken a total revision of MLA's contract with Academic Services, which was still essentially the original contract and contained many provisions applicable only at the outset. Services neither wanted nor received by MLA have been eliminated and new or continuing services added or more clearly articulated. Jim Henderson has twice reviewed the contract and agreed to all revisions.

The three-year contract calls for an increase in the MLA minimum annual fee from \$9000 to \$12,000 (a 33% increase). Fees for additional labels or printouts not in the contract have been set at 3¢ per name for printouts and 5¢ per pressure label. The fee for advertising invoices will also increase. *Ostrove moved to adopt the contract; motion seconded and carried unanimously.*

MOTION

Coral will appoint an ad hoc committee to study other management services so that MLA will be kept abreast of options available. She will also consult other organizations that use Academic Services.

IV. Past president's report. Geraldine Ostrove.

1. Tax exempt status for chapters. Chapters should notify Ostrove when their employee identification numbers are received. Ostrove has sent forms to the three chapters not involved in the effort to obtain tax exempt status and has asked whether they want to reconsider.

2. Other chapter matters. Ostrove is collecting the names of newly elected or appointed officers and notifying Blotner. She has informed chapters that funds will probably continue to be available in the new fiscal year for activities or projects.

V. President's report. Lenore Coral.

1. Letters requested by the board at the last meeting have been sent as follows: to Henriette Avram, concerning MBMSR (no reply yet); to RLG, MOUG, and US/IAML inviting these organizations to meet in conjunction with the MLA annual meeting; to prospective members of the Investments Subcommittee.

2. ARL sponsorship of cooperative retrospective conversion projects. Coral relayed a report from Mary Davidson that ARL has decided to discontinue sponsorship of cooperative retrospective conversion projects. Coral will make further inquiry into the decision and write to the appropriate person in ARL conveying our disappointment.

3. Guidelines drafted by Reed for the preparation of committee annual reports were examined and accepted by the board.

4. Bibliography of MLA manuals and guidelines. Coover was asked to compile a bibliography of manuals and guidelines that exist for the conduct of various MLA responsibilities. He will request a copy of each, inquire into provision for updating, and ascertain whether the text is on disc and, if so, in which program. The board will deal with establishing a means for maintaining official copies once this information has been collected.

VI. Parliamentarian's report. John Roberts.

1. Handbook. Roberts distributed revisions to the handbook in the form in which he proposes to incorporate them. He asked whether he should attempt to upgrade the typeface to letter quality and for an expression of opinion on right justification of the margins. The board expressed satisfaction with the quality of the current typeface, and right justification will be retained, since there was no strong sentiment to discontinue. Adding dates of revision to revised handbook pages will be difficult; Roberts recommended, therefore, that dates continue to be added by rubber stamp. He has completed transfer of the handbook to WordPerfect.

A difficulty over whether responsibility for the distribution of replacement pages for the handbook should rest with the parliamentarian or the executive secretary was resolved by agreeing to make the job itself more manageable. Replacement pages, which are now sent to persons having the corresponding portions of the handbook in which the pages appear, will no longer be distributed. Errata pages will instead be sent to everyone who receives the handbook or any portion thereof, unless changes apply to board members only. Roberts will continue to correct the handbook and will make and print an errata list, which Blotner will have duplicated and mail. Roberts will determine the frequency necessary on the basis of changes made.

2. Index to board policies, board minutes, and minutes of national business meetings. As an initial step toward filling the gap in indexing of the association's policies, Ostrove volunteered to extract policies from the minutes of board meetings since 1984 to the present and to add them to the existing index to board policies (1964-83). Future refinements might include deleting items from the present index that are not policies and adding any policies recorded in the minutes of business meetings.

3. MLA word-processing standard. Adoption of WordPerfect as the word-processing standard for the association (for documents in addition to the handbook) was considered; no action, however, was taken.

VII. Committees (non-board members mentioned are committee chairs, unless otherwise identified).

A. General. A question has arisen over who is to receive minutes of board meetings, the MLA official calendar, and the administrative structure. The board determined that board minutes should be sent (in addition to the board and past board members for one year) to special officers, committee chairs, roundtable coordinators, chapter chairs, all editors, and representatives to other organizations and joint committees (chair or coordinator when more than one MLA member serves). Minutes will not be sent to chairs of subcommittees or to liaisons or representatives who fall under the jurisdiction of an MLA committee, since it is the responsibility of the committee chair to transmit relevant information. This list will add to the list currently in use the editors of the MCB, Index Series, and Technical Reports, and the chairs of local arrangements committees. The MLA calendar will be sent to the same list. The administrative structure will be sent, in addition, to all subcommittee chairs and to committee liaisons and representatives.

B. Standing.

1. Development.

a. In response to Karen Nagy's report (5/12/87):

i. Coral asked Coover, Reed, and Smiraglia to verify that their library schools had received the committee's April mailing of membership and music librarianship brochures, since a question arose whether some schools had received it.

ii. The board endorsed the committee's continued sponsorship of an exhibit table at AMS.

iii. Coral will suggest that the committee send its draft of "Standards for Collection of Data for Chapter/and or National Music Library Directories" to chapters for comment before submitting it to the board.

iv. Coral will send the recent report of the Ad hoc Committee on Investments to Nagy, as requested, and will note differences in the final form as adopted by the board. Vellucci is an ex officio member of the committee.

v. Concerning the new MLA t-shirt, the board questioned whether the planned number of adult and children's sizes represented the right proportion and whether other colors might be reconsidered.

b. Fundraising. A document on fundraising (5/18/87) submitted by Nagy and committee member Ruth Tucker on behalf of the committee was discussed. The consensus of the board was that the effort

should be directed toward building MLA's endowment, rather than specific projects, and that the report would profit from consideration by the committee as a whole. Concerning suggested fundraising targets on a national level, the board agreed: MLA members should be approached (in a separate mailing from the membership renewal); foundations may be identified for approach by the MLA president; businesses that music librarians "support" may be recommended to the board (although contributions to the support of national meetings must not be allowed to diminish, and an approach should be made only as part of an organized campaign); related professional organizations should not be approached; and rich individuals should be contacted only under very limited circumstances.

2. Finance. Richard Smiraglia.

a. Old business. Smiraglia pointed out the balance of \$17,626.91 as of May 24 in the 1986-87 budget summary distributed earlier in the meeting by Vellucci and noted that the probable surplus of \$8000-9000 by the end of the budget year will draw much closer to actual budgeting than surpluses of earlier years, which began in the \$30,000 range.

b. Fiscal 1988 budget. Smiraglia distributed the 1987-88 proposed budget and *moved that the board approve the following increased amounts for awards: Gerboth, from \$200 to \$500; Vincent H. Duckles, from \$150 to \$350; best article-length bibliography or article on music librarianship, from \$100 to \$150. Motion carried unanimously.*

MOTION

Smiraglia moved that honoraria for the executive secretary, the treasurer, and the convention manager be increased from \$2500 to \$3000 each. Motion carried unanimously.

MOTION

Smiraglia moved that honoraria for the placement and publicity officers be increased from \$250 to \$500 each. Motion unanimously carried.

MOTION

Smiraglia moved that the honorarium for the Notes editor be restructured and that, rather than being distributed by the editor, the amounts be fixed by the board at: editor: \$2000; assistant editor: \$1500; advertising manager: \$1500. Motion unanimously carried.

MOTION

Smiraglia moved that honoraria for the following editors be increased: Index series and Technical Reports, from \$250 to \$300 each; MCB, from \$250 to \$500; Notes (total honorarium), from \$4200 to \$5000. Motion unanimously carried.

MOTION

Smiraglia moved that the following changes in the dues structure be adopted for 1987-88: individual members: \$50; institutional members: \$65; student and retired members: \$25; individual subscribers: \$45; institutional subscribers: \$60. Motion unanimously carried. Smiraglia will write an explanatory statement for the next newsletter, to which a letter accompanying invoices will refer.

MOTION

Smiraglia moved the adoption of the proposed budget for 1987-88; motion unanimously carried.

MOTION

Smiraglia noted that a number of committee requests for funding were received without supporting documents. Funds were not allocated, but he will inform the chairs that these requests will be reconsidered for the current fiscal year if justification is submitted.

c. Budget overages, fiscal 1988. *Smiraglia moved that the amount the treasurer may release for budget overages without prior approval by the board be set at \$25 for 1987-88; motion unanimously carried.*

MOTION

d. Investments Subcommittee. Coral has received no responses yet to her newsletter request for expressions of interest in serving on this committee; appointments are still in progress.

3. Program.

a. Chair's report, 1988 meeting. Coral will convey board comments on the program to Gordon Theil and commend him for his excellent work.

b. Workshop. Coral will communicate board satisfaction with the proposal for the music archives and special collections workshop to David Farneth.

c. Board meetings. The board will need a wrap-up session on Saturday night following the conference; a schedule for the other sessions will be decided later.

4. Publications.

a. Newsletter. Nancy Nuzzo has indicated her intent to resign the editorship after the May-June 1988 issue. Coral will appoint a search committee, which can also discuss staffing for the newsletter. Bren has expressed a preference (letter 5/1/87) not to appoint editors, an idea suggested by the board at its last meeting.

b. Technical Reports. Michael Fling has indicated his willingness to continue as editor for the Index series, but would like to be relieved of his responsibility for Technical Reports. Coral will appoint a new editor.

c. Reprint requests [see III.3.a].

d. Fugitive publications. A discussion aimed at formulating a general policy on the dissemination of informal publications produced by committees ended in a decision to deal with the publication that raised the issue, the Education Committee's list of schools offering courses in music librarianship, on an individual basis. To relieve members of the Ed Committee of the responsibility for distribution and, at the consent of the Notes editor, the list might be published in Notes as an annual list, with offprints made available for distribution; the list might also be published as a brochure and cited in Notes issues. Coral will discuss the matter with Michael Ochs, Notes editor, and Ann McCollough, chair of the Ed Committee.

B. Special.

1. Legislation. A draft of a letter from Margaret Cundiff on behalf of the committee was received in response to a request from Coral to draft a document regarding Section 108 for submittal to the Copyright Office for the impending review of the copyright law. Coral will send a letter; it must be received in the Copyright Office no later than June 15.

2. Resources and Collection Development. Since the vote by mail on the committee's "Guidelines for the Formulation of a Music Collection Development Policy" pointed up a need for discussion by the board, that vote was rescinded at this meeting and a list of ideas given Coral to pass on to David Fensky for revision of the document.

VIII. Roundtables.

1. Band. Anna Thompson is the new coordinator.

2. Film music. Two of the three letters required for the creation of a roundtable on film music have been received; a third is expected. Stephen Wright will serve as coordinator for the group.

3. Conservatories. A new coordinator is needed.

IX. Special officers.

1. Convention manager.

a. 1988, Minneapolis. A contract has been signed with the Hyatt-Regency Hotel.

b. 1989, Cleveland. Coral will forward comments on the preliminary program report to Shirlene Ward. Coral will check with Martin Silver to see whether the issue of social responsibility has been considered in connection with the selection of Stouffers Inn as hotel for the meeting.

c. Site for 1990. Invitations for meeting sites in 1990 were received for Tucson and Baltimore. *Roberts moved that we accept the proposal to meet in Tucson in 1990 and express our strong interest in meeting in Baltimore in 1992. Motion seconded and carried (4 in favor, 2 opposed, 2 abstentions).*

MOTION

d. Silver's comments on Rick Jones's memo (2/7/87) were considered. Suggestions on which the two agree will be carried out. The question of an assistant convention manager will be reopened in a year. The problem of scheduling a free hour for exhibits during national meetings will be introduced at the next MPA meeting. Coral will inquire of Jones why he recommended a daily registration fee for members of groups meeting concurrently with MLA who are not MLA members. Coral will write to the remaining groups that she has not yet invited to meet in conjunction with the MLA annual meeting and will offer the services of our convention manager.

2. Placement. Laura Dankner would like to resign in another year. Coral will appoint a search committee soon.

X. Representatives, joint committees, projects.

1. Council of National Library and Information Associations. Sherry Vellucci.

Vellucci attended a recent meeting as a guest, at which the topic was financial planning for library associations. One of the speakers raised two issues of particular interest to MLA: public liability insurance and the importance, for the financial monitoring of an organization, of the bonding of anyone who deals with the receipt or dispersal of money. Coral will write to Jim Henderson concerning the bonding of an Academic Services employee, and Blotner will investigate the need for the bonding of MLA members who handle funds and for public liability insurance.

2. Joint Committee on MLA Archives. A cost estimate (5/20/87) supplementing the proposal for the taping of annual meetings (1/5/87) was received from the joint committee. It was the sense of the board that, if further investigation confirms that Greatapes, one of the two Minneapolis firms for which the joint committee submitted estimates, is reputable and produces tapes of good quality, MLA should experiment with taping portions of the Minneapolis meeting using the services of this company. Unless the company will provide release forms, the joint committee will be asked to draw up such a form. Speakers must also be informed that they will be asked to sign a release. Coral will ask if the local arrangements committee can designate a person to deal with the company and will also look into the quality of the tapes. Costs will be set by the board at its fall meeting.

3. MLA/Music Publishers Association. At the last meeting, MLA was invited by MPA to provide a copyright poster design that music

librarians would be willing to post, which MPA would print and distribute at no cost. *Druesedow moved that the matter be referred to the Legislation Committee for consideration. Motion seconded and carried unanimously.*

MOTION

4. National Information Standards Organization (Z-39): ANSI Committee on Music Information Processing System. Lynne Toribara attended this group's February meeting in San Jose. Coral has consulted the NISO office for advice and has reopened the question of a NISO representative on this ANSI committee. She will write a follow-up letter to Pat Harris, executive secretary of NISO, outlining MLA concerns and will seek to find an MLA representative to attend the next meeting of the group in Minneapolis in mid-June.

5. RILM: U.S. RILM office. Geraldine Ostrove. Coral has appointed Ostrove to serve as liaison to the governing board to avoid any appearance of conflict on her part. Ostrove has written to Lewis Lockwood, AMS president, to suggest that the sponsoring organizations revise their charge to the governing board, to which Lockwood has agreed. Ostrove expects a report shortly from the May 23 meeting of the governing board.

6. Associated Music Libraries Group. No word has been received yet on the awarding of a Title II-C grant to AMLG for retrospective conversion.

7. ALA. In response to the two issues raised in Brenda Chasen Goldman's letter (1/22/87) accompanying her report on the ALA midwinter meeting, the board agreed: 1) to inquire of Monica Burdex, coordinator of the Roundtable on Jazz and Popular Music, whether the group would be willing to cosponsor with the ACRL Art Section a program on jazz collection development at the summer 1988 ALA conference; 2) to take advantage of the opportunity to appoint a liaison to the LAMA/Building and Equipment Section, Standards for Physical Space Requirements for Libraries Committee. Coral will see that this desire is communicated to the BES committee chair, who will make the request to her section for the appointment.

8. American Council of Learned Societies. A request (directed to Reed) was received from Howard Smither, AMS delegate to ACLS, for advice about dealing with a request from ACLS to each of its constituent societies for a position paper on the preservation of research materials. Reed will refer Smither to Jerry McBride, chair of the Preservation Committee.

9. ARLIS/NA. Linda Solow Blotner. Blotner reported that, in the course of her correspondence with ARLIS/NA regarding a cooperative exchange (which is now under consideration by their board), the idea arose for overlapping national meetings in the same city because of common interests of the two organizations; ARLIS/NA also meets at the same time of year as MLA. The board will bear this suggestion in mind.

10. Oral history of MLA. *Smiraglia moved on behalf of the Finance Committee that travel expenses be approved for Carol Bradley to interview Dena Epstein (\$500) and Melva Peterson (\$300). Motion unanimously carried.*

MOTION

XI. The next meeting of the board will be in New York City the weekend of September 26-28 at the Columbia University School of Library Service.

Respectfully submitted,



Ruth Henderson
Recording Secretary

Appendix 1.

List of Actions To Be Taken

| <u>Action</u> | <u>By Whom</u> | <u>By When</u> |
|--|-------------------------|---------------------|
| 1. Transfer MLA checking account to U.S. Trust bank | Vellucci | As soon as possible |
| 2. Inform J. Henderson of decision to transfer checking account | Coral | As soon as possible |
| 3. Revise directory institutional list | Blotner | As soon as possible |
| 4. Notify OCLC of decision on reprint request | Blotner | As soon as possible |
| 5. Check with Thorin and Vidali regarding reprint request | Sommer | As soon as possible |
| 6. Refer reprint policy to Publications Committee | Coral | As soon as possible |
| 7. Appoint ad hoc committee on management services and confer with other organizations that share ours | Coral | As soon as possible |
| 8. Inquire into ARL decision on retrocon and write letter | Coral | As soon as possible |
| 9. Compile bibliography of manuals and guidelines | Coover | As soon as possible |
| 10. Index policies contained in board minutes, 1984 to present | Ostrove | As soon as possible |
| 11. Check with respective library schools concerning MLA and music librarianship brochures | Coover, Reed, Smiraglia | As soon as possible |
| 12. Communicate board action on Development Committee matters to Nagy | Coral | As soon as possible |
| 13. Prepare statement on dues structure for newsletter | Smiraglia | As soon as possible |
| 14. Request documentation for | Smiraglia | As soon as possible |

unsubstantiated committee funding requests

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|--|---------|---------------------|
| 15. Convey board comments to Theil on 1988 program | Coral | As soon as possible |
| 16. Relay board satisfaction with workshop to Farneth | Coral | As soon as possible |
| 17. Appoint search committee for newsletter editor | Coral | Fall board meeting |
| 18. Appoint new editor for Technical Reports | Coral | As soon as possible |
| 19. Discuss Ed Committee publication with Ochs and McCollough | Coral | As soon as possible |
| 20. Write letter on copyright revision | Coral | June 15 |
| 21. Communicate board ideas on "Guidelines" to Fensky | Coral | As soon as possible |
| 22. Forward board comments on 1989 program to Ward | Coral | As soon as possible |
| 23. Check with Silver on social responsibility regarding Stouffers Inn | Coral | As soon as possible |
| 24. Notify Smith and Quist of board action on 1990 meeting site | Coral | As soon as possible |
| 25. Discuss problem of scheduling free hour for exhibits | Coral | Next MPA meeting |
| 26. Confer with Jones regarding suggested daily registration fee | Coral | As soon as possible |
| 27. Write to remaining groups that meet concurrently with MLA | Coral | As soon as possible |
| 28. Appoint search committee for placement officer | Coral | Fall board meeting |
| 29. Write to J. Henderson concerning bonding of an Academic Services employee | Coral | As soon as possible |
| 30. Investigate need for bonding of MLA members and for public liability insurance | Blotner | As soon as possible |
| 31. Convey decision on taping to joint committee, and request local arrangements committee liaison | Coral | As soon as possible |
| 32. Set costs for taping | Board | At fall meeting |

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|---|-------|---------------------|
| 33. Refer copyright poster matter to Legislation Committee | Coral | As soon as possible |
| 34. Write to NISO regarding ANSI (MIPS), and find MLA representative for June meeting | Coral | As soon as possible |
| 35. Check with Burdex on cosponsorship of 1988 ALA session | Coral | As soon as possible |
| 36. Communicate request for liaison to ALA/LAMA/BES chair | Coral | As soon as possible |
| 37. Refer Smither to McBride | Reed | As soon as possible |