

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
New York City; September 26-27, 1987

Saturday, September 26: 10:25 A.M.-12 P.M., 1:45-5:45 P.M.;
Sunday, September 27: 9:15 A.M.-12:30 P.M.

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

I. Recording secretary's report. Ruth Henderson.

The minutes of the meeting of June 7-8, 1987 (Philadelphia) were approved with the following corrections:

MOTION

p. 1, Section II, 4, line 2: end sentence after "Corp."; change following sentence to: Because of the bank's policies on social responsibility, the board agreed.

p. 2, Section III, 2, line 7: change dependent clause to: although cost for camera-ready copy would not increase.

p. 2, Section III, 3, a, line 1: change to: a. Permission request. OCLC has requested permission to use...

p. 2, Section III, 3, b, line 1: change "reprint requests" to: permissions; line 2: change "reprinting" to: quoting.

p. 3, Section VI, 1, penultimate sentence: change to: The parliamentarian will continue to correct the handbook and will make an errata list, which the executive secretary will have duplicated and mail.

p. 5, Section VII, B, 2, b, paragraph 5, line 2: change \$300 to: \$350.

p. 6, Section VII, B, 4, a, line 4: change "Bren" to: Nuzzo; change "editors" to: sub-editors.

p. 6, Section VII, B: change "B" to: C.

p. 6, Section VII, C, 2, last line: change "Fensky" to: Fenske.

p. 8, Section XI, line 2: change "September 26-28" to: September 25-27.

p. 10, Action 21: change "Fensky" to: Fenske.

p. 11, Action 37: change "Reed" to: Coral.

II. Treasurer's report. Sherry Vellucci.

1. Vellucci distributed the fourth quarter and the final reports for fiscal 1986/87, showing as spent 92% of the amount budgeted for convention expenses and 88% of the total budget, leaving a balance of \$8,004 at the end of the fiscal year.

2. Information necessary for preparation of the 1986/87 income tax return has been given to the accountant.

3. The MLA checking account has been transferred to U.S. Trust bank in Boston.

4. The transfer of \$50,000 from existing accounts to the Calvert Social Investment Fund Money Market Portfolio has been completed.

5. The treasurer's books will close on June 30 beginning with the current fiscal year; the date has previously been August 15.

6. 1099 forms will be filed for all recipients of honoraria.

7. MLA has, for the first time, been receiving professional advice from an accountant, whom Vellucci has been consulting on a consistent basis.

8. Vellucci forwards the quarterly report for the supplementary income budget to the Investments Subcommittee, which will decide whether to transfer funds to one of the MLA investment accounts.

IIA. Treasurer annual review and reappointment. *It was moved by Smiraglia, seconded, and unanimously carried that Vellucci's appointment as treasurer be renewed for another year.*

MOTION

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

1. Membership.

a. The number of subscribers is somewhat fewer and the number of members slightly higher than a year ago; the total number, however, is greater this year. The increase in the dues structure does not seem to have adversely affected membership.

b. Joint membership category. Blotner, in response to requests from several members, presented a proposal for the establishment of a joint membership category. *Ostrove moved that Section I of the proposal, which suggested changes necessary to the constitution and by-laws, be adopted; motion seconded and unanimously defeated.* The board agreed that the issue needs further investigation, particularly the question of whether both persons are to be considered joint members or one an individual member and the other a joint member. The policies of other organizations will be explored by Vellucci (Organ Historical Society), Roberts (AMS), and Blotner (Sonneck Society), who will coordinate the information collected.

MOTION

2. The membership directory has been mailed to members. The question of whether its biennial frequency should be altered will be taken up in Minneapolis. Blotner has contacted A-R concerning the poor printing quality of some of the pages.

3. Bonding and public liability insurance. Blotner reported the findings of her study of the two issues requested by the board at the June meeting, the first of which was bonding: the AMS treasurer is bonded for \$10,000, but this policy may be discontinued; the treasurer of the Sonneck Society is not bonded, nor is the ARLIS/NA treasurer, although the organization will soon begin using a professional management service that has a bonded bookkeeper. Blotner contacted the Wohlers Insurance Co., the company selected by ALA; neither bonding nor liability insurance is now offered, but both are under consideration. Blotner asked that her name be added to the company's mailing list. Several insurance agents consulted did not think it possible to obtain bonding for an organization in our financial situation.

The second issue, public liability insurance, proved difficult to investigate because representatives of the companies consulted were perplexed by the lack of an MLA headquarters, the changing officers, and their locations in different states. The Sonneck Society and AMS do not have liability insurance; ARLIS/NA, which offered the greatest expertise in helping to locate information about public liability insurance, has insurance only for its board members. Blotner determined that public liability insurance is, at present, offered by only two firms and at exorbitant rates. Congress may soon pass legislation exempting nonprofit organizations from liability. Coral will ask the Legislation Committee to watch for this.

4. Publications matters.

a. Permission request. Susan Sommer, chair of the

Publications Committee, has not yet notified Coral or Blotner of the results of her check with Suzanne Perlongo and Carole Vidali concerning *Thorn* the OCLC request approved at the June board meeting for use of definitions from their Technical Report in a forthcoming publication.

b. Miscellaneous. Blotner drew attention to an awards list in a recent SLA news release as a possible model for the creation of a new MLA award. The document will be referred to the Development Committee. Blotner circulated a recent CMS mailing describing the Foundation for the Advancement of Education in Music.

5. Arrangements for the establishment of a ~~formal~~ relationship with ARLIS/NA have been completed. Similar relationships already exist with AMS, ARSC, CMS, SEM, and the Sonneck Society.

IIIA. Blotner has indicated her desire not to continue her duties as executive secretary beyond the Minneapolis meeting. The search committee for a new executive secretary will consist of Ostrove, chair; Roberts; and Coral. Candidates will be interviewed during the Minneapolis meeting, with the expectation that a recommendation will be made to the board by the conclusion of the meeting. An announcement of the vacancy will appear in the November newsletter.

IV. Past president's report. Geraldine Ostrove.

1. Tax exempt status for chapters. Ostrove has asked the chapters to contact the IRS to ascertain whether an employee identification number has been assigned, which should then be reported to her.

2. Other chapter matters. Funds are still available, upon application, for subsidy of chapter activities or projects. Chapters should report election results to Ostrove. Good communication from the *Publicity Office* awards ~~committees~~ is evident in the chapter newsletters; Ostrove noted the general high quality of some of these publications.

About time

V. President's report. Lenore Coral.

1. Assignments for board members.

a. Bibliography of manuals and guidelines. An announcement will appear in the newsletter concerning Coover's project, a bibliography of manuals and guidelines for performing various MLA responsibilities. He will contact individuals as appropriate following publication of the announcement.

b. Annual reports of committees, roundtables, special officers, liaisons, and representatives. Reed and Berman have sent out letters requesting annual reports, which will appear in both the newsletter and in convention packets for the annual meeting in Minneapolis.

2. Announcements.

a. The Ad hoc Committee on Management Services will consist of Gordon Rowley, chair; Mary Davidson; and Blotner.

b. ARL sponsorship of cooperative retrospective conversion projects. Coral has consulted the minutes of the meeting in May at which a decision was made by ARL to discontinue sponsorship of cooperative retrospective conversion projects; she will draft a letter concerning the decision when she has seen a key document to which the minutes refer.

c. Technical Reports editorship and placement officer. Coral and Michael Fling, current editor of Technical Reports, comprise the

search committee for a new editor for the series. Suggestions of names for candidates, as well as for placement officer, will be most welcome.

d. A reply (6/3/87) has been received from Henriette Avram, Assistant Librarian for Processing Services at LC, to Coral's letter concerning problems with MBMSR. The board agreed to postpone further action until a consensus of opinion can be reached by the Conservatories Roundtable, which will address the topic in Minneapolis.

VI. Parliamentarian's report. John Roberts.

Roberts distributed revisions to the handbook from the June and February board meetings in the form in which he plans to incorporate them. He inquired whether the list of persons to whom the MLA calendar and administrative structure are to be sent should be incorporated in the handbook. The board agreed that this is unnecessary, since the list can be determined from the minutes of the June board meeting and should also be included in written procedures for the office of executive secretary. Roberts noted that he had not added information about the Investments Subcommittee, because no provision exists in the structure of the handbook for describing subcommittees. He was asked to devise a means for articulating all subcommittees and their charges under their respective committees. Finally, Roberts questioned the inclusion of the final sentence in II.G.11: "The association's monies may not be invested in companies that do business in or with South Africa." The policy remains unchanged, but the sentence will be deleted, since it is not required to perform the duties of treasurer.

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

A. Standing.

1. Development.

a. In response to Karen Nagy's report (8/25/87):

i. Coral will relay suggestions for other colors of t-shirts to Nagy; the revised figures for adult and children's sizes were accepted. *Coover moved that the fee suggested by the committee for sale of t-shirts be accepted; motion seconded and carried unanimously.* MOTION

ii. The board was pleased with the success of the MLA exhibit at ALA and responded affirmatively to Nagy's query as to whether the committee should continue to sponsor the exhibit at future summer meetings. Nagy will be asked for a more developed proposal for onsite sale of MLA publications. Her request for additional funding to cover the cost of exhibit and table skirt will be treated as an overage.

b. Membership and music librarianship brochures. A later communication from Nagy asked whether the committee should pursue the idea for a mailing of MLA membership brochures to IAML members. The board was not in support of the idea at this time. Ostrove suggested that the effort might better be directed at English-speaking national branches of IAML. Another approach suggested was to take copies of both brochures to a IAML meeting for interested persons to pick up; new members added by this means could be identified through coding of the brochures.

Smiraglia suggested that September would be an appropriate time for another mailing of brochures to library schools. Coral will check with Nagy again concerning the committee's mailing last April. Ostrove

suggested that sample copies of the brochures be placed in convention packets for the annual meeting, together with a cover letter explaining that additional copies may be obtained from the executive secretary. Berman will write a similar announcement for the newsletter. The brochures may require new typesetting; any corrections should be communicated to Blotner right away.

2. Finance. Richard Smiraglia.

a. Overages to 1986/87 budget. *Smiraglia moved that MOTION
the following overages in the 1986/87 budget be approved: subscription
services (line 6.1): \$801.69; treasurer (6.3): \$294; publicity
officer (8.5): \$4.46. Motion unanimously carried.*

b. Overages to current budget. *Smiraglia moved that an MOTION
overage be approved in the budget of the Archives Joint Committee for an
oral history interview with Harriet Nicewonger, which was approved last
year and could not be carried out. Motion carried unanimously.*

c. Amendments to current budget. *Smiraglia moved that MOTION
increases to the current budget be approved for the following two lines:
Education Committee (7.6): \$55 (\$35, telephone; \$20, postage); Notes
(2.1): \$200 for clerical help in mailing tearsheets. Motion carried
unanimously.*

d. 1988 convention budget. *Smiraglia moved that the MOTION
convention budget be approved as distributed and amended. Motion
carried unanimously.*

e. 1988 preconference workshop. *Smiraglia moved that MOTION
the budget for the 1988 preconference workshop be approved as
distributed. Motion carried unanimously.*

3. Nominating.

a. Slate. *Roberts moved that the slate of candidates MOTION
recommended by the committee be accepted: President-elect/President/
Past-president: Don L. Roberts, Susan T. Sommer; Recording secretary:
Jean Geil, Ruth Henderson; Members-at-large: Laura Dankner, Leslie K.
Greer, Richard Griscom, Joan Swanekamp, Anna M. Thompson, and Diane Parr
Walker; motion seconded and unanimously carried (Henderson not present
for vote).*

b. Citation. *Druesedow moved that the nomination MOTION
recommended by the committee for an MLA citation be approved (to be
announced at the business meeting in Minneapolis); motion seconded and
carried unanimously.*

4. Program.

a. 1988: Minneapolis. Coral will convey comments and
suggestions on the program to Gordon Theil and on the workshop to Victor
Cardell and David Farneth.

b. 1989: Cleveland. The board's comments on the
outline of the 1989 program will be relayed to Shirlene Ward by Coral.
In response to the question raised at the June board meeting concerning
the status of the Stouffer Corporation with respect to the international
Nestlé boycott, Timothy Robson forwarded correspondence describing the
end of the boycott in 1984.

5. Publications.

a. Newsletter. The printer who is responsible for the
newsletter will now accept copy in machine-readable form; material can
be set directly from disk.

b. Membership ad for Notes. In response to a draft of
the text for a membership ad submitted by Christine Hoffman at the

board's request, it was decided that such an ad is unnecessary, since most of the information already appears in Notes. The quarter-page filler ad approved at the Eugene meeting will be sufficient.

c. Reprint request. *Ostrove moved that a request forwarded by Michael Ochs from Thomas P. Lewis, Pro-Am Music Resources, Inc., to reprint material from three book reviews in Notes in the forthcoming "Musicology in Practice: Collected Essays by Denis Stevens," v. 1, be approved and that permission be granted to reprint; motion seconded and unanimously carried.*

MOTION

d. Graphic redesign proposals. *Ostrove moved that proposals for the graphic redesign of MLA publications be submitted to the board; motion seconded and laid on the table.* Present policy allows the editor of each publication sole responsibility. The question will be discussed further in Minneapolis, as well as a related question, whether major changes in the content of MLA publications should be submitted to the board for prior approval. In the meantime individual members of the board will inquire into the policies of other organizations, and Coral will ask Ochs, as new Notes editor, to delay any major changes he may be considering for that publication.

MOTION

6. Education.

a. Proposals for workshops with 1989 meeting. Proposals were received from the committee for simultaneous workshops on oral history and online catalogs. Concern was expressed at the logistics of offering two workshops concurrently (although this was done successfully once). The oral history proposal was thorough, but there were some reservations at scheduling this topic to immediately follow the archives workshop. The proposal for a workshop on online catalogs will require further development; perhaps the topic could be incorporated as a theme for an annual meeting.

7. Legislation. Berman expressed regret that the Legislation Committee has decided to drop a proposal for a guide to the copyright law as it applies to the music library community (reported in the May-June 1987 issue of the newsletter). Berman and Ostrove will begin to collect problematic questions. Coral will notify Bonnie Jo Dopp, chair of the Reference and Public Service Committee, that this is being done and inquire whether this project might be transferred to her committee.

VIII. Roundtables. A roundtable on film music has been established.

IX. Special officers.

1. Convention manager.

a. 1990: Tucson. Coral will inquire of Silver whether the 200-room maximum that the Holiday Inn will commit during peak season is likely to be sufficient.

b. 1992. A proposal was received from the Convention Committee of the Greater New York Chapter for an annual meeting in New York City in 1992. Coral will ask the convention manager to do further exploration with the committee, will check the dates for ALA and any other meetings that might conflict with the mid-January dates suggested in order to take advantage of lowest hotel rates, and will inquire of the Baltimore committee whether the proposal considered in June for 1990 may be reconsidered for 1992. Ostrove will prepare a revision of the convention guidelines to incorporate minor changes.

c. One-day registration fee. A letter (8/12/87) was received from Rick Jones, former convention manager, explaining why (in response to the question from the June board meeting) he had recommended (2/7/87) a daily registration fee. *Ostrove moved that a one-day registration fee be set for the meeting in Minneapolis; motion seconded and carried unanimously.* The fee is to be payable at the registration table and will not include admission to the banquet, which will be available separately. *Smiraglia moved that the single day registration fee be set at \$25; motion seconded and carried unanimously.*

MOTION

MOTION

X. Representatives, joint committees, projects.

1. Joint Committee on MLA Archives.

a. Taping of annual meeting. Coral checked the three references for Greatapes that were supplied by the committee, discussed a contract with the firm, and has placed a reservation for the days of the Minneapolis meeting. She will send a copy of the preliminary program and understands that a contract will then be issued. A request for comments on the success of the taping of portions of the meeting will be made at the wrap-up session at the conclusion of the conference; Coral will ask the committee to evaluate the quality of the tapes.

2. MLA/Music Publishers Association. Nina Davis-Millis will chair the next meeting, which is scheduled for October 30. Coral will report on the ANSI X3V1.8M committee (see 3a below) and will bring to the attention of the group a decision reported in a recent ACRL newsletter to print all publications on acid-free paper by 1990. A problem described by Reed with publishers' copyright hotline telephone numbers will also be brought before the group.

3. National Information Standards Organization (Z-39). Coral will attend the annual meeting on September 29, the theme for which will be international standards.

a. ANSI Standard Music Representation Language Work Group (X3V1.8M) (formerly Committee on Music Information Processing System). Philip Youngholm attended the June meeting of this group in Minneapolis and sent a report with recommendations to Coral. Smiraglia reported on the recent meeting of the group that he attended in New York. Coral will seek funding help from NISO for sending the same person as representative to future meetings of this group. The next meeting is to take place on January 25.

4. RILM: U.S. RILM office. AMS has been asked for additional funding and is making efforts at fundraising. Coral is making inquiries to determine whether the U.S. RILM office is tax exempt.

5. Special Libraries Association. A new representative, David *Karen R. Borkin*
~~Bender~~, has been appointed to MLA.

6. Associated Music Libraries Group. Some portion of the Title II-C grant has been awarded to AMLG for retrospective conversion.

7. ALA. Concerning the two issues discussed at the June board meeting, Coral recommended a person to serve as liaison to the LAMA/Building and Equipment Section, Standards for Physical Space Requirements for Libraries Committee to the BES committee chair and has received no response yet. Coral informed Monica Burdex of the opportunity for cosponsoring with the ACRL Art Section a program on jazz collection development at the summer 1988 ALA conference. Burdex contacted the ACRL Art Section, but found that the group was more in need of funding than assistance.

8. ISBD (PM). A mixup has occurred in the mailing list used for the distribution of copies for the six-month review of ISBD (PM); copies were not sent to all who should have received them.

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. Investigate policies on joint membership (AMS, OHS, Sonneck Society)	Roberts, Vellucci, Blotner	Feb. board meeting
2. Consider change in biennial frequency of membership directory	Board	At Feb. board meeting
3. Follow up contact with A-R concerning quality of printing for directory	Blotner	As soon as possible
✓ 4. Ask Legislation Committee to watch for legislation exempting nonprofit organizations from liability	Coral	As soon as possible
5. Notify Coral or Blotner regarding check with Thorin and Vidali for reprint request	Sommer	As soon as possible
✓ 6. Refer awards list in recent SLA news release to Development Committee	Coral	As soon as possible
Still cannot get 7. Locate document on ARL retrocon decision and write letter	Coral	As soon as possible
8. Add provision for subcommittees to handbook	Roberts	Feb. board meeting
✓ 9. Communicate board action on Development Committee matters to Nagy	Coral	As soon as possible
10. Write announcement for newsletter concerning availability of membership and music librarianship brochures	Berman	As soon as possible
✓ 11. Notify Kaufman of approval of slate of candidates	Coral	As soon as possible
✓ 12. Convey comments and suggestions on 1988	Coral	As soon as possible

program and workshop to Theil, Cardell,
and Farneth

- | | | |
|--|--------------------|---------------------|
| ✓ 13. Relay comments on 1989 program to Ward | Coral | As soon as possible |
| ✓ 14. Inform Hoffman of decision on membership ad for <u>Notes</u> | Coral | As soon as possible |
| ✓ 15. Notify Ochs of board action on <u>Notes</u> reprint request and ask postponement of any major changes under consideration for <u>Notes</u> | Coral | As soon as possible |
| ✓ 16. Relay board discussion of 1989 workshop proposals to McCollough | Coral | As soon as possible |
| 17. Begin to collect problematic questions concerning copyright | Berman,
Ostrove | As soon as possible |
| 9 18. Inquire whether the Reference and Public Service Committee is willing to take on guide to copyright law | Coral | As soon as possible |
| ✓ 19. Request guidance from Silver regarding 200-room maximum for Tucson Holiday Inn | Coral | As soon as possible |
| ✓ 20. Ask Silver to do further exploration with New York Convention Committee | Coral | As soon as possible |
| 21. Check January dates for 1992 meeting | Coral | As soon as possible |
| ✓ 22. Inquire of Quist whether proposal for 1990 meeting site applies to 1992 | Coral | As soon as possible |
| 23. Revise convention guidelines | Ostrove | As soon as possible |
| ✓ 24. Send copy of preliminary program to Greatapes | Coral | As soon as possible |
| ✓ 25. Ask Joint Committee on MLA Archives to evaluate quality of tapes from annual meeting | Coral | Minneapolis meeting |
| ✓ 26. Seek NISO help in funding representative to ANSI X3V1.8M committee | Coral | As soon as possible |