

MUSIC LIBRARY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Durham, N.C.; June 3-5, 1988

Friday, June 3: 8:35-10:20 PM; Saturday, June 4: 8:55 AM-12:10 PM, 1:30-6:00 PM; Sunday, June 5: 9:20-10:20 AM.

Present: Marsha Berman, James Coover, Lenore Coral (presiding), Laura Dankner, John Druesedow, Jean Geil, Richard Griscom, Ralph Papakhian, Susan Sommer, Sherry Vellucci, Diane Parr Walker.

I. Recording Secretary's report.

The minutes of the meeting of February 9-13, 1988 (Minneapolis) were approved with the following correction:

MOTION

p.6, VII.A.5.b.i, line 3: In accordance with Nancy Nuzzo's written clarification, delete the phrase "in order to relate news reported more closely to time of its occurrence", substituting "so that their collection and distribution correspond to the activity cycle of the organization". Nuzzo restated her intent as follows: her recommendation is that annual reports summarizing committee activities be collected shortly before the annual meetings, to be included as an insert in the March-April issue reporting conference activities.

II. Treasurer's report. Sherry Vellucci.

1. Vellucci distributed the MLA 1987-88 Year-to-Date Summary Budget (5/25/88) and referred to the Third Quarter Summary Budget Report, Third Quarter Supplementary Income Budget Report, Third Quarter Awards Budget Report, Calvert Managed Growth Fund Year-to-Date Dividend Report, and Third Quarter Balance Sheet distributed on 4/22/88. There have been minor changes to simplify the format of the Balance Sheet. Income is currently on target (98% of budgeted amount received as of 5/25/88; full receipt is anticipated by the end of the fiscal year).

2. The annual conference and pre-conference workshop netted a gain of approximately \$5,000.

3. The organization is in very healthy shape fiscally. A current surplus of approximately \$29,700 may shrink to about \$17,500 after **end-of-year** invoices are paid. In accordance with established policy, surplus funds are to be directed to the operating budget (see page 6 below, VII.3.c).

III. Executive Secretary's report. Ralph Papakhian.

The transfer of duties from Linda Solow Blotner to Ralph Papakhian was effected smoothly, due in part to Blotner's superior organizational skills and to her preparation of a manual outlining the responsibilities of the position.

1. Academic Services matters.

a. Concerning change of address notices sent to the executive secretary by Academic Services: the executive secretary will make corrections to the administrative structure outline as appropriate, and send any notices which might imply a change in chapter affiliation to the vice president/past president, who will then forward information to appropriate chapter chairs.

b. Academic Services has been complying with the executive secretary's request to delay for 30 days billing MLA for commission charges on the sale of mailing labels (see Minutes, February 9-13, 1988, p.2, no.3).

c. Papakhian will follow up on several additional matters involving the responsibilities of Academic Services:

- i. Insuring that quarterly reports are sent promptly to the Index Series and Technical Reports editors;
- ii. Asking J. Henderson whether any pattern seems to be emerging as to the large number of claims for the Music Cataloging Bulletin, prior to taking any specific action as to changing mailing practices;
- iii. Insuring that information on continuing unpaid invoices is forwarded as appropriate to Sherry Vellucci or Susan Dearborn (if for Notes advertisements);
- iv. Reminding Henderson to refer to the executive secretary any correspondence not appropriate for Academic Services to handle (problems have arisen in respect to such mail not being forwarded promptly, or being answered incorrectly).

Comments relevant to evaluating Academic Services' performance should be referred to the Ad hoc Committee on Management Services.

## 2. Publications matters.

a. Papakhian will look into the question of reducing the Notes inventory.

b. Academic Services may be able to provide information on tape in a format MLA can use for its membership directory. Griscom will draft a letter for Coral to send to J. Henderson asking for specifics as to the type of information Academic Services can provide.

c. Seven copies of the Directory of Library School Offerings in Music Librarianship have been sold since the annual meeting in February. The H. W. Wilson firm has requested a free copy to include in their vertical file index. Papakhian is to send them a complimentary copy (stating prepaid purchase price), while informing them that the directory is being revised.

3. Membership. The membership figures are stable; no significant decrease has occurred as a result of the recent raise in annual dues (for 1987/88).

## 4. Calendar.

a. A draft (2nd version, 5/30/88) was distributed. Board members agreed to meet on October 13-16, 1988; Papakhian will make related changes in the calendar.

b. Members were referred to Jim Farrington's proposals for alternative publication dates for the spring/summer 1989 issues of the newsletter, including the possibility of releasing a double issue for nos. 76-77 (Calendar for MLA Newsletter, versions 1.1 and 1.2). \*Griscom moved that April 8 be established as the due date for the March/April issue (no.76), and that Farrington's option A of version 1.1 (i.e., due date of June 3) be established for the May/June issue (no.77).\* The motion was seconded and carried unanimously. Papakhian will revise the calendar accordingly. Coral noted that the cost of issue no.77 will be carried over into the following fiscal year. MOTION

c. \*Griscom moved that the Notes editor be requested to publish the MLA administrative structure in Notes.\* The motion was seconded and passed MOTION unanimously. Papakhian will contact Michael Ochs to establish due dates for (1) when administrative structure copy needs to be received, and (2) the date by which election returns should be forwarded to the Notes office. Papakhian will make necessary additions to the calendar.

5. Music librarianship brochures. Many requests have been received by the executive secretary as well as by Academic Services for the brochure, "Music Librarianship--Is It For You?" (possibly as a result of notices in the Chronicle Career Index of Chronicle Guidance Publications, Inc., and/or in H. W. Wilson's vertical file index). Papakhian was instructed to continue listing both brochures in the Chronicle Career Index, with the stipulation that requestors must send self-addressed stamped envelopes of the correct size.

6. Exchange exhibits. Pam Parry of ARLIS/NA has asked MLA for a formal letter of request concerning our arrangement for exchanging exhibits. \*Coover moved that Coral send a letter to the ARLIS/NA board formalizing our understanding.\* The motion was seconded and passed unanimously. It is MOTION understood that there will be no cost to either organization for table space. Coral will ask ARLIS/NA to assign responsibility to a particular individual to work out specific arrangements for the exchange with Dawn Thistle.

7. ALANET. Discussion was deferred pending consideration of the proposed budget, under the report of the Finance Committee (VII.3).

#### 8. Other.

a. With the endorsement of the MLA Finance Committee, Papakhian has applied for an External Agency Agreement with Indiana University to facilitate payment of routine expenditures of his office.

b. Board members agreed that Papakhian may forward at his discretion any pertinent news releases received from other organizations to appropriate individuals within the MLA administrative structure.

c. Additions of BITNET addresses, changes in committee chairs, and other minor corrections were made to the April 11, 1988 draft of the administrative structure outline. Papakhian will revise and distribute the document whenever he deems it appropriate to do so.

#### IV. Vice President/President Elect's report. Susan Sommer.

1. Tax-exempt status for chapters. Chapters are gradually completing the required application procedures. The New England Chapter has recently acquired a tax-exempt number.

2. Guidelines for grants to chapters. Chapters are encouraged to take on special projects, the income of which might be used to support chapter activities. A request from the New England Chapter to support a special meeting in celebration of their 25th Anniversary has been funded (see Minutes, February 9-13, 1988, p.3, no.IV.3). Sommer has recommended that two additional requests be funded:

- i. Midwest Chapter - Directory of libraries with music collections (pilot project utilizing Development Committee questionnaire previously approved by the Board; see Minutes, February 9-13, 1988, p.5, no.VII.A.1.d).
- ii. Chesapeake Chapter - Directory of composers in their area.

It was suggested that in the interest of encouraging such projects, flexibility is to be preferred over more rigid statements of procedure. Sommer will contact chapter chairs encouraging requests for modest funding. While the national organization can often be of help with larger requests, chapters should also seek additional support elsewhere. Sommer noted that chapters should consider the extent to which the end product (e.g., a publication) might eventually produce income. Coral urged chapters to report back to the Board periodically as to the ongoing progress of special projects and how money allocated by the Board for this purpose has been spent.

3. Other. Newsletters and chapter reports have been received according to schedule.

V. President's report. Lenore Coral.

1. Assignments for Board members.

a. Bibliography of manuals and guidelines. Coover has forwarded to Coral a publications manual for the Index Series and Technical Reports, an executive secretary's manual, and the convention manager's manual. A treasurer's manual is under preparation. The end goal is to have at hand a complete set of machine-readable manuals which may be periodically updated. Each manual will be listed in the appropriate section of the MLA Handbook; Coover will submit to Coral relevant Handbook revisions. Coral noted also that Handbook descriptions do not always reflect present job responsibilities. Each officer is to revise sections of the Handbook pertaining to his/her specific responsibilities, as appropriate, and send the revised copy to Coral within the next few months. All changes will be brought before the Board at its October, 1988 meeting.

b. Annual reports of committees, et.al. As was done this past year, the practice will be continued of publishing annual reports in the newsletter instead of distribution at the annual conference. In the future, chairs need submit one copy only, to Berman; Berman and Coral will work out additional procedural details.

c. Activity roster. Berman is responsible for updating the activity roster (a detailed list of committee responsibilities over the past five years); she will report at the October, 1988 Board meeting. The list should be amended once or twice a year, in tandem with revisions of the administrative structure outline.

2. Other business. Lenore Coral.

a. Index to Board policies. Coral will forward the newly-updated version (for 1964-1987) to Papakhian, who will distribute it to Board members along with the revised outline of the administrative structure. In the future, the index to Board policies will be updated and distributed by the recording secretary on an annual basis, after the spring Board meeting. It was agreed that it is no longer necessary to index minutes of the meetings of the Board of Directors.

b. Report on the Greatapes experiment. According to a letter Coral received from Lisa Johnson of Greatapes, 141 tapes were sold as of February 25, and 290 by the end of May. Additional sales may be forthcoming after notices appear in the newsletter and in Notes. MLA paid nothing to Greatapes for the service; some royalty payments may be received eventually. No problem was encountered in obtaining releases from paper presenters. Coral has asked the Archives Committee to evaluate the tape quality of the Greatapes recordings.

Greatapes will submit a proposal to Coral for taping future meetings. Coral, together with the Archives Committee and possibly the Cleveland Local Arrangements Committee, will study various options in regard to taping the Cleveland conference. Coral plans to investigate the possibility of expanding the taping operation beyond what was attempted at Minneapolis.

VI. Parliamentarians' report. James Coover and Diane Walker.

a. Constitution and bylaw revision. Coover will send an interim report to the Board, and will subsequently present a full report at the Board meeting in October, 1988, at which time specific proposals will be at hand for Board consideration.

b. Coral suggested that formal revisions to the Handbook be postponed until after proposed changes are submitted by current officers (see V.1.a above).

VII. Committees.

A. Standing.

1. Development.

a. The committee has been reorganized with two main subcommittees: Membership, chaired by Ida Reed; and Fundraising, chaired by Christine Hoffman.

b. Work is progressing on plans for the upcoming ALA exhibit. Development Committee chair Kären Nagy will prepare guidelines for launching ALA exhibits, as well as a post-exhibit report.

2. Education.

a. Automation workshop, Cleveland, 1989. Nancy England will act as coordinator. Coral and others will assist in organizing the program.

b. Directory of Library School Offerings in Music Librarianship. Coral will ask Board members to approve by mail the questionnaire for the updated directory; some changes may be required.

3. Finance. John Druesedow.

a. Overages to current budget. \*Sommer moved that the following MOTION overages be approved, as described by Druesedow:\*

<u>Line</u>	<u>Category</u>	<u>Amount</u>	<u>Purpose</u>
6.1	Subscription serv.	\$2,489.95	Printing costs
7.16	MLA/MPA jt. comm.	207.50	Travel costs
8.5	Publicity	103.77	Supplies, printing, telephone
9.1	Inventory management	371.48	Postage
9.4	Newsletter [est.]	2,000.00	Production costs, next issue

The motion carried unanimously.

b. Amendments to current budget. \*Berman moved that the following MOTION increases to the current budget be approved, as described by Druesedow:\*

<u>Line</u>	<u>Category</u>	<u>Amount</u>	<u>Purpose</u>
6.75	Board: at large	\$ 135.00	Word processing software
7.481	Development comm.	1,366.25	T-shirt inventory

The motion carried unanimously.

c. Recommendation of the Subcommittee on Investment. \*For the Subcommittee on Investment, Druesedow moved that surplus operating funds from 1987/1988 be carried over to the following year's operating budget.\* The motion carried unanimously. MOTION

d. 1988-1989 Proposed Budget Request. Druesedow distributed a summary budget outline dated 6/4/88. Highlights:

- i. Except for a few minor changes, the overall structure of the budget is the same as the previous year's.
- ii. The budget projects an overall increase of 8.3% in income and 5.6% in expenditures.
- iii. Budget planning incorporated a surplus of \$14,834.07.
- iv. Income (3.0) and expenditures (10.0) totals for meetings are subject to revision at the October, 1988 board meeting.
- v. Under the heading Expenditures: Management Services (6.0), Program Expenses (7.0), Publications (9.0), and Meetings (10.0) have received modest increases. A more sizeable increase has been allotted to Member Services (8.0), especially in the areas of Publicity and Archives. In the Miscellaneous category, funding for Chapter Support (11.3) has been doubled.
- vi. Honoraria for Executive Secretary, Treasurer, and Convention Manager have been increased as follows:

		<u>1987-88</u>	<u>1988-89</u>	<u>% change</u>
6.21	Exec. Secretary honorarium	\$3,000	\$3,500	16.7%
6.31	Treasurer honorarium	3,000	3,500	16.7%
6.41	Convention manager honorarium	3,000	3,250	8.3%

\*Druesedow moved that the changes in honoraria specified in the 1988-1989 Proposed Budget Request be approved.\* The motion was seconded and carried unanimously. MOTION

- vii. A sizeable increase in the Newsletter allocation (9.4) is a modification of Jim Farrington's request and reflects substantially higher printing charges anticipated in Middletown, Connecticut. At the recommendation of the Finance Committee, Linda Solow Blotner is assisting Farrington in the search for an alternative printer in the New England area.
- viii. New lines added this year include travel expenses for delegates to the ANSI(X3V1.8M) Committee (8.7), and for liaison from the Administration Committee to the ALA/LAMA/BES Ad hoc Committee for Standards for Physical Space Requirements for Libraries (7.18).
- ix. ALANET. Druesedow referred to the following section of the proposed budget:

		<u>1987-88</u>	<u>1988-89</u>	<u>% change</u>
6.23	Telecommunications	\$675.00	\$2,162.75	220.4%
6.231	ALANET Start-up		487.75	
6.232	ALANET Storage		1,000.00	
6.233	Telephone	675.00	675.00	

The above allows for 25 hook-ups, plus three allotted at no charge at the time of signing up for the service. The Finance

Committee recommends that the basic communications potential be tested prior to consideration of more expensive add-ons (such as electronic bulletin board services). \*Coover moved that MLA go into ALANET with a select group of individuals (not including the entire Board). Druessedow amended the motion, stipulating that the President would select specific participants, taking into consideration suggestions from Board members.\* The motion, as amended, was seconded and passed unanimously. Discussion as to possible participants centered around the Finance Committee, Executive Secretary, Convention Manager, Publicity Officer, Placement Officer, and chair of the Information Sharing subcommittee. An announcement should appear in the newsletter concerning ALANET capabilities; individual members should be encouraged to report ALANET and BITNET addresses for the next membership directory. MOTION

\*Druessedow moved for approval of the proposed operating budget as developed by the Finance Committee.\* The motion carried unanimously. MOTION

e. Proposed Awards Budget, 1988/1989.

- i. Druessedow noted that according to directive, MLA may spend up to one-half of interest income, or approximately \$2,000.
- ii. The Finance Committee recommends doubling of the amount budgeted for the Walter Gerboth Award, and allowing its award committee to apportion funds to more than one recipient if it wishes to do so.
- iii. Funding for three publication awards (2.2) was also increased. Sommer stressed the need for increased visibility for MLA awards; the article and review awards might be "named" as was done with the Vincent H. Duckles book award. \*Druessedow moved that this matter be referred to appropriate committees for consideration, with a report due to the Board for discussion at the Cleveland meeting.\* The motion was seconded and approved. Coral will contact the Development, Awards, and Publications Committees. MOTION

\*On behalf of the Finance Committee, Druessedow moved that the Proposed Awards Budget for 1988-1989 be approved.\* The motion carried unanimously. MOTION

f. \*Druessedow moved for renewal of the treasurer's permission to write checks for up to \$25.00 over the budget main line without prior Board approval.\* The motion was seconded and approved. MOTION

g. Coral thanked the Finance Committee for a job well done.

4. Program. Coral commended Shirlene Ward for her hard work, efficient approach, and well-organized report.

a. Board members proposed minor changes to the program calendar. It was noted that the Board must meet concurrently with the pre-conference workshop. Coral will advise Ward and her committee as to various matters of scheduling and content.

b. There will be no "chicken singers" in Cleveland. This decision does not preclude other forms of informal entertainment.

c. The Board agreed with Ward's scheduling guidelines as to including breaks between plenary sessions, not having sessions last over two hours, avoiding scheduling open meetings against plenary sessions, avoiding scheduling anything against the business meeting or wrap-up session, and not scheduling formal sessions before 9 AM. No constraint was felt against scheduling evening sessions.

d. The Board supports Ward's decision to limit roundtable meetings to a maximum of one and a half hours.

e. The Board shares Ward's concern about open committee meetings becoming programmatic in content without prior contact with the program committee. Committees and roundtables are to be encouraged to develop programs cooperatively with the program committee, with any costs incurred handled as a part of the conference budget. Coral will charge the Program Committee to define and issue guidelines for different types of convention sessions (e.g., plenary, program, open and closed meetings); Ward should report back to Coral, who will then instruct committee and roundtable chairs accordingly.

#### 5. Publications.

a. Newsletter. See p.2 above, III.4.b.

#### b. Notes.

i. It was noted that production costs have been decreasing due in part to Ochs' submitting material in electronic form. Coral expressed appreciation for Ochs' continuing conscientious work and successful innovations.

ii. The Publications Committee has submitted to the Board the following rate increases for Notes advertising:

1 page ad - from \$200 to \$220  
 ½ page ad - from \$115 to \$125  
 ¼ page ad - from \$ 75 to \$ 80  
 cover - - - from \$300 to \$325

\*Sommer moved that the Board accept the new rate schedule as recommended by the Publications Committee, with the suggestion that Susan Dearborn be asked to submit a higher rate schedule for potential approval at the March Board meeting in Cleveland.\* The motion was seconded and passed unanimously. MOTION

#### B. Special.

1. Ad hoc Committee on Management Services. The committee has met and is investigating various options for MLA to consider upon expiration in June, 1990 of its contract with Academic Services. A formal report will be submitted to the Board for its October, 1988 meeting.

2. Administration. The work of its several subcommittees is progressing according to plan.



### 3. Bibliographic Control.

a. Brad Young has been representing MLA on the ALA Subject Access Committee in an unofficial capacity. Susan Pellant will succeed Young eventually. This arrangement should be formalized; Coral will contact Young, and Papakhian will add the responsibility to the MLA administrative structure outline.

b. For Bibliographic Control committee particularly, and for a number of other MLA committee responsibilities as well, there is a necessity for committee and subcommittee chairs to groom a knowledgeable group of experienced insiders from whom potential successors may be chosen. The grooming of potential successors is particularly vital for positions in which MLA is represented in national forums.

c. MBMSR. Coral contacted Henriette Avram at LC concerning the fact that contributing music libraries were unwilling to bear the expense of re-typing copy to meet LC specifications (see Minutes, February 9-13, 1988, p.8, VII.B.3.b). Avram responded that MBMSR will be published and cumulated through 1980, and that LC would be willing to accept computer screen print-outs. Linda Fidler is contacting recent contributing libraries (e.g., Chicago, Illinois, Oberlin, Toronto) to ascertain whether they would be willing to continue contributing on this revised basis.

4. Legislation. While there has been little communication between the committee and Coral, there has been some communication between Coral and MPA representatives (see p.10 below, X.3). MPA may produce a new poster for display at library copy machine locations.

5. Preservation. Earlier, Coral contacted Patricia Battin requesting MLA representation on CLR's committee on preservation (see Minutes, February 9-13, 1988, p.8, VII.B.5). Battin declined the request but invited MLA to submit a position paper. A paper prepared by a member of the Preservation Committee, while useful in some aspects, was not deemed appropriate for submission to CLR. Coral may send to CLR instead, as a succinct summary of MLA concerns, a letter she just received from committee chair Jerry McBride.

### VIII. Roundtables.

A. Renewal of term. Terms have been renewed for the Archives, Conservatories, Organ Music, and Small Academic Libraries roundtables. Two letters have been received in support of renewing the term of the Bibliography roundtable; three letters are needed to activate the renewal.

#### B. Proposals.

1. Small Academic Libraries. A proposed questionnaire on reference service was examined by Board members. It was suggested that more room for responses be provided for questions 7-9, and that the word "session" at the top of page 1 be changed to "meeting of the roundtable". Druesedow remarked that a statement as to purpose of the questionnaire might improve its focus, and that the initial questions as to formatting the presentation at Cleveland might be more appropriate at the end of the questionnaire. \*Druesedow moved MOTION that the questionnaire be approved as amended through Board suggestions.\* The motion was seconded and approved unanimously.

2. Social Responsibilities. A resolution to amend the MLA constitution (Article II, Paragraph A) will be voted on by the membership in the next election. Coover and Walker will prepare the text for the ballot by the October, 1988 Board meeting. An article should appear in the newsletter; Farrington should be sent the entire first paragraph of the constitution

for potential publication. A determination of whether further revisions are necessary in the constitutional description of the purposes of the organization may be deferred pending development of membership support for such action.

#### IX. Special Officers.

##### 1. Convention manager.

a. Coral referred to two letters from MOUG chair Don Hixon to convention manager Martin Silver concerning MOUG's request to function independently of MLA in making contractual agreements with convention headquarters hotels. Coral noted the necessity of making arrangements far in advance of the convention date, the benefits to both organizations of cooperative action, and the importance of adhering to a fixed timetable. She will contact Silver concerning further action on this matter, particularly in respect to exploring ways in which cooperation between MLA and MOUG might work to the benefit of both organizations.

b. Referring to Silver's letter of 5/1/88, it was noted that plans for the Cleveland and Tucson meetings are progressing in a satisfactory manner.

2. Placement. Coral will contact placement officer Paula Matthews in respect to several matters concerning job listings.

3. Publicity. An effort will be made to insure that MLA is listed in Library Journal.

#### X. Representatives, Joint Committees, Projects.

1. Council of National Library Institutions and Associations (CNLIA). A new representative (traditionally someone from the New York City area) will be appointed.

##### 2. Joint Committee on MLA Archives.

a. Bruce Wilson will report back on the implications for establishing control over MLA archives of University of Maryland's newly-formulated priorities for cataloging archival collections.

b. The committee's duties as to the taping of conference sessions are being phased out, except for including copies of tapes in the MLA Archives. In the future, making arrangements for taping conference sessions will fall within the responsibilities of local arrangements committees.

3. MLA/Music Publishers' Association (MPA). Coral reported on a recent meeting of MLA/MPA representatives that she attended. Earlier, Coral had sent copies of NISO's statement for publishers on paper quality to all MPA representatives. MPA representatives were told that music librarians might be willing to pay somewhat higher prices for items printed on better quality paper. Sommer noted that Notes has been printed on acid-free paper for years. \*Sommer moved that the Board direct Notes editor Michael Ochs to include the MOTION standard symbol for acid-free paper in Notes at an appropriate place.\* The motion was seconded and carried unanimously. Music retailers have been investigating whether photocopying is being handled responsibly in music libraries.

##### 4. National Information Standards Organization (NISO)-Z39.

a. ANSI(X3V1.8M). MLA will send delegates to ANSI meetings (responsibility divided between two individuals). Provision has been made within the budget for travel expenses to be covered (see page 6 above, VII.A.3.viii).

5. RILM: U.S. RILM Office. Coral reported on ongoing developments concerning coordination of work of the U.S. office with the international office.

6. RISM: MLA/AMS. A new chair will be designated. Harvard has received an extension grant for the U.S.-RISM manuscript project; this effort is going well, as is also the U.S.-RISM libretto project at the University of Virginia.

#### XI. New Business.

1. Music Library Internship Program. Discussion on the document from William McClellan (for "Those Interested in Music Library Internships") centered around the following points:

- whether there is a need for such a program in today's job market;
- whether there should be flexibility in the level at which aid might be extended (alternatives: mid-career administrative internships, library school scholarships);
- costs -- whether this is the best use of MLA funds at present;
- whether goals might better be accomplished by short-term workshops;
- if desirable for MLA to assume responsibilities in the area of formal training programs.

Board members considered the idea presented in the McClellan memo to be of merit and deserving of further exploration. Coral will forward copies of the memo (without as yet any formal Board endorsement) to Ann McCollough of the Education Committee and Kären Nagy of the Development Committee, requesting reactions and/or alternative proposals for consideration at the June, 1989 Board meeting.

2. Site for fall Board meeting [information updated as of July 1, 1988]. The next meeting of the Board may be in Cleveland, October 13-16, 1988. Coral will inform Board members of further details or of any change in plans. Dankner offered to investigate facilities at New Orleans as a possible site for a future meeting.

3. The remainder of the meeting was devoted to informal discussion of broad areas of concern in respect to education for music librarianship, procedures and standards for institutional accreditation, career counselling, continuing education, attracting qualified minority members to the profession, and other matters. Coral will consider whether ideas presented merit further development.

#### Appendix 1. New Policies Approved by the Board.

1. The MLA administrative structure is to be published in Notes. [III.4.c]
2. The indexing of Board meeting minutes has been discontinued in favor of annual indexing by the recording secretary of Board policies. [V.2.a]
3. Roundtable and committee meetings that are programmatic in content are to be developed cooperatively with the conference program committee, with any costs incurred handled as a part of the conference budget. [VII.A.4.e]
4. The standard symbol for acid-free paper is to appear on each issue of Notes. [X.3]

Appendix 2. List of Actions to be Taken.

<u>Action</u>	<u>By whom</u>	<u>By when</u>
1. Contact Academic Services to clarify responsibilities as to handling correspondence, forwarding reports, etc. [III.1.c]	Papakhian	As soon as possible
2. Refer comments relevant to evaluating Academic Services' performance to the Ad hoc Committee on Management Services [III.1.c]	Papakhian & Coral	Whenever appropriate
3. Look into the question of reducing the <u>Notes</u> inventory [III.2.a]	Papakhian	Whenever appropriate
4. Investigate whether Academic Services can provide information on tape for membership directory [III.2.b]	Griscom & Coral	As soon as possible
5. Send copy of <u>Directory of Library School Offerings</u> to H. W. Wilson Co. [III.2.c]	Papakhian	As soon as possible
6. Revise and distribute calendar [III.4]	Papakhian	ASAP
7. Notify J. Farrington of decisions involving newsletter [III.4.b, VIII.B.2]	Coral	As soon as possible
8. Notify M. Ochs of decisions involving <u>Notes</u> [III.4.c, X.3]	Coral & Papakhian	As soon as possible
9. Have music librarianship brochures listed in <u>Chronicle Career Index</u> [III.5]	Papakhian	Whenever appropriate
10. Contact ARLIS/NA concerning exchange of exhibits [III.6]	Coral	Whenever appropriate
11. Revise and distribute administrative structure outline [III.8.c, VII.B.3.a]	Papakhian	As soon as possible
12. Encourage chapter chairs to apply for funding for special projects [IV.2]	Sommer	Whenever appropriate
13. Revise <u>Handbook</u> sections as appropriate, send to Coral [V.1.a]	Coover & all officers	As soon as possible
14. With Coral, work out procedural details for collecting annual reports [V.1.b]; update activity roster [V.1.c]	Berman	Oct. Board meeting
15. Distribute Index to Board Policies [V.2.a]	Papakhian	ASAP
16. Update Index to Board Policies [V.2.a]	Geil	After June '89 Board meeting
17. Investigate taping of Cleveland conference [V.2.b]	Coral, Archives Comm. & Local Arr. Committee	Whenever appropriate
18. Report to Board concerning constitution and bylaw revisions [VI.A]; prepare ballot text for SRRT amendment [VIII.B.2]	Coover & Walker	Oct. Board meeting
19. Organize Automation Workshop program [VII.A.2.a]	Coral et.al.	ASAP
20. Submit <u>Directory of Library School Offerings</u> questionnaire for Board approval [VII.A.2.b]	Coral	Whenever appropriate

<u>Action</u>	<u>By whom</u>	<u>By when</u>
21. Find printer for newsletter [VII.A.3.d.vii]	Blotner & Farrington	As soon as possible
22. Establish ALANET service [VII.A.3.d.ix]	Coral & Papakhian	Whenever appropriate
23. Contact Development, Awards, & Publications Committees concerning "naming" awards [VII.A.3.e.iii]	Coral	As soon as possible
24. Contact S. Ward about matters concerning Cleveland program [VII.A.4.a-e]	Coral	As soon as possible
25. Ask Susan Dearborn to develop higher rate for <u>Notes</u> advertising [VII.A.5.b.ii]	Coral	As soon as possible
26. Formalize MLA representation on ALA Subject Access Committee [VII.B.3.a]	Coral	As soon as possible
27. Contact CLR about MLA concerns [VII.B.5]	Coral	ASAP
28. Contact G. Leonardi concerning Small Academic Libraries questionnaire [VIII.B.1]	Coral	As soon as possible
29. Contact M. Silver concerning MOUG matters [IX.1.a]	Coral	As soon as possible
30. Contact Paula Watkins concerning job list [IX.2]	Coral	As soon as possible
31. Appoint new CNLIA representative [X.1]	Coral	ASAP
32. Contact W. McClellan, Education and Development committees concerning Board reaction to internship proposal [XI.1]	Coral	Whenever appropriate
33. Inform Board members of site of October Board meeting [XI.1]	Coral	Whenever appropriate
34. Follow up on "rap session" concerns? [XI.3]	Coral	When & if appropriate