

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Boston, Mass.; October 14-15, 1988

Friday, October 14: 2:10-6:00 PM, 8:25-10:00 PM; Saturday, October 15:
9:40-12:00 noon; 8:30-11:30 PM

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

I. Recording Secretary's report.

The minutes of the meeting of June 3-5, 1988 (Durham, N.C.) were approved with the following corrections:

MOTION

p.3, IV.2.i: The board approved an expenditure of \$300 for financial assistance for the Midwest Chapter project to compile a directory of libraries with music collections.

p.3, IV.2.ii: Pending submission of a precise request, the board approved in principle a proposed project of the Chesapeake Chapter to develop a directory of composers in their area.

p.10, IX.1.b: Dates for the Tucson meeting were approved for the week of February 12, 1990.

II. Treasurer's report. Sherry Vellucci.

1. The final report for fiscal year 1987-1988, distributed to the board in August, showed a surplus of \$48,810.50. This total included \$17,500 carried over in operating funds from last year. Total actual income exceeded the projected total by 4.2 percent. Income for the fourth quarter was considerably higher than that for the corresponding quarter of the previous year. In preparing annual budgets, the Finance Committee has become adept at predicting totals for expenditures; actual totals match beginning-of-year estimates at 90 percent.

2. The Gerboth Fund now stands at \$2,000; several substantial contributions have been received this past year.

3. The MLA tax return is currently under preparation. For the first time, bad debts in the amount of \$1,824 (mainly for Notes advertising and mailing list purchases) have been written off.

4. At the accountant's suggestion, a separate line has been established for the MLA expense fund set up for Papakhian at Indiana University.

5. Expenses from fiscal year 1987-1988 carried over into the budget for the current year total \$428.09, for CNLIA and Archives.

6. A standard format has been established for balance sheets. Reports are distributed monthly to members of the Investments Subcommittee. Books are closed formally each year on June 30. Vellucci requested that the date (August 1) for sending the final, end-of-year report to the board be added to the MLA calendar.

7. The board was reminded that receipts should be submitted to the treasurer for reimbursement during the same quarter in which expenses are incurred.

Sommer moved that the treasurer's report be accepted. The motion MOTION was seconded and carried unanimously.

III. Executive Secretary's report. Ralph Papakhian.

A new list of Board of Director's addresses and phone numbers was distributed. Some corrections were submitted to Papakhian.

1. Academic Services matters.

a. Membership directory. Papakhian has determined that utilizing the Academic Services data file can facilitate production of the next membership directory. Papakhian will procure required data from Academic Services by early January.

b. Reporting procedures. In general, Academic Services forwards reports to Papakhian promptly. Some problems need to be addressed concerning the forwarding of sales reports to Notes and Technical Reports editors. Data provided is often difficult to interpret.

c. Copyright matters. The Technical Reports editor routinely forwards depository copies to the Library of Congress. For Notes, procedures need to be clarified to make certain that copyright registration forms are properly submitted, fees are paid, and depository copies are forwarded regularly to the Library of Congress. The Publications Committee has been charged to consider this matter.

d. Other matters.

- i. There is nothing further to report, since the June board meeting, concerning frequent claims for Music Cataloging Bulletin.
- ii. Mail and change of address forms are being forwarded to Papakhian promptly.
- iii. Some suggested changes concerning the timing of specific Academic Services responsibilities are being incorporated into the MLA calendar.
- iv. Some non-dues-paying members (e.g., honorary and sustaining members, some organizations) are not receiving newsletters. Papakhian will work with Academic Services to correct this situation.

2. Administrative structure. Coral will forward a corrected copy of the administrative structure document to Papakhian for general distribution. There will be no changes in overall format. A suggestion that institutional affiliation be provided for all committee members was rejected as requiring too much space; it was also noted that any member's institutional affiliation may be ascertained in the directory, which now comes out annually.

3. MLA Brochures.

a. Music Librarianship--Is It For You?: Largely as a result of the information submitted to the Chronicle Career Index, 498 brochures have been distributed since June. Coral has received suggestions for revisions to be incorporated when the brochure is next reprinted.

b. Music Library Association--What's the Score?: This brochure will be reprinted, in 1,000 copies (the color "cranberry" was suggested). Sommer has reviewed it for revisions. Insert cards will also be updated and reprinted, after the upcoming election.

A policy was established to add revision dates to each new issue of MLA brochures. New issues should be sent routinely to the MLA archives.

4. ALANET. The cost for the first month's usage was slightly over \$200. The usefulness of this utility for MLA board purposes cannot be properly evaluated until after a longer period of use. The system shows promise of providing an efficient means of transmitting information to the newsletter editor.

5. Indiana agreement. The external agency agreement set up at Indiana University for Executive Secretary expenditures is working out well, especially for routine postal expenses and supplies. A slight difficulty which arose in paying the ALANET bill has now been resolved.

6. Other.

a. Library school survey. Seven copies have been mailed since June. Coral is developing a list of individuals to be contacted directly.

b. Exchange agreements.

i. ARLIS/NA. Coral reported that ARLIS/NA president Ann B. Abid has suggested exchanging table exhibits at annual conferences, beginning in 1989; this arrangement is acceptable to MLA.

ii. Publication exchanges. MLA needs to be reinstated on the ALA mailing list for American Libraries. It was suggested that a reciprocal exchange of newsletters be instituted with ACRL, and possibly with the Society for the Preservation of Film Music. A policy has been established that all exchange issues of publications are to be received by the Executive Secretary, who forwards material as appropriate to committee chairs or other individuals within the administrative structure.

c. Membership. Twenty-three new members have been acknowledged since June.

Papakhian reminded board members that requests for supplies should be forwarded to his office. Coral thanked Papakhian for his report and for his continuing excellent service as executive secretary.

IV. Vice-President/President-Elect report. Susan Sommer.

1. Chapter projects.

a. The Chesapeake Chapter has begun work on a project to produce a directory of composers in their area (see Minutes, June, 1988, p.3, IV.2.ii; and correction to minutes, October, 1988, p.1).

b. The sum of \$300 has been forwarded to the Midwest Chapter for financial assistance in producing a directory of music resources (see Minutes, June, 1988, p.3, IV.2.1; and correction to minutes, October, 1988, p.1).

c. Sommer will place a notice in the newsletter concerning the possibility of applying to the MLA board for funding for special chapter projects, mentioning examples of appropriate types of projects, application procedures (including the necessity to obtain board approval), and timetable.

2. Other.

a. Some communication problems exist in respect to forwarding chapter reports, particularly in situations where the timing is close between chapter meetings and newsletter deadlines. Sommer is broadening her communication channels to chapter chairs to include liberal use of the telephone and electronic information transfer.

b. A number of chapters still have not forwarded certification papers for MLA chapters' tax-exempt status application. Sommer will remind chapter chairs of the necessity to complete the required paperwork in a timely manner.

V. President's report. Lenore Coral.

1. Assignments for Board members.

a. Annual reports of committees et al. Berman reported that only approximately half the committees had submitted reports, despite a deadline of October 10. Berman will forward a copy of all reports to Coral, once they are received. Revising the guidelines has resulted in better reports, by and large. No action was taken on Berman's suggestion that the deadline for submission of committee reports be adjusted. Berman is also updating the activity roster ("Committee/Representative/Liaison Appointments Active in MLA Since 1983"). In concluding, Berman expressed the opinion that committee activity shows that MLA continues to be a thriving, healthy organization.

2. Other business. The question was raised as to whether MLA should make a special effort to forge ties with libraries in developing countries. The opinion was expressed that such an effort might be particularly important in regard to libraries in Central and South America. The matter will be referred to the Development Committee for further study and for suggestions as to appropriate institutions to contact.

3. Review and Reappointment of Executive Secretary and Treasurer. MOTION Sommer stated that she took great pleasure in moving for reappointment of Ralph Papakhian to the position of Executive Secretary, and of Sherry Vellucci to the position of Treasurer, with thanks to both for a job well done. The motion was seconded by Coover and accepted by acclamation. Papakhian and Vellucci were honored by a round of applause.

4. Note from Caroline Weichlein. Two bound, nearly-complete runs of Notes, through 1967, have been offered to MLA. Coral will reply to Weichlein that these two sets may be sent to the Executive Secretary and that MLA will look for potential U.S. or foreign recipients. Papakhian will insert a note in the newsletter to see if any U.S. libraries may be interested in receiving a set. If not, a foreign recipient will then be sought.

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

1. Report on changes to the constitution and by-laws. A draft of a referendum was considered, relating to the following propositions:

a. Proposition 1 (concerning the establishment of a new Associate category of membership, with minor changes in wording of the description of the Retired category). Druesedow moved to approve the text, deleting the MOTION phrase "for 5 years" and altering the text of lines 6-8 of Article III B to read as follows: "...Available to retirees who have been members of the Association and who have been actively engaged in library work or who have a serious interest in the stated purposes of the Association." The motion was seconded by Sommer; Griscom proposed a friendly amendment relating to punctuation and other minor editorial changes. The motion, as amended, carried unanimously.

b. Proposition 2 (concerning an addition to the stated purposes of the Association, as proposed by the Roundtable on Social Responsibility). Minor changes in punctuation were proposed. Druesedow moved for approval MOTION of the text of Proposition 2, as amended. The motion was seconded and approved.

2. Potential changes in the recording secretary's and placement officer's handbook descriptions were discussed and referred back to the parliamentarians.

Further instructions:

- i. Include date of latest revision on handbook.
- ii. Include statements concerning honoraria whenever applicable.
- iii. Standardize statements for all board members concerning reimbursement of expenses incurred to attend board meetings.

In drawing up the text of the revised handbook, Coover and Walker will consult with Coral, with Dankner concerning the placement officer description, and with board members whose duties are affected by revisions. When completely revised, a copy of the handbook will be forwarded to the executive secretary for duplication and distribution to board members.

VII. Committees

A. Standing.

1. Development.

A report from Karen Nagy (September 18, 1988) was studied:

a. The exhibit at ALA was highly successful. It has been proposed that selling T-shirts and publications at future ALA exhibits be eliminated, since sales were not outstanding at this past year's ALA meeting. Nagy was commended for her hard work in organizing the ALA exhibit.

b. The responsibility for distributing MLA brochures has now been transferred from the Development Committee to the executive secretary.

c. Nagy proposed that the fact that the Development Committee's Music Library Directory questionnaire has now been completed and approved be publicized. Sommer will contact chapter chairs concerning the availability of the questionnaire and will write an article for the newsletter. Sommer also proposed that the Midwest Chapter submit an interim report on the usefulness of the questionnaire for gathering information once it has been tested.

d. Nagy summarized the responsibilities of the Membership and Fundraising Subcommittees. Coral will send formal charges for these two subcommittees to Coover for inclusion in the revised handbook.

2. Education.

A report from Ann McCollough (September 19, 1988) was discussed, concerning its work in compiling a list of music library newsletters, updating the Directory of Library School Offerings in Music Librarianship, and planning the upcoming pre-conference.

a. Automation workshop (Cleveland, 1989). Several suggestions proposed by various board members concerning the program and speakers for this pre-conference ("Music in an Online Environment") will be relayed by Coral to Ann McCollough.

3. Finance Committee.

a. Old Business. Coral is studying the offer of Greatapes and alternative offers for taping conference sessions in Cleveland. Druesedow moved that Coral be authorized to make the final decision on this matter. The motion was seconded and approved. Grisco moved that separate income [2.073] and expenditure [8.08] lines be established in the annual budget for monies relating to the taping of annual meetings. (In the present budget, the sum of \$1,000 has been placed in line 8.08 [projected expenditures] and \$1,000 in line 2.073 [projected income]). The motion was seconded and approved. MOTION

b. Budgets for Annual Meeting. No printouts were available for board consultation, as precise information is as yet unavailable for conference expenses. A detailed budget will be distributed to the board later. It was noted that MLA conference budgets are constructed so that expected income and expenditures balance, insofar as it is possible to predict.

i. Pre-conference. Druesedow moved for approval of the Finance Committee recommendation to establish a pre-conference budget of \$7,500 (based upon 150 expected registrants paying a \$50 registration fee), as revised by the Finance Committee. The motion was approved. The Finance Committee revision is a conservative version of the budget recommended by the Education Committee, with reductions in the areas of photocopying and contingency funds. MOTION

ii. Conference. Druesedow proposed a motion recommending approval of a conference budget of approximately \$42,000, as revised by the Finance Committee, with general registration fee established at \$60, student rate at \$25, and \$25 per day for partial attendance, with the Finance Committee having the discretion to balance the budget as necessary within the restraint of expected income. The motion was approved. It was noted that expenditure lines 10.0141 (entertainment, \$500) and 10.0143 (transportation [buses], \$1,536), as well as income line 3.015 (organ tour, \$500 [paid by registrants]) may be subject to future revision. Line 10.0197 (local arrangements reception, \$2,000) is a recent addition to the proposed budget currently under development. While details of the conference budget may change, it is anticipated that the overall total will be close to the \$42,000 figure. MOTION

c. New Business.

i. Carryover surplus. The June anticipated estimate of \$17,500 turned into an actual total of \$40,602.69 (line 5.02 in the budget; interest earned from this total is reported on interest lines elsewhere in the budget). Druesedow moved that the board approve an amendment to the budget to reflect the actual figure of \$40,602.69 rather than the earlier estimate; and that the matter of the carryover surplus be referred to the Investments Subcommittee for recommendations to be considered at the March board meeting. The motion carried. MOTION

ii. Edwards Brothers contract and related matters pertaining to Notes. The contract for printing Notes is up for renewal; the proposed three-year contract includes relatively few changes. Coover moved for approval of the Edwards Brothers contract as presented. The motion was seconded and approved. MOTION
On the topic of Notes expenditures, Sommer reminded the board that Michael Ochs is investigating the matter of potential savings if material is submitted in machine-readable form (up to 40% savings if issues are submitted completely in machine-readable form, less preparation expenses of Ochs' staff). Sommer also reminded the board that authors should be encouraged to submit quality articles to Ochs for consideration for publication in Notes.

iii. Audit report. An audit, supervised by assistant fiscal officer Griscom, has been successfully completed. Other members of the audit committee were vice-president/president-elect Sommer and non-board member Holly Mokovak. The audit consisted of an examination of selected bank statements, income and expenditure lines, and selected vouchers. The audit committee was impressed by the quantity and quality of treasurer Vellucci's work. Druesedow moved to accept the report of the audit committee. The motion was seconded and approved. MOTION

iv. Acquisition of personal computer. The Finance Committee plans to include in a request brought to the next board meeting budget lines created for the required hardware and software. Papakhian noted that it may be more appropriate to include these lines in the budget for next fiscal year, and that a computer company might be approached for a possible donation of equipment. No further action was taken pending further study by the Finance Committee.

4. Nominating Committee.

a. Walker moved for acceptance of committee chair Don Roberts' report and recommendation of a slate of six candidates for three positions of members-at-large: MOTION

Nina Davis-Millis	E. Ann McCollough
Brenda Chasen Goldman	Ned Quist
Dale L. Hudson	Gordon Theil

The motion was seconded by Coover and approved unanimously. Strong support was voiced for the slate.

b. Geil moved to accept the nominating committee's recommendation as to awarding a citation. The motion was seconded by Griscom and carried. MOTION
Coral received a suggestion as to an appropriate person to draw up the text.

5. Program Committee.

a. Program Chair's report, 1989 meeting. The document of September 7, 1988 from Shirlene Ward was discussed in detail. Coral will relay to Ward board members' suggestions as to the timing of social events, MLA and IAML board meetings, and other scheduling problems. Coral will approach the local arrangements co-chairs concerning arrangements for a banquet speaker and/or entertainment. Board of Directors meetings should be designated as being open. Coral will contact Martin Silver concerning meal arrangements on Saturday and Sunday. The board thinks it would be a good idea for Dawn Thistle to send publicity notices to area (Ohio) library associations. Other matters:

- i. Delete the word "Making" from the title of the networks and consortia session; i.e.: "New Connections: Music Libraries in Networks and Consortia".
- ii. For the "Small Fish in Big Ponds" session, it was suggested that case studies, if short, could be distributed in folders as well as read at the session. A notice could be placed in the program referring participants to their folders. Two aisle microphones are preferable to one.

The board commended Shirlene Ward for her hard work and excellent report. Coover moved that authorization be established for speakers participating in MLA-sponsored events who are not MLA members to be offered honoraria and reimbursed for transportation, lodging, and per diem expenses incurred in conjunction with their speaking responsibilities. The motion was seconded and carried unanimously. MOTION

b. Program Chair's preliminary report, 1990 meeting. A report from David Day (September 28, 1988) was studied. The committee has many good ideas, and is working hard. Comments from the board centered around whether the conference as a whole might have too narrow a focus, or be overly oriented toward research. A number of specific ideas for topics were proposed, which Coral will pass along to Day. It was also noted that rather specific topics of interest to a select body of individuals need not be developed as plenary sessions, but could be offered via committees or roundtables.

c. Local arrangements, 1989 meeting. Timothy Robson and Melody McMahon have resigned as co-chairs of the Local Arrangements Committee; they have been replaced by Stephen Toombs and Dan Zager. A memo (October 10, 1988) from Robson and McMahon concerning the organizational structure for planning annual meetings was discussed at length. Coral noted that the convention manual has undergone revision to bring procedures into agreement with present board policies.

d. General comments. In respect to conference planning generally, the board discussed the problems of scheduling committee meetings conflicting with general sessions, and related issues involving the timing of specific events. Reducing the number of plenary sessions is one solution; scheduling evening sessions might also be a possibility. Evening social events might be structured so as to provide informal opportunities for individuals with similar interests to get together. Lengthening the conference as a whole is probably not feasible.

6. Publications Committee.

a. Report from the Chair. According to Nancy Nuzzo's letter of September 2, 1988, the work of the committee is progressing according to plan and the Newsletter, Music Cataloging Bulletin, and Notes continue to appear on schedule.

b. Technical Reports. A memo from editor Richard Smiraglia was studied; Coral commended Smiraglia for his hard work on two publications soon to be released. Coover moved that the board reaffirm the publication of Technical Report no. 16 (on authority control in music libraries) and approve the publication of no. 17 (The Care and Treatment of Audio Facilities). The motion was seconded and passed unanimously. MOTION

c. Reprint issues. A letter (September 18, 1988) from Karen Nagy was considered, in which advice and approval was requested in respect to two copyright issues:

- i. Coover moved that permission be approved for Nagy to use information from the music necrology/obituary columns appearing in Notes from 1965 onwards to create a 25-year compilation. The motion was seconded and approved. MOTION
- ii. Coover moved that the board authorize Nagy to reprint Beth Christensen's article, "Bibliographic Competencies for Music Students at an Undergraduate Level" (Notes, March, 1984) in the proceedings volume of the Conference on Music Bibliography held in Evanston, Illinois two years ago. The motion was seconded and approved. MOTION

Coral will send a letter to Nagy reporting board action, with copies to Papakhian and Michael Ochs.

d. Back issues of the Newsletter. Nancy Nuzzo sent back files of the newsletter to the MLA Archives. Bruce Wilson will be instructed to keep one or two copies of each issue and discard the remainder.

B. Special Committees.

1. Ad Hoc Committee on Management Services. Committee chair Gordon Rowley will forward a report to Coral by March or earlier.

2. Administration Committee. No report.

3. Bibliographic Control Committee. Jennifer Bowen will succeed Joan Swanekamp as chair of the Descriptive Cataloging Subcommittee and representative to CCDA. James Cassaro has succeeded Richard Griscom as MARBI representative.

4. Legislation Committee. Neil Ratliff has been appointed chair.

5. Preservation Committee. Coral has been in contact with Patricia Battin, coordinator of the CLR committee on preservation. Coral or Preservation Committee chair Jerry McBride will contact Battin to invite her to attend the MLA annual meeting.

6. Resource Sharing Committee. The work of this committee has been progressing satisfactorily.

VIII. Roundtables.

The Bibliography roundtable has been reestablished, with David Hunter as convenor. Convenors need to be selected for the Social Responsibilities and Archives roundtables.

IX. Special Officers.

1. Convention Manager. The board referred to a memo (September 23, 1988) from Martin Silver concerning plans for the Cleveland meeting and subsequent conferences. Sommer also reported on a recent conversation with Silver, in which he stated that all three hotels under consideration for the Baltimore meeting (1992) meet MLA requirements. Members of the Finance Committee suggested that it might be useful to have the convention manager at hand for fall board meetings, for discussions concerning the convention budgets. It was also proposed that Silver be approached as to whether he favors the appointment of an assistant convention manager.

X. Representatives, Joint Committees, Projects.

1. ACRL - Art Section Liaison. Coral referred to a letter from Nancy Allen, Past Chair of the Art Section of ACRL, concerning the possible appointment of Bill Coscarelli as MLA liaison officer to the ACRL Art Section. Coral will contact Coscarelli concerning his reaction to the proposal, how he views the role of a liaison officer, and will request additional information concerning the organization. The subject will be raised again at the March board meeting.

2. Council on National Library Institutions and Associations (CNLIA). CNLIA has contacted MLA concerning recommendations to be listed in a brochure for a speakers' bureau. The MLA board does not wish at the present time to recommend specific individuals to be listed in the CNLIA speakers' bureau brochure; perhaps a general statement could be made directing such requests to the MLA president or to chapter chairs. The matter of the CNLIA brochure (together with establishing procedures for similar requests for speakers, consultants, or appraisers, for whatever purpose) will be referred to the Administration Committee.

3. Joint Committee on MLA Archives. A total of 115 cubic feet of records exists (including some IAML material interspersed). This fall a library science graduate student will establish an official record for the material, together with a proposal for additional levels of detailed description. At a recent committee meeting, there was discussion on oral history and other potential projects documenting the history of MLA (or of various other aspects of music librarianship and music publishing in the United States). The committee is also developing and updating lists of people who have been active at various times in the work of the organization.

4. MLA/Music Publishers' Association (MPA). Coral will attend an upcoming meeting. Peggy Daub's response to their proposal for guidelines for recording bibliographic information about music in their forthcoming Music in Print will be forwarded to the committee.

5. National Information Standards Organization (NISO) - Z39. Coral reported on efforts to persuade publishers to use acid-free paper, specifying the 1984 standard for performance of paper in printed library materials.

a. ANSI (X3V1.8M). Garrett Bowles attended the latest meeting. The board will be kept informed of future developments.

6. OCLC (MOUG). The relationship between the MLA board and the MOUG organization was discussed. Coral will contact Don Hixon concerning appropriate liaison arrangements.

7. RISM: MLA/AMS. Discussion centered upon a memo from Sommer concerning the schedule for chair rotation, as well as continuity in the work of the committee and budget liaison to MLA. Coral will appoint one MLA member to have responsibility for budget liaison.

8. SLA. The current SLA president sent a letter to Coral concerning the establishment of a new liaison between SLA and MLA. Coral will be in further touch with SLA concerning the nature of a liaison arrangement. Sommer suggested the name of an individual who belongs to both organizations who might be approached for liaison duty.

XI. Other Business.

1. In response to a request by Judy Tsou, Coral will contact Elaine Gorzelski at Harmony Park Press to express MLA support for the inclusion of Music Index in Dialog.

2. Druesedow proposed the idea that some surplus funds be used to commission a musical composition, in honor of the 60th anniversary of the founding of MLA (to be celebrated at the 1991 meeting in Indianapolis). Druesedow moved that a committee of three MLA members be appointed to investigate the possibility of commissioning a substantial work, and to report back to the board no later than the June board meeting. The motion was seconded and carried. Coral noted that it might be appropriate to ask the Development Committee to investigate grant possibilities. MOTION

3. The next board meeting will take place at the annual conference in Cleveland, March 14-18, 1989 (Finance Committee March 13-14). The June board meeting may take place in Louisville, June 2-4, 1989 (Finance Committee beginning June 1). Coral will inform the board of further details.

-- submitted by Jean Geil, Recording Secretary

Appendix 1. New Policies Approved by the Board

1. Revision dates should be added to each new issue of MLA brochures, as well as to revisions of the handbook and manuals. [III.3; VI.1.c]
2. All newsletters and other publications acquired on exchange from other organizations should be received by the executive secretary, who forwards material as appropriate to committee chairs or other individuals within the administrative structure. [III.6.b.ii]
3. Speakers participating in MLA-sponsored events who are not MLA members may be offered honoraria, and may be reimbursed for transportation, lodging, and per diem expenses incurred in conjunction with their speaking responsibilities. [VII.A.5.a]

Appendix 2. List of Actions to be Taken

<u>Action</u>	<u>By whom</u>	<u>By when</u>
1. Calendar revisions [II.5, III.1.d.iii]	Papakhian	When necessary
2. Arrange for production of membership directory [III.1.a]	Papakhian	Whenever appropriate
3. Address specific matters with Academic Services: - sales reports to eds. [III.1.b] - newsletter distribution snags [III.1.d.iv]	Papakhian	As soon as possible
4. Address problems of copyright deposit procedures [III.1.c]	Publications Committee	As soon as possible
5. Revision of administrative structure document [III.2]	Coral & Papakhian	As soon as possible
6. Brochure reprinting [III.3]	Papakhian	When necessary
7. Develop list of library school faculty to contact <u>re</u> library school survey [III.6.a]	Coral	Whenever appropriate
8. Publication exchange matters [III.6.b.ii]	Papakhian	When necessary

<u>Action</u>	<u>By whom</u>	<u>By when</u>
9. Newsletter article re board support of chapter projects [IV.1.c]	Sommer	Next newsletter deadline
10. Remind chapter chairs to forward certification papers for chapters' tax-exempt status [IV.2.b]	Sommer	As soon as possible
11. Obtain remaining committee reports, forward to Coral [V.1.a]	Berman	As soon as possible
12. Finish update of activity roster [V.1.a]	Berman	ASAP
13. Refer various matters to Development Committee - Forging ties with developing countries [V.2] - Funding for commissioning new work [XI.2]	Coral	Whenever appropriate
14. Reply to C. Weichlein [V.4]	Coral	Soon
15. Prepare camera-ready copy of referendum for distribution to membership [VI.1]	Coral	As soon as possible
16. Finish <u>Handbook</u> revision; check as necessary with Coral & selected board members [VI.1.b-c]	Coover & Walker	As soon as possible
17. Distribute revised handbook to board [VI.1.c]	Papakhian	When done
18. Publicize availability of Music Library Directory questionnaire [VII.A.1.c]	Sommer	Whenever appropriate
19. Interim report on usefulness of Music Library Directory questionnaire [VII.A.1.c]	Midwest Chapter	Whenever appropriate
20. Send formal charges to Coover for 2 subcommittees of Development Comm., for handbook [VII.A.1.d]	Coral	ASAP
21. Contact Ann McCollough re board comments on pre-conference [VII.A.2.a]	Coral	As soon as possible
22. Decision on taping Cleveland meeting [VII.A.3.a]	Coral	When necessary
23. Finalize Cleveland conference budget [VII.A.3.b.ii]	Druesedow	ASAP
24. Distribute Cleveland budget to board [VII.A.3.b]	Druesedow	Spring board meeting
25. Recommendations re carryover surplus [VII.A.3.c.i]	Investments Subcom.	Spring board meeting
26. Renew Edwards Bros. contract [VII.A.3.c.ii]	Coral	When necessary
27. Investigate possibility of acquiring personal computer [VII.A.3.c.iv]	Druesedow & Finance Comm.	Spring board meeting
28. Contact D. Roberts re board acceptance of Nominating Comm. recommendations, preparation of ballot. [VII.A.4]	Coral	As soon as possible
29. Relay board comments to Shirlene Ward re Cleveland program [VII.A.5]	Coral	As soon as possible
30. Contact Cleveland local arrangements co-chairs re banquet speaker &/or entertainment [VII.A.5]	Coral	As soon as possible

<u>Action</u>	<u>By whom</u>	<u>By when</u>
31. Contact Martin Silver <u>re</u> various matters - Weekend meals at Cleveland [VII.A.5.a] - Attend fall board meeting? [IX.1] - Assistant convention manager? [IX.1]	Coral	Whenever appropriate
32. Contact Dawn Thistle <u>re</u> publicity for Cleveland meeting [VII.A.5]	Coral	Whenever appropriate
33. Contact David Day as to board comments <u>re</u> 1990 meeting [VII.A.5.b]	Coral	Whenever appropriate
34. Notify Smiraglia as to board approval of Technical Reports 16 & 17 [VII.A.6.b]	Coral	Whenever appropriate
35. Letter to Nagy reporting board action on copyright permission request [VII.A.6.c]	Coral	Whenever appropriate
36. Notify Wilson to toss out extra newsletter copies [VII.A.6.d]	Coral	Whenever appropriate
37. Complete work of Ad Hoc Committee on Management Services; report to Coral [VII.B.1]	Rowley	Spring board meeting
38. Invite P. Battin to attend MLA meeting [VII.B.5]	Coral or McBride	As soon as possible
39. Select roundtable convenors for Social Responsibility and Archives	roundtable members	Whenever appropriate
40. Liaison matters: - ACRL - Art section [X.1] - CNLIA (refer to Admin. Comm.) [X.2] - MOUG [X.6] - RISM: MLA/AMS (appoint budget liaison) [X.7] - SLA [X.8]	Coral	Whenever appropriate
41. Contact Elaine Gorzelski <u>re</u> <u>Music Index</u> on Dialog	Coral	Whenever appropriate
42. Appoint committee to investigate commissioning of new work [XI.2]	Coral	As soon as possible
43. Inform board of future meetings [XI.3]	Coral	When necessary