

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
Cleveland, Ohio; March 14-15, 18, 1989

Tuesday, March 14: 2:25-5:45 PM; Wednesday, March 15: 9:10 AM - 12:15 PM;
1:30-2:35 PM; 4:15-4:45 PM; Saturday, March 18: 8:25-9:25 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. Incoming board members: Nina Davis-Millis, Dale Hudson, Gordon Theil. Guests: Robert Follett (VII.A.3.b), David Day (VII.A.4), Michael Ochs (VII.A.5.b), Betsy Gamble (VII.A.5.d), Geraldine Ostrove (VII.B.3), Martin Silver (IX.1).

I. Recording Secretary's report.

The minutes of the meeting of October 14-15, 1988 (Boston) were approved with the following corrections:

MOTION

p.5, VI.2: The board formally approved changes proposed by Sherry Vellucci (memo to Coral, Sept.5, 1988) for the treasurer's section of the handbook (II.G).

p.5, VI.2.iii: correct typographical error, "reimbursement".

II. Treasurer's report. Sherry Vellucci.

1. Vellucci distributed MLA financial statements for the first and second quarters (7/1/88-9/30/88; 7/1/88-12/31/88) as well as a combined first and second quarter report for the MLA awards budget (1988-1989), a year-to-date report for MLA supplementary income (1988-1989), and the MLA 1988-89 summary report (3/10/89). Income and expenditure lines termed "miscellaneous" (5.01, 11.02, 11.03) were explained. Further highlights:

a. To date, income received is 75.8% of anticipated income; if 1987/88 surplus is deducted from budgeted amount, income is at 88% of amount budgeted.

b. Income from dues, sales, placement service, and Notes subscriptions is down from last year's totals; income from mailing list and Music Cataloging Bulletin is up.

c. The convention budget seems to be under control at this point; local contributions and program advertising income are higher than anticipated.

d. Workshop expenses are over the budgeted amount, but a higher-than-anticipated enrollment will bring in additional funds.

e. There is nothing unusual to report under expenditures.

f. Supplemental income - royalties (6.02) includes \$386.90 received from Oxford University Press; MLA officers do not understand why this sum has been received.

g. MLA received an anonymous contribution of \$1,000 in the third quarter of fiscal year 1988-1989.

h. Overages requiring approval in lines 7.06 and 8.07(1) are to be acted upon as a part of the Finance Committee report (VII.3).

2. In future reports, "supplementary income" will be described as "supplemental income".

3. The principal of the Gerboth Fund stands at \$2,125. Year-to-date dividends of \$3,741.88 in the Calvert Growth Fund bring its principal to about \$103,000.

4. Tax forms (1099) for calendar year 1988 were filed with IRS in January.

5. Further refinements have been established in bookkeeping and reporting procedures for the Indiana University Deposit Account.

6. Board members approved a change of authorized signatures from the outgoing to the incoming President for accounts in the U.S. Trust Corporation (Canton, Massachusetts) and the Calvert Group (Washington, DC); the treasurer's authorization remains the same.

III. Executive Secretary's report. Ralph Papakhian.

Distributed handouts included a revised list of Board of Directors, Officers, and Editors (3/18/89); MLA Growth Comparison (3/89); Publications Inventory for 1988 (2/89); MLA ALANET Costs and Connect Time, 1988-89; and MLA 1988 Election Results (3/5/89). Coral reminded board members that she can provide copies of transmittal forms for submitting materials to the MLA Archives.

1. Election results. Only 217 eligible ballots (and 15 ineligible) were returned, representing 21.5% of the membership. Newly-elected members-at-large include Nina Davis-Millis, Dale Hudson, and Gordon Theil. Both of the proposed changes to the Constitution and By-Laws were approved overwhelmingly. These changes will appear in the next printing of the Constitution and By-Laws in the 1989 membership directory.

2. Publications.

a. Brochures. Board members have been sent a copy of the new "cranberry-colored" MLA brochure ("What's the Score?" [11/88]). A total of 81 brochures of both varieties have been mailed since October, for a total of over 1,000 for the year. The membership application insert for the MLA brochure will be reprinted with new officers' names and indicating the new Associate membership category.

b. Directory. Papakhian received membership data on diskette from Academic Services. He edited it personally, added e-mail addresses, provided the revised text of the Constitution and By-Laws, and prepared camera-ready copy; the mailing will go out to the membership within the next few weeks. Academic Services should be approached as to whether information might be forwarded to the executive secretary in a manner to facilitate efficient production of the directory.

Board members reacted favorably toward a proposal that the MOTION membership directory be made available for purchase by non-members. John Druesedow moved that the matter be referred to the Finance Committee for consideration, to be referred back to the board for action at the June meeting. The motion was seconded and approved.

c. Publications inventory. In the index series, 185 items were sold during 1988, the lowest total in five years. A decline was also evident in the sale of Technical Reports; subscriptions to Music Cataloging Bulletin remain stable. The inventory of back copies of Notes has been somewhat reduced to save on storage fees. Coral suggested that the agreement with AMS be studied to determine the extent of demand for back copies, as well as confirming arrangements for royalty fees. It was noted that recent print runs are now produced closer to demand than was the case formerly.

d. Library school survey. Five copies have been distributed by the executive secretary since October, for a total of 19 for the year.

3. Membership.

a. Statistics. According to the MLA Growth Comparison document (3/89), paid membership is down by 45 compared to the previous year; but if membership and subscription figures are combined, the decline is only by 27 as compared to 1987.

b. New members. Thirty-two new membership applications have been received since October, for a total of 70 for the year.

4. Academic Services.

a. The convention mailing went quite smoothly, by and large.

b. Renewal forms (new information to be added). Academic Services is now able to identify and store more information than was possible in the past. Papakhian queried the board as to what types of additional information would be useful. Various board members suggested the addition of electronic mail and FAX addresses, as well as an indication of the number of years membership or subscription has been in effect; further reflection seemed advisable. Coral and Sommer will give additional thought to this matter and report back to the board.

c. Mailing labels to chapters. Papakhian is advising Henderson to send out labels promptly on August 1 of each year in order to insure receipt in time for fall chapter meeting mailings.

5. ALANET update. The Finance Committee is evaluating the effectiveness of this service, as well as potential links to BITNET and other possible technical improvements to facilitate storing and distributing information. Some individuals currently on ALANET do not use the service as fully as others. MLA has received no messages so far from non-MLA ALANET users.

6. Administrative structure. The administrative structure is continually updated to reflect changes in responsibilities. The updated structure will be reflected in the September issue of Notes and will appear also in the next newsletter. The administrative structure document is distributed by mail twice a year, in October and after the annual meeting. The board member in charge of compiling annual reports should receive regularly from the executive secretary ongoing changes in the administrative structure.

7. Related organizations.

a. Society for the Preservation of Film Music. A newsletter exchange has been established.

b. ACRL Arts Section. A newsletter exchange may be established.

c. & d. The MLA administrative structure document and the MLA directory are sent to each organization with which we have established formal exchange agreements.

e. Papakhian will approach the Major Orchestra Librarians' Association as to whether they wish to join MLA and/or exchange newsletters.

8. Bowker Annual. The names of MLA award winners will appear in this publication.

9. Reference inquiries are forwarded by Academic Services to the executive secretary; some are sent on by the executive secretary to the president for comment or action.

IV. Vice-President's report. Susan Sommer.

1. Chapters. In general, the work of the individual chapters is progressing well. Some FEIN numbers still need to be procured to establish tax-exempt status. As for projects receiving financial support from the board: the Midwest Chapter project to compile a directory of music resources is going well, and a check for \$500 will be presented to the Chesapeake Chapter at the annual chapter breakfast meeting to facilitate production of a directory of Chesapeake area composers. It is hoped that additional chapters will be encouraged to apply to the board for financial assistance for other special purposes. Sommer is maintaining a file of reports from chapters as to how funds from the board have been spent and how projects are progressing.

2. Other. The ALA Yearbook for 1988 will contain a description of MLA activity for the year.

V. President's report. Lenore Coral.

1. Assignments for board members. Gordon Theil will be the new assistant fiscal officer; Nina Davis-Millis will assist Laura Dankner in compiling annual reports; Dale Hudson will be assistant parliamentarian.

2. Handbook inconsistencies. See Section VI.

3. New appointments. Coral announced a number of new appointments, including (among others) Christine Olson as publicity officer, Geraldine Ostrove as chair of the Development Committee, Ruth Henderson as chair of the Nominations Committee, and Robert Follett as chair of the Investments Subcommittee.

4. Coral noted that the duties of the convention manager have expanded to the point to warrant the appointment of an assistant. Sommer moved that MOTION the position of assistant convention manager be established as a special officer of the association, to assist the convention manager in the performance of his/her duties. The motion was seconded and approved unanimously.

VI. Parliamentarians. James Coover and Diane Walker.

1. Inconsistencies in the following sections of the handbook were studied:

a. Appointment of fiscal officer. Druesedow moved that in MOTION sections II.E.12.a and II.E.12.b the word "president" be substituted for "board". The motion was seconded and carried unanimously.

b. Appointment of editors and officers. Druesedow moved that the MOTION last sentence of II.A.5.b(3) be shortened by striking the last clause (placing a period after the word "Notes"), and that the first sentence of this section be changed to reflect current practices. The motion was seconded and carried unanimously.

c. Frequency of membership directory (II.A.5.1, II.F.10). Griscom MOTION moved that the handbook be revised to reflect the fact that the membership directory is issued annually. The motion was seconded and carried unanimously.

d. Notes advertising manager. Sommer moved that the position of MOTION Notes advertising manager be added to the membership of the Publications Committee. The motion was seconded and carried unanimously.

e. Griscom moved that the parliamentarian be instructed to make MOTION the following handbook changes specified by the board:

- (1) Delete references in the handbook to appointment by the board of development officer, assistant development officer, and tellers (II.B.5.a, II.E.14.b, II.F.14).
- (2) Do not specify a particular date by which conference program is due (II.F.12), as dates relating to conference are specified instead in the annual calendar.
- (3) Change wording under IV.D to reflect the fact that MLA representatives to other organizations usually do require expenditures to fulfill their duties.
- (4) Chapter officers must be members of the association (VI.C).

The motion was seconded and carried unanimously.

f. Other handbook matters. Coral noted that discrepancies under II.E.12.c and II.G.12 had been resolved by prior action. Coover recommended that all reimbursement statements be brought into conformity, wherever they occur. The word "compensation" should be changed to "honorarium". Geil recommended that the phrase, "Submitted to the board by mail for their approval before further distribution", be deleted from the description of the recording secretary's responsibility to distribute the annual report of board activities (II.D.8).

2. Responsibilities for keeping and distributing updated versions of official texts. The executive secretary is the "keeper" of the machine-readable version of the Constitution and By-Laws, while the parliamentarian is "keeper" of the machine-readable version of the handbook. These two officers are responsible for forwarding changes, as required, to each other, to other board members, and to relevant committee chairs or other individuals. While the updated text of the Constitution and By-Laws will appear in the next membership directory, Papakhian has been instructed to send a separate corrected version to the entire board.

VII. Committees.

A. Standing.

1. Development. Sommer suggested that the structure and mission of this committee be studied. She may place this matter on the agenda for the June board meeting.

2. Education.

a. Proposal for workshop for 1990 meeting in Tucson. The board considered the proposal sponsored by the Administration Committee/Subcommittee on Music Library Facilities entitled "Renovating the Music Library Space" to be timely and well done. It was suggested that the word "planning" or "utilizing" be substituted for "renovating" in the title. It was further noted that the budget may need adjustment; e.g., \$20 seems somewhat low for registration. This workshop has the potential to attract exhibitors. Sommer moved for approval MOTION of this proposal. The motion was seconded and carried unanimously.

b. Internship proposal. Taking into consideration the comments of the members of the Education Committee (memo from Ann McCollough, 2/6/89), the board cannot now support the proposal for establishing an internship; a sizeable endowment would first have to be procured for this purpose. A response will be sent to Bill McClellan for distribution to members of the ad hoc committee. MLA members are encouraged to explore other ideas (such as travel money or scholarships) that might benefit student members. It was also noted that individuals at mid-career or at the end of their career might also benefit from financial assistance.

c. It was noted, as described in the McCollough memo of 2/6/89, that work on the Library School Directory is well underway.

d. Sommer noted that the Education Committee now has formidable responsibilities; perhaps this matter should be studied. It was suggested that responsibility for organizing pre-conferences might be delegated to a subcommittee within the Education Committee.

3. Finance. John Druessedow.

a. Old Business. Druessedow moved to recommend approval of overages in lines 7.06 (Legislation Committee) and 8.07(1) (ANSI Committee), of \$20.00 and \$170.81 respectively, as reported earlier by the treasurer (see II.1.h). The motion was seconded and approved.

b. Subcommittee on Investment. Robert Follett.

- (1) A recommendation from the investment firm Robert Thomas Securities that assets be transferred from Calvert Investment money market funds to other forms of investment was rejected by the subcommittee.
- (2) For the Subcommittee on Investments, Follett recommended transferring \$25,000 from the MLA checking account to Calvert Investment money market funds. It was noted that the treasurer already has authority to make this transfer. Follett recommended further that \$32,000 in non-surplus funds be transferred to the growth portfolio, along with \$25,000 previously transferred from the checking account, leaving approximately \$50,000 in money market funds; for this transaction the treasurer requires authorization from the board. Druessedow moved that the treasurer be MOTION granted the necessary authorization to effect this transfer. The motion was approved by the board.
- (3) The subcommittee recommended that the year-end surplus from the operating budget continue to be accounted for in the operating budget.

Druessedow noted the need for close communication between the Subcommittee on Investment and the fiscal officer, treasurer, and other members of the Finance Committee.

c. New Business.

- (1) Druessedow, for the Finance Committee, recommended setting an MOTION annual fee of \$35.00 for the new Associate category of membership approved in the last election. The recommendation was approved.
- (2) Druessedow moved that an honorarium of \$2,000 per annum MOTION (1988-1989) be set for the newly-created position of assistant convention manager. The motion was seconded and approved.
- (3) Druessedow moved that \$500 be added to a newly-created line MOTION (6.0412) in the budget for the current fiscal year to finance the position of assistant convention manager during the remainder of the current fiscal year. The motion was seconded and approved.
- (4) Druessedow moved that line 11.09 be created in the current MOTION budget for expenditures of the Ad hoc Committee on the MLA 60th Anniversary Commission, and that the board approve an expenditure of \$500 for travel funds to enable two committee members to meet with a third member. The motion was seconded and approved.
- (5) Druessedow moved that line 7.1736 be created in the budget of MOTION the Small Academic Libraries Roundtable for photocopying expenses. The motion was seconded and approved.

d. Other. Druesedow noted that no.25 of the Index Series (Wenk) needs reprinting. Approximately \$2,500 might be used for this purpose from the approximately \$3,500 remaining under line 9.0281. No board action is necessary at this time on this matter. Druesedow concluded that MLA seems to be in good fiscal shape for the current and coming fiscal years. Sound fiscal policies and procedures are in place. Druesedow thanked Vellucci and Griscom for their advice and support, and expressed his appreciation to Coral for her timely reminders.

4. Program.

a. Program Chair's report, 1990. David Day.

Concerning the preliminary program draft, board members had the following suggestions:

- (1) Make sure the music therapy session is relevant to the interests of music librarians. Day will encourage the organizers of this session to emphasize reference aspects of the topic.
- (2) Try not to schedule the Bibliography Roundtable against the plenary session on antiquarian music collecting.

Coral asked board members to contact her or Sommer if there are additional suggestions concerning scheduling.

5. Publications.

a. Southern California Chapter proposed publication. Nancy Nuzzo has informed the board of the intent of the Southern California Chapter to publish papers from the 1985 joint conference of the Northern and Southern California Chapters, "California's Musical Wealth." Board members considered this to be a worthwhile project and congratulated the California chapters on their initiative.

b. Notes. Michael Ochs.

- (1) Composition costs. Ochs has been sending coded diskettes to the publisher, for which MLA receives a 35% discount. Ochs distributed a document demonstrating that 20.1% (or \$1,559) was saved for March, 1989 by submitting material on diskette. Ochs has been handling any special coding (italics, boldface, diacritical marks, etc.). He will need additional funds for proofreading.
- (2) Content. Ochs reported that submissions are still few and of poor quality. Board members suggested that a column be initiated for reviewing videotapes.

c. Index Series. Michael Fling has recommended that no.25 (Wenk) be reprinted. Druesedow moved that this republication be approved. The motion MOTION was seconded by Sommer, who noted that the bibliography will be receiving favorable publicity through the upcoming Vincent Duckles Award (see VII.B.1.a). The motion carried unanimously; an additional 200 copies will be issued.

d. Other. Betsy Gamble recommended that the board support two proposed publications: (1) Index supplement 16-20 to Music Cataloging Bulletin; (2) a compilation of music-related rule interpretations and music cataloging decisions. Walker moved that the board support these publications. The motion was MOTION seconded and carried unanimously.

VII. Committees.

B. Special.

1. Awards.

a. 1987 publication awards. Coover moved that the report of the MOTION Publication Awards Committee (Karl Kroeger, chair) be accepted, together with recommendations as follows:

- (1) Vincent Duckles Award for the best book-length bibliography or reference work: Arthur B. Wenk. Analyses of Nineteenth- and Twentieth-Century Music (Music Library Association, 1987).
- (2) Best article-length bibliography or article on music librarianship: Carl D. Schmidt. "Newly Identified Manuscript Sources of the Music of Jean-Baptiste Lully." Notes, v.44, no.1 (Sept., 1987).
- (3) Best review in Notes for the year 1987: George Perle. Review of Alban Berg, Lulu, complete miniature score, ed. by F. Cerha (Universal Edition, 1985), in Notes, v.43, no.4 (June, 1987).

The motion was seconded and carried unanimously.

b. Gerboth Award. Coover moved that the report of the Gerboth Award MOTION Committee (James W. Pruett, chair) be accepted, together with the recommendation that the award be given to Joan Redding in support of her work towards a descriptive catalog of the manuscript scores and musical sketches of Lennox Berkeley. The motion was seconded and carried unanimously.

Coral reminded board members that award committees are pleased to receive nominations for potential award recipients; such nominations should be made by letter addressed to the appropriate committee chair.

2. Ad hoc Committee on Management. A report submitted on March 7, 1989 by committee chair Gordon Rowley was examined in detail; a number of questions were posed and discussed. It was noted that the committee's third recommendation-- an annual review with the board of directors of the performance of the provider of fulfillment and membership services--is already substantially in place. That is, the executive secretary submits a report on the services provided by Academic Services at each board meeting, while MLA officers meet personally with James Henderson at each annual meeting. Papakhian noted that many problems brought up in the past have been satisfactorily resolved.

The report is to be returned to the committee with the request that cost considerations be addressed, that alternative options be studied for providing fulfillment and membership services, and that the amended report be resubmitted for the October board meeting. In investigating cost considerations, an inquiry should be made of what other professional organizations of a similar size are paying for what services, from which agencies, and whether services provided are generally deemed satisfactory.

In order to place this matter within its appropriate time frame, Henderson will be asked when he expects to submit a new contract for consideration by the board of directors.

3. Ad hoc Committee on the 60th Anniversary Commission. Geraldine Ostrove.

A progress report was studied and discussed. Ostrove described the nature of the groundwork required prior to approaching potential donors, and solicited information from the board concerning the type of piece to be commissioned. Comments included the following:

- the work is to be a commission rather than selected by competition;
- the commission is to be offered by MLA directly to a composer rather than relying upon a designated performer to commission the work;
- the composer awarded the commission should be given rather explicit guidelines as to what MLA expects, including an indication of the applicable financial limitations;
- utilize Indianapolis performers, if possible;
- the board is inclined to favor an instrumental over a vocal work, as available Indianapolis resources seem to favor this option;
- a chamber work--possibly a brass quintet, with or without additional performers or electronic tape--seems to be one promising option;
- board members are somewhat disinclined to favor the idea of commissioning an orchestral work;
- the work is to be performed utilizing live professional performers (this precludes a purely electronic work);
- the performance is to be a purely musical event, without dancers or other "non-musical" live performers;
- preferably, the premiere performance is to be open to the general public as well as to MLA conference attendees.

Coral asked Ostrove and her committee to recommend to the board one or two composers as candidates for the commission, by the middle of April, before approaching potential funding sources. The committee or a portion of it may be able to meet in New York City in the near future. Board members congratulated Ostrove on her detailed discussion of options and on her thorough report on the present status of this project.

4. Legislation. Coral reported that at the MLA/Music Publishers' Association joint meeting, MPA representatives expressed a willingness to write a joint letter with MLA to the Register of Copyrights concerning the need to clarify the copyright law to provide for copying out-of-print music for library purposes within specifically-stated limitations.

5. Preservation. Coral has corresponded with Patricia Battin, coordinator of the CLR committee on preservation, concerning MLA having an effective voice in national preservation concerns. Battin will meet personally with members of the MLA Preservation Committee. Coral is optimistic as to the prospect for MLA being able to play a positive role in preservation planning on the national level. The Preservation Committee may develop a proposal for a major music preservation conference sometime in the near future.

6. Public Libraries. No report.

VIII. Roundtables.

1. Archives. After attending the meeting on Friday, Geil will report to Coral concerning current activities and whether a new convenor has been designated.

2. Band. The group's session at the annual meeting was well attended. Coral has received a number of letters from participants requesting that the roundtable continue on active status for another term.

3. Social Responsibility. Coral has received a suggestion as to a potential convenor.

4. Large Research Libraries. This group may be regenerated.

IX. Special Officers.

1. Convention manager. Martin Silver.

a. Cleveland (1989). Silver's memo of 2/8/89 praised the hard work of the local arrangements co-chairs and their committee; described arrangements for exhibitors; and stated that much more money had been raised from donations this year than last. Registrations stand at 393 at present (3/14/89), including about 20 single day registrants. A large number of Friday night registrations by another organization has necessitated placement of a number of MLA attendees in another nearby hotel; the Stouffer Inn has been cooperative in offering van service upon request. By and large, Silver has been pleased with the service and facilities offered by the Stouffer Inn.

b. Future sites.

i. Tucson (1990). The conference hotel has requested MLA to change conference dates to one week later than originally planned. A total of 250 rooms will be reserved for MLA registrants; an additional 100 will be made available at a nearby Days Inn. The Tucson Visitors' Bureau is coordinating hotel booking arrangements. Dorman Smith is in charge of local arrangements.

ii. Indianapolis (1991) and Baltimore (1992). Silver and the assistant convention manager will visit Indianapolis soon, possibly this spring, and go to Baltimore shortly thereafter. Three Baltimore hotels are under consideration.

c. Assistant convention manager. Silver will resign as convention manager at the conclusion of the 1990 meeting in Tucson. Coral announced that Christine Hoffman has agreed to accept the appointment of assistant convention manager. Hoffman will assume responsibility immediately for exhibits arrangements and program advertising; members of the board noted that these areas lend themselves naturally to shared responsibility.

The ever-increasing time commitment required to perform the duties of convention manager, notably in the areas of fund raising, program advertising, and the entire exhibits operation, has reached a level that it is now unlikely that a convention manager will be able to function effectively without assistance. The exhibits operation is thriving; Silver anticipates that it could grow by 25% within the next few years. He proposed raising the fee for table space to include the cost of a banquet ticket.

2. Placement. It was noted that the placement table operation seems to be well organized. Papakhian will see to it that at future meetings both the placement table and the MLA registration desk are provided with a supply of membership forms.

3. Publicity. Coral expressed confidence in the ability of the new publicity officer, Christine Olson.

X. Representatives, joint committees, projects.

1. American Library Association.

a. ACRL - RTSD A/V Committee. As noted in Brenda Chasen Goldman's memo to the board, this group is developing several new ideas for projects, but MLA input does not seem advisable at the present time.

b. CCDA. Jennifer Bowen is the MLA liaison to CCDA. Her report has been shared with members of the Bibliographic Control Committee, and may be requested from Coral.

c. ACRL Arts Section. Arrangements for official liaison with MLA are still indefinite.

2. Council of National Library Institutions and Associations (CNLIA). No report.

3. MLA/Music Publishers' Association (MPA). See comments under VII.B.4.

4. National Information Standards Organization (NISO)-Z39. Coral, as the Music Library Association representative to NISO-Z39, reported that MLA is having a strong and favorable impact upon the work of this organization.

5. ANSI, X3V1.8M. The board received a written report from Garrett Bowles on the October, 1988 meeting in Vermont; another report is forthcoming from a recent meeting in San Diego.

6. RISM: MLA/AMS. The work of this joint committee is progressing well.

XI. New Business.

1. Martin Silver has volunteered to investigate the possibility of MLA taking out a group health insurance policy. Sommer will inform Silver that the board has authorized him to look into the matter if he wishes to do so.

2. In the wrap-up session, several groups expressed an interest in MLA collecting demographic statistics. Sommer expressed the opinion that it would be a good idea to collect the information needed by all groups at the same time. She will ascertain exactly what information is needed by the groups who have already expressed an interest in this matter, and query other committees via the newsletter.

3. Papakhian announced that the article, "Automation Requirements for Music Information," by Lenore Coral and other members of the Subcommittee on Music Automation (Notes, v.43, no.1 [Sept., 1986]) will be reprinted for further distribution.

4. Berman moved that MLA extend greetings to Nicolas Slonimsky next month on the occasion of his 95th birthday. The motion was seconded and carried unanimously. MOTION

5. Within the next few weeks the Finance Committee will collect budget requests from individual board members, to be incorporated into the MLA budget for the next fiscal year.

6. Vellucci summarized policies for reimbursal of board members' expenses.

7. Next board meetings: June 2-4 in Louisville (Finance Committee June 1-2). Coral will investigate the possibility of holding the fall board meeting in Ithaca.

8. Sommer proposed a motion to thank outgoing board members Coover, Berman, and Druessedow, noting in particular Druessedow's heroic efforts. The motion was seconded and carried unanimously. MOTION

9. On behalf of the entire board, Druessedow moved that an expression of appreciation be extended to outgoing president Coral, and an official welcome be extended to incoming president Sommer. The motion was accepted by acclamation. Coral presented the official gavel to Sommer. MOTION

-- submitted by Jean Geil, Recording Secretary

Appendix 1. New Policies Approved by the Board

[none]

Appendix 2. List of Actions to be Taken

<u>Action</u>	<u>By whom</u>	<u>By when</u>
1. Complete the process of changing authorized signatures for MLA accounts [II.6]	Vellucci	As soon as possible
2. Reprint corrected membership application insert [III.2.a]	Papakhian	As soon as possible
3. Academic Services matters: Send out new directory, fine tune arrangements with AS for submitting information on diskette for future directories; confirm date for sending labels to chapters; ask when new contract will be submitted. [III.2.b, III.4.c, VII.B.2]	Papakhian & Academic Services	Whenever appropriate
4. Consider whether membership directory should be made available for purchase by non-members, set price [III.2.b]	Finance Comm.	June board meeting
5. Study agreement with AMS concerning back cops. of <u>Notes</u> , royalties [III.2.c]	Coral or Sommer	Whenever appropriate
6. Study question of new information to be added on renewal forms [III.4.b]	Coral or Sommer	Whenever appropriate
7. Evaluate effectiveness of ALANET, potential improvements [III.5]	Finance Comm.	Whenever appropriate
8. Distribute new administrative structure document [III.6; see also V.4, IX.1.c]	Papakhian	As soon as possible

<u>Action</u>	<u>By whom</u>	<u>By when</u>
9. Send periodic revisions in academic structure to board member in charge of compiling annual reports [III.6]	Papakhian	Regularly
10. Potential exchange agreements; ACRL-Arts, MOLA [III.8]	Sommer, Coral or Papakhian	Sometime
11. Encourage chapters to procure FEIN numbers [IV.1]	Coral	As soon as possible
12. Finish handbook revision [VI.1]; distribute to board	Walker & Hudson	As soon as possible
13. Study structure, mission of Development & Education committees [VII.A.1, VII.A.2.d]	Sommer	June board meeting?
14. Relay approval of & suggestions concerning 1990 workshop to Education Comm. &/or Subcomm. on Music Library Facilities [VII.2.a]	Coral or Sommer	As soon as possible
15. Respond to W. McClellan <u>re</u> internship proposal	Coral or Sommer	Whenever appropriate
16. Transfer funds to growth portfolio [VII.3.b(2)]	Vellucci	ASAP
17. Reprint Wenk [VII.3.d, VII.5.c]	Fling et al.	ASAP
18. Contact Coral or Sommer with any suggestions <u>re</u> scheduling, 1990 program [VII.4.a]	Board members	As soon as possible
19. Reply to Nuzzo &/or So. Calif. Chapter <u>re</u> proposed publication	Coral or Sommer	As soon as possible
20. Produce 2 proposed publications [VII.5.d]	Gamble et al.	Sometime
21. Contact award winners, as necessary [VII.B.1]	Coral/Sommer	ASAP
22. Contact G. Rowley <u>re</u> Ad hoc Comm. on Management matters [VII.B.2]	Coral or Sommer	As soon as possible
23. Submit amended report to board for Ad hoc Comm. on Management [VII.B.2]	Rowley & comm.	Oct. board meeting
24. Recommend proposed composer(s) as candidates for commission	Ostrove & comm.	mid-April
25. Firm up arrangements with hotels at future convention sites [IX.1.b]	Silver & Hoffman	Whenever appropriate
26. Provide supply of membership forms to Local Arrangements chair & placement officer [IX.2]	Papakhian	At or before Tucson
27. Inform Silver he may look into group health insurance [XI.1]	Sommer	Whenever appropriate
28. Demographic statistics: what, how, for whom [XI.2]	Sommer	Sometime
29. Reprint automation article [XI.3]	Papakhian	Whenever
30. Happy birthday, N. Slonimsky [XI.4]	Sommer	April 27
31. Collect budget requests from board [XI.5]	Finance Comm.	ASAP
32. Investigate site, fall board meeting [XI.7]	Coral	Whenever
33. Send corrected Constitution to board [VI.2]	Papakhian	ASAP