

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Minneapolis; February 9-10; 13, 1988

Tuesday, February 9: 1:10-5:40 P.M.; Wednesday, February 10: 9:05 A.M.-noon, 2:05-4:45 P.M.; Saturday, February 13: 8:25-9:40 P.M. (executive session, 8:25-8:40; items IIIA, VII.A.5.b.vi, VII.A.5.c, IX.2).

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. Incoming board members (present for all or most sessions): Laura Dankner, Jean Geil, Richard Griscom, Susan Sommer, Diane Parr Walker. Guests: Karen Nagy (VII.A.1), Nancy Nuzzo (VII.A.5.b), Michael Ochs (VII.A.5.d), Martin Silver (IX.1), Ralph Papakhian (Saturday).

I. Recording secretary's report. Ruth Henderson.

The minutes of the meeting of September 26-27, 1987 (New York) were approved with the following corrections:

- p. 3, line 2: change "Perlongo" to: Thorin.
- p. 3, line 10: delete "formal".
- p. 3, Section IV, 2, line 4: change "awards committees" to: publicity officer about the awards.
- p. 7, Section X, 4, line 2: insert semicolon after "funding"; delete "and"; insert: the RILM/US Office Governing Board...
- p. 7, Section X, 5: change "David Bender" to: Karen R. Botkin.
- p. 7, last two lines: change "in need of" to: desirous.

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II. Treasurer's report. Sherry Vellucci.

1. Up to half of the anticipated interest income from the Calvert money market fund will be budgeted for awards.
2. Vellucci distributed the second quarter balance sheet, summary budget, supplementary income, and awards budget statements. She noted that the 98.3% received of the amount budgeted exceeds the corresponding amount last year at this time. The mailing list income has declined slightly, which she will discuss with Jim Henderson. Many areas of expenditures have increased slightly because of greater activity in programming, a sign of the health of the organization.
3. IRS 1099 forms have been filed for everyone who received honoraria in calendar year 1987.
4. On January 29 Vellucci transferred \$25,000 from the checking to the money market account, for which the interest rate is 1% higher.
5. Coral requested board advice concerning a request that she waive the registration fee for this meeting for a music librarian from abroad who is working as a professional in this country. The board was reluctant to give the president this authority, because it is difficult to establish a solid basis for distinguishing between visitors from abroad, and the waiving of even one or two registration fees can affect whether a convention will break even.

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

1. In this year's election, 337 eligible votes and 25 ineligible votes were cast (of which 13 were late, 7 failed to include the voter's name, and 5 were from members who had not paid dues).

2. Related organizations. The newly established relationship with ARLIS/NA has proven to be extremely fruitful because the two organizations share a number of similarities. ARLIS/NA recently exchanged information on budgets with SLA and has inquired whether MLA would also be willing to exchange this kind of information.

3. Academic Services matters. Blotner has summarized problem issues for the Ad hoc Committee on Management Services, which is to meet for the first time this week.

Academic Services has been billing MLA for the 40% commission on sale of mailing labels at the same time the purchaser is billed, but has agreed, at Blotner's request, to delay MLA billing charges for thirty days.

4. Publications matters.

a. Blotner distributed a publications inventory for 1987, noting that two new publications have sold well, the new Wenk (**Analyses of 19th and 20th Century Music, 1940-1985**), of which 95 copies remained on hand in January, and Anderson's **Music in New York during the American Revolution**, with 160 copies remaining. Many more items (679) were sold this year than last (261).

b. Permission request. A request was received from Nancy B. Olson that we reduce the \$250 charge set at the June 1987 board meeting for use of approximately 45 definitions from Thorin and Vidali's Technical Report in Olson's forthcoming **The Acquisition and Cataloging of Music and Sound Recordings: A Glossary**. Olson planned to reduce her use of definitions to 16 out of her 724, which would constitute 2.2% of her glossary. Since the original request did not make clear that no profit was involved, Olson's letter was considered favorably; the new publication will further our visibility, and it is in MLA's best interest that the definitions not be rewritten. *Coover moved that we overturn the June decision and give the definitions to Olson at no charge; motion seconded and unanimously carried.* Coral will inform Olson of the action and the provisions that MLA receive acknowledgment and the publication not be sold for profit.

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c. Both the MLA and music librarianship brochures have been reprinted and are available at the conference registration desk (rather than in individual packets as suggested at the fall board meeting, which would have been costly). Blotner recommends that MLA continue to use A-R Editions to produce the brochures.

5. Membership directory. *Druesedow moved that a membership directory be produced annually; motion seconded and defeated unanimously.* No action was necessary because, as Ostrove pointed out, a policy was established in 1977 (August meeting, p. 2) for an annual printing of the directory, with the administrative structure, the constitution, and by-laws to be included. This policy will now be followed, using membership information provided by Academic Services, although not for the direct reproduction of copy, since this proved problematic in the production of the last directory. Jim Henderson, Academic Services, suggests early January as the best time for him to supply information for the directory.

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6. Membership.

a. Blotner distributed a detailed growth comparison of the number of members and subscribers for 1986 and 1987, which showed a drop from last year's total for the two categories of 3098 to 3025 for this year. She also distributed a growth index giving annual figures for

these categories since 1966, revealing this trend to be a continuation of a steady decline since a peak in the mid seventies.

b. Joint membership category. Blotner (with the assistance of Roberts and Vellucci in gathering information) reported the policies of AMS, the Organ Historical Society, and the Sonneck Society on joint membership. The board decided to create a category of associate membership, which would offer all privileges of membership, except a subscription to *Notes*, to the second of two people who are married or members of the same household. Blotner will write a draft of the proposal, which will require a constitutional change, for Coover to present at the June board meeting. Coover and Walker will check the constitution and by-laws for other necessary changes that could be made by the same membership vote.

7. Blotner has prepared a condensed version of the MLA calendar, which will be distributed at the fiscal officers' breakfast on Thursday morning. The more detailed version will continue to be produced for those to whom it applies.

IIIA. *Ostrove moved that the unanimous recommendation of the Search Committee be accepted and that Ralph Papakhian be appointed executive secretary; motion seconded and unanimously carried (Reed not present for vote).*

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IV. Past president's report. Geraldine Ostrove.

1. Tax exempt status for chapters. Chapters have begun to report employee identification numbers to Ostrove. All chapters have indicated a desire to participate in the effort to obtain tax exempt status.

2. Chapter programs. Ostrove noted that she had asked chapters to report information concerning their programs separately from their annual reports; she supplied the information from various sources when chapters failed to do so. She suggested that a procedure is needed to establish what information chapter annual reports should contain and when the reports are to be collected. She acknowledged with thanks the printing program of Bob Palian, which was used to produce the chapter reports.

3. Proposal for funding of chapter project. A proposal for funding assistance in the amount of \$500 to contribute to the cost of a special meeting being planned in celebration of the New England Chapter's twenty-fifth anniversary was received from Paula Matthews, chair. *Ostrove moved that we fund NEMLA's twenty-fifth anniversary program in the amount requested; motion seconded and carried unanimously.*

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Smiraglia raised a procedural issue: whether the application and approval of funding for chapter projects should be more formal. If board approval were required, deadlines would then become implicit and could be publicized by announcement both in the newsletter and in communications from the vice-president/past president to the chapters. *Smiraglia moved that proposals for spending the budgeted amount for chapter projects should be approved by the board; motion seconded and unanimously carried.*

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V. President's report. Lenore Coral.

1. Assignments for board members.

a. Bibliography of manuals and guidelines. Coover has

received only one reply to his request for items to be included in his bibliography of manuals. Follow-up requests will be made.

b. Annual reports of committees et al. Reed reported that the request for annual reports caught all committee chairs by surprise and recommended that the date be changed to correspond more nearly to the work cycle of most committees. The board was receptive to a change, but the sentiment that the same schedule be followed for at least two years in a row was stronger. Response to publication of the reports in the newsletter has been positive. Reed has compiled a list of persons having served on MLA committees or as chapter chairs during the past five years; Coral asked that it be maintained by Reed's successor.

c. Assignments for incoming board members will be as follows:
Dankner: collector of committee reports; Griscom: assistant fiscal officer; Walker: assistant parliamentarian.

2. Other business.

a. Coral invited ideas for a reply to a letter from Deane Root asking suggestions for means by which MLA and other related organizations might help to expand the focus of the 1992 AMS annual meeting in Pittsburgh.

b. *Roberts moved that the results of the ratification vote by mail to raise the price of the "Directory of Library School Offerings in Music Librarianship" to \$5 be entered in the minutes; motion seconded and carried unanimously (ratification vote: 7 yes; 1 no).*

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c. Guide to copyright law. As a first step toward collecting problematic questions for a guide to the copyright law as it applies to the music library community, Berman has obtained a copy from Gordon Theil of questions posed for this meeting's session on copyright. Coral inquired of Bonnie Jo Dopp whether this project might be transferred to her committee; Berman and Ostrove will discuss the issue further with Dopp.

d. Recent appointments (see IIIA, VII.A.2.e, VII.A.3, VII.A.4.a, VII.A.5.a, VII.A.5.b.vi, VII.A.5.c, VII.B.1, VII.B.2.a, VII.B.2.b, VII.B.5, VII.B.6, VII.B.8, VIII, IX.2, X.3.a, X.5.a).

e. Coral read a letter from David Farneth concerning the transfer of responsibility for this year's workshop from Victor Cardell and him to Ann McCollough.

f. Index to board policies. Through the use of a scanning device at Cornell, Coral was able to have the index to board policies transferred to machine-readable form (WordPerfect); a person was hired to edit snags that resulted. Entries compiled by Ostrove from the minutes of board meetings since 1984 to the present have been added. Dankner will continue to compile citations, which Coral will have added to the existing index.

Coral has also had the convention manual scanned and will have necessary editing done.

VI. Parliamentarian's report. John Roberts.

Roberts distributed revisions to the handbook in the form in which he plans to incorporate them. Although the typeface had been judged acceptable at the June board meeting, complaints about its quality surfaced here; Coover will try to use a letter-quality printer. Roberts inquired whether the handbook should be changed to reflect this year's distribution pattern of annual reports; no change will be made, however, until a firm decision has been reached as to how the reports are to be distributed.

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

A. Standing.

1. Development. Karen Nagy.

a. Membership and music librarianship brochures. Nagy explained that the problem last spring with brochures failing to reach some library schools was the result of a mixup at the Stanford post office. Coral suggested that the brochures be sent to an MLA contact when known and that more copies be sent to larger schools.

b. Contact with chapters. Coral and Blotner will explore with Jim Henderson, Academic Services, whether a means can be arranged for forwarding to the committee requests for change of address, once the change has been made, since this information is no longer reported to the committee. The committee will consider where a list of chapters might be published so that it would be seen by prospective new members.

c. Fundraising. Nagy outlined difficulties the committee is having in creating a brochure to be used when opportunities for fundraising arise, particularly, what the board would like the committee to support and work toward. The board agreed that funding for the U.S. RILM office should head the list; MLA's contribution to support of this office is now paid from the operating budget. Sommer proposed that an effort be made to match existing MLA projects with fertile sources of funding, thereby freeing funds now being used to support those projects for other projects to which it is more difficult to attract donors. Blotner pointed out that the fiscal plan for setting up an operating and a non-operating budget has only recently become a reality and that the board is now ready to return to the committee's 1984 study and move ahead. Smiraglia suggested that funding be sought to assist in bringing students to MLA meetings. Sommer recommended that the committee make bequests a priority and also that a wish list of items needed at a variety of prices together with their cost be drawn up to present to potential donors. Geil suggested that the brochure outline means of giving both large amounts through bequests, etc., and smaller amounts through a specific want list that would change from year to year. Nagy agreed to use the ideas discussed here and elsewhere and to formulate a draft list for a brochure to present to the board by the June meeting, if possible.

d. Music library directory questionnaire. The board suggested several changes to Nagy in a questionnaire intended to be used as a standard for collecting information for music library directories. *Berman moved that we endorse the questionnaire provisionally in light of the board's comments, so that it can be used in a trial run by the Midwest Chapter; motion seconded and unanimously carried.*

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2. Finance. Richard Smiraglia.

a. Overage to current budget. *Smiraglia moved that the following overage be approved in the budget of the Public Libraries Committee (line 7.10): \$191.49 for expenses for the committee's workshop. Motion unanimously carried.*

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b. Amendments to current budget. *Smiraglia moved that three increases to the current budget be approved for the following two lines: Publicity officer (8.5): \$100 telephone and \$400 to cover the increased cost of the July ALA exhibit in New Orleans; Notes (9.6):

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\$250 for the annual luncheon. The three motions were carried unanimously.*

c. Recommendations of Investments Subcommittee.

Smiraglia moved that the following recommendations of the Investments Subcommittee, which apply to the next twelve months, be approved: 1.) The funds invested in the Calvert Social Investment Fund Managed Growth Portfolio should be left as is, allowing for the automatic reinvestment of dividends and capital gains. No income from the managed growth portfolio should be budgeted for operational expenses or extraordinary expenses for 1988-89. 2.) Interest income (from the Calvert Social Investment Fund Money Market Fund and the checking account) should continue to be shielded from the operational budget. 3.) Up to 50% of the total anticipated interest income from the money market fund and the checking account may be budgeted for awards and projects outside of the operating budget. 4.) The treasurer, in consultation with the fiscal officer, should move monies not required for operating expenses into the money market fund. The four motions were carried unanimously.

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d. Board members will be reimbursed for Tuesday and Saturday nights' hotel expenses for this meeting; Finance Committee members will also be reimbursed for Monday night. In addition, board or committee members who incurred an extra night's hotel expense in order to attend either meeting will be reimbursed.

e. Linda Solow Blotner has been appointed to the Investments Subcommittee.

3. The Nominating Committee for the November 1988 ballot will be: Don Roberts, chair; Janice Jenkins, John Roberts, and Judy Weidow.

4. Program.

a. New members of the committee will be Kirby Dilworth and Dale Hudson, both of whom will serve two-year terms, and Jane Gottlieb, who will serve as chair for the Indianapolis meeting.

b. 1989: Cleveland. Coral will convey the board's comments on the program report to Shirlene Ward and thank her for her excellent work.

5. Publications.

a. Nancy Nuzzo will replace Susan Sommer as chair, and Susan Dearborn, new advertising editor for **Notes**, has been appointed to the committee.

b. Newsletter. Nancy Nuzzo.

i. Annual reports. Nuzzo recommended that committee annual reports be published in the April issue of the newsletter in order to relate news reported more closely to time of its occurrence. Ostrove observed that an April date does not correspond well to the activities of most chapters, but that a date is difficult to find that does; in any case, all committee and chapter reports should be published at the same time. No change was made in the decision earlier in the meeting to leave the date the same for at least another year.

ii. Important dates from the MLA calendar. Nuzzo agreed to the suggestion for publishing a brief list of deadlines from the MLA calendar as selected by the executive secretary, with the advice of the president, in the newsletter.

iii. Nuzzo inquired whether the board wanted her to continue the annual list of currently available committee reports, publications, and services and chapter publications (approved 6/86: 6); the consensus was that the list should be continued.

iv. Reporters. Smiraglia inquired whether Nuzzo planned to appoint reporters; she will leave this decision to the next editor.

v. Copy submitted on disc. Nuzzo reported that submitting copy to the printer in machine-readable form was successful, although she did not advertise this capability extensively, since the next editor may not be able to continue the practice.

vi. The recommendation of the Search Committee was received during the executive session on Saturday that James Farrington be appointed newsletter editor to succeed Nancy Nuzzo.

c. Editor, Technical Reports. The unanimous recommendation of the Search Committee that Richard Smiraglia be appointed editor of the Technical Reports series was received (Smiraglia not present for discussion).

d. Notes. Michael Ochs. Ochs noted that he has encountered problems in obtaining a large selection of good articles. He described his interest in discussing with Edwards Brothers what plans they have for accepting machine-readable copy and suggested the university press of California or Chicago as alternative printers for Notes, should Edwards prove unwilling to provide this capability. Blotner will mention these two presses when the Ad hoc Committee on Management Services meets later this week. Roberts inquired whether Ochs planned to add new sections or discontinue existing sections from Notes. New columns under consideration would deal with video formats of music, music software, and perhaps a regular feature on the music trade. The board thanked Ochs for his excellent work.

6. Education.

a. Proposals for workshops for the 1989 meeting. *Smiraglia moved that the committee's proposal for a workshop in Cleveland on Music in an Online Environment be accepted; motion seconded and carried unanimously.* The board recommended that a second proposal, on oral history, be postponed until more groundwork for the topic, perhaps a session on the program next year, can be laid.

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b. "Directory of Library School Offerings in Music Librarianship." Blotner reported that the committee plans to update its "Directory of Library School Offerings in Music Librarianship" by June. She will discuss with McCollough further questions raised by the board: whether the committee is willing to produce the document as a brochure and how frequently they expect to update it.

B. Special.

1. Administration. Nina Davis-Millis will succeed Ross Wood as chair of the committee. New members of the Personnel Subcommittee are Patricia Fiskin, Paula Matthews, and Edith Tibbits.

2. Awards.

a. Gerboth. *Coover moved that the recommendation of the Walter Gerboth Award Committee be accepted: David A. Day for an annotated catalog of the printed and manuscript opera and ballet collection of the Théâtre de la Monnaie, housed at the Archives de la ville in Brussels; motion seconded and unanimously carried.* New member of the committee is Maria Calderisi, who will become chair in three years; Blotner will succeed Pruett as chair.

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b. Recommendations for prizes (1986 imprints). *Coover moved that the following recommendations of the Publications Awards

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Committee be accepted: Vincent H. Duckles Award for best book-length bibliography or reference work: **The New Grove Dictionary of American Music**; best article-length bibliography or article on music librarianship: Carol June Bradley for "Notes of Some Pioneers: America's First Music Librarians;" and best review in **Notes**: Richard Taruskin for his review of **Editing Early Music** by John Caldwell; motion seconded and unanimously carried.*

New chair of the committee is Karl Kroeger; Harold Diamond is a new member.

3. Bibliographic Control.

a. Richard Griscom, Joan Swanekamp, and Brad Young have resigned their committee responsibilities; new appointments have not yet been made.

b. **MBMSR**. LC plans to conduct a new survey concerning **MBMSR**, since the earlier MLA survey dealt only with MLA members. The libraries contributing cataloging, meanwhile, are unable to continue to bear the expense of retyping copy to meet LC specifications. Coral will write to Henriette Avram, Assistant Librarian for Processing Services, to inform her that MLA has not withdrawn from the contributed cataloging project, but that no further contributions will be made until LC standards for contributed copy are changed.

4. Legislation. Cundiff sent word concerning the fate of Coral's letter with respect to Section 108; the Register of Copyrights has chosen to recommend against action on our renewed recommendation to Congress.

AMS is allied with a lobbying group for humanistic causes; Coral will seek further information from Alvin Johnson.

5. Preservation. New members of the committee are Daniel Kinney and Peter Munstedt.

Coral has written to Patricia Battin requesting MLA representation on a newly formed CLR committee on preservation chaired by the latter. Battin replied that MLA is well-represented. The committee will be making policy about what is to be preserved and will have control of funding. Coral has asked Christine Hoffman to discuss the issue at CNLIA and McBride to prepare a response to Battin's letter.

6. Public Libraries. Anna Thompson will succeed Norma Jean Lamb as chair; Charles Coldwell and Susan Waddington have been appointed new members.

7. Reference and Public Service: Information Sharing Subcommittee. A proposal was received from the Information Sharing Subcommittee to begin preliminary discussion with ALANET concerning establishment of an electronic bulletin board service for MLA. Coral will investigate costs involved.

8. Resource Sharing and Collection Development. John Roberts will succeed David Fenske as chair; William Coscarelli is a new member.

C. Attendance of chairs at annual meetings. A letter from Ostrove was discussed concerning what obligation committee, and possibly subcommittee, chairs have to attend the annual meeting. A growing number of obligations of chairs, including the listing of committee meetings on the official program, increasing committee business, and events such as this year's fiscal officers' breakfast, make the presence of chairs particularly important. Coral will express this expectation to new committee chairs in their letters of appointment.

VIII. Roundtables. Jane Nowakowski will succeed Vellucci as leader of the Conservatories Roundtable.

Three letters each have been received from the Archives and Organ Music Roundtables requesting renewal of their authorizations for another four years. Coral intends to renew them and expects similar letters from other roundtables.

IX. Special officers.

1. Convention manager. Martin Silver.

a. 1988: Minneapolis. Silver reported 363 preregistrants for the meeting. The minimum of 200 rooms has been exceeded, with 267 booked for the peak night. Silver suspects that the table rates for exhibitors are considerably underpriced and will investigate the rates charged by similar organizations at their conventions. He will evaluate this year's experience with student helpers, for whom he anticipates the rate may be too low, and report to the board.

b. 1989: Cleveland. A contract has been signed with Stouffers Inn in downtown Cleveland.

c. 1990: Tucson. Silver has not yet visited Tucson but expects to do so soon. The 200 rooms that the Holiday Inn will commit during peak season will clearly not be sufficient. The convention bureau, however, promises to parcel out overflow reservations at the guaranteed rate to other hotels within a small geographic area.

d. 1991: Indianapolis. Silver plans to visit Indianapolis in the fall.

e. 1992. *Druesedow moved that we accept the proposal for a meeting in Baltimore in 1992 from Ned Quist and the pro-tem Local Arrangements Committee; motion seconded and unanimously carried.* MOTION

f. New York. Silver has visited New York and toured prospective hotels, receiving good assistance during his visit from Pamela Bristah and Christine Hoffman. Silver thinks a New York meeting viable if the meeting can be scheduled for the last week in January, but recommends we explore for another year before making a commitment.

g. The board endorsed Silver's suggestion for discreet advertising (in the back and separate from the program) in the conference program. Silver will discuss the idea with Christine Hoffman and Susan Dearborn, past and present advertising editors for *Notes*, and prepare a proposal for the June Finance Committee meeting.

h. Smiraglia reintroduced the recommendation from Rick Jones, former convention manager, that the convention manager be designated fiscal officer for conventions. Silver and Smiraglia agreed that the job is better accomplished by the fiscal officer and convention manager working together as a team.

i. Ostrove has completed the revision of the guidelines for extending an invitation to MLA for a meeting site. The revised version is available from the executive secretary.

2. Placement. The unanimous recommendation of the Search Committee to appoint Paula Matthews placement officer was received.

X. Representatives, joint committees, projects.

1. ALA. Coral has not yet received a letter from ALA confirming the appointment of an MLA liaison to the LAMA/Building and Equipment Section, Standards for Physical Space Requirements for Libraries Committee.

2. ISBD (PM). MLA has read and responded to copies of the revised ISBD (PM), now undergoing six-month review. ALA has received copies and will respond by June.

3. Joint Committee on MLA Archives.

a. Gail Sonnemann has resigned as chair; a successor has not yet been named. New member of the committee is Dena Epstein.

b. Taping of annual meetings. The committee has established criteria for evaluating the taping of sessions at this meeting. Elizabeth Auman will investigate firms in Cleveland that could be used for the taping of the 1989 meeting and report to the board by the June meeting.

c. Indexing of Archives. The committee is exploring better indexing of our Archives through the use of a computer. Further details will be forthcoming after their next meeting.

4. MLA/Music Publishers' Association.

a. Publishers' hotlines. Coral has raised the question from the last board meeting regarding problems encountered in using publishers' copyright hotline telephone numbers. The general message from the publishers is that writing is better than calling. Coral will write an announcement for the newsletter.

b. Copyright poster. The Legislation Committee recommends that the poster MPA invited MLA to design use the wording of the copyright law. Coral will obtain the recommendation in writing before the next MPA meeting.

c. Coral summarized a letter addressed to the MPA president and forwarded to her by two MPA members in which a music store complained that a local library had been making unauthorized copies of copyrighted materials for patrons. Coral was advised to reply that MLA in principle supports the law.

d. Proposed music in print. Coral has received information regarding data elements for a proposed music in print; she will submit the document to an MLA group for comment.

5. National Information Standards Organization (Z-39). The theme for the annual meeting in September was international standards and how they are made. NISO is willing to send MPA members a packet on standards for paper; Coral has requested labels from MPA for this purpose, but has not received them and will make a second request.

a. ANSI Standard Music Representation Language Work Group (X3V1.8M). NISO agreed to help send a representative, Garrett Bowles, to the most recent meeting of this group. Arrangements for funding with NISO for continuing support of a representative remain to be completed. Garrett Bowles and Richard Smiraglia will serve as joint representatives, with attendance of which of the two to be determined by location of the meeting.

6. RILM: U.S. RILM office. The grant received by the central office to help bring RILM up to date has created difficulties for the U.S. RILM office. Whereas other national offices had backlogs of material, the U.S. office has not been in existence long enough for these to develop. The February 15 deadline for 1983 abstracts is followed by a May 17 deadline for 1984 abstracts.

7. RISM. Susan Sommer.

a. The manuscript project is nearing the end of its second year. A proposal for a three-year renewal has been prepared for NEH.

b. The libretto project, which is funded by Title II, began

on time with a firstrate staff. Plans for application for a renewal are underway.

XI. The next meeting of the board will be in Durham, June 3-5 (Finance Committee: June 2-3).

Respectfully submitted,



Ruth Henderson
Recording Secretary

Appendix 1.

New Policy Approved by the Board

1. Board approval is required of proposals for use of funds designated for chapter projects.

Appendix 2.

List of Actions To Be Taken

| Action | By Whom | By When |
|----------------------------------------------------------------------------------|-----------------------|---------------------------|
| 1. Inform Olson of decision to waive fee for use of definitions | Coral | As soon as possible |
| 2. Write draft of proposal on associate membership | Blotner | As soon as possible |
| 3. Check constitution and by-laws for other necessary changes | Coover, Walker | Before June board meeting |
| 4. Reply to Root's letter | Coral | As soon as possible |
| 5. Discuss guide to copyright law with Dopp | Berman, Ostrove | As soon as possible |
| 6. Discuss with J. Henderson procedure for obtaining change of address requests | Coral, Blotner | As soon as possible |
| 7. Consider suitable publication source for list of chapters | Development Committee | As soon as possible |
| 8. Formulate draft list of fundraising ideas for brochure | Development Committee | June board meeting |
| 9. Notify Christensen of board approval of music library directory questionnaire | Nagy | As soon as possible |
| 10. Convey comments on Cleveland program to Ward | Coral | As soon as possible |

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| 11. | Extract important MLA calendar dates for the newsletter | Blotner/ Papakhian | As soon as possible |
| 12. | Discuss board questions regarding "Directory" with McCollough | Blotner | June board meeting |
| 13. | Write to Avram about MBMSR | Coral | As soon as possible |
| 14. | Seek information from Johnson about lobbying group for humanistic causes | Coral | June board meeting |
| 15. | Investigate costs for ALANET | Coral | As soon as possible |
| 16. | Find out exhibitors' rates charged by other organizations and evaluate rate for student helpers | Silver | June board meeting |
| 17. | Discuss convention program advertising with Hoffman and Dearborn | Silver | As soon as possible |
| 18. | Investigate Cleveland taping firms | Auman | June board meeting |
| 19. | Write announcement regarding publishers' hotlines for newsletter | Coral | As soon as possible |
| 20. | Obtain recommendation from Legislation Committee for copyright poster | Coral | Next MPA meeting |
| 21. | Reply to letter about copyright infringement forwarded by MPA | Coral | As soon as possible |
| 22. | Request mailing labels from MPA | Coral | As soon as possible |
| 23. | Complete arrangements with NISO for funding representative to ANSI (X3V1.8M) | Coral | As soon as possible |