

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
New Orleans, Louisiana; September 22-24, 1989

Friday, September 22: 2:30-5:30 PM; Saturday, September 23: 9:00 AM - 12:50 PM,
2:10-5:00 PM; Sunday, September 23: 9:00-11:00 PM.

Present: Lenore Coral, Laura Dankner, Nina Davis-Millis, Jean Geil, Richard Griscom, Dale Hudson, Ralph Papakhian, Susan Sommer (presiding), Gordon Theil, Sherry Vellucci, Diane Parr Walker. Guest: Christine Hoffman (IX.A).

I. Recording Secretary's report.

The minutes of the meeting of June 2-4, 1989 were approved with the MOTION following correction:

p.3, III.11: change first sentence to read, "As a test, Indiana University has installed LISTSERV for MLA."

It was also noted that for Action 2, Appendix 2, the first clause should read, "File Oxford University Press matter;" names in the "By whom" column should be "Vellucci/Papakhian/Sommer".

II. Treasurer's report. Sherry Vellucci.

Vellucci distributed a Fourth Quarter Balance Sheet, MLA 1988-1989 Summary Budget (final report, fourth quarter, Sept.4, 1989), Fourth Quarter Supplemental Income Report, Fourth Quarter Calvert Investment Report, Fourth Quarter Awards Budget Report, Operating Budget Surplus (final report, 1988-1989), and a Summary Budget Two-Year Comparison (fiscal years 1987-1988 and 1988-1989). Board members expressed their appreciation of having these reports duplicated on different colors of paper, facilitating referral and discussion.

1. Highlights of final reports, 1988-1989 budget:

a. At year end, the organization had received 99.4% of projected income, and spent 88.4% of projected expenditures. Actual income is slightly down (-2.5%) from 1987-1988, while actual expenditures for 1988-1989 were up by 4.2%.

b. The year-end operating surplus for 1988-1989 stands at \$25,243.20. (The 1987-1988 surplus was withdrawn from the operating budget, as suggested by the MLA accountant and approved by the Finance Committee and Board of Directors).

c. A total of \$1,850 was spent for the Gerboth, Duckles, Hill, and O'Meara awards.

d. A total of \$14,339.10 was received in supplemental income (royalties, Gerboth Fund, miscellaneous contributions, interest); this figure represents an increase of over 50% over fiscal year 1987-1988. As of year end, the Walter Gerboth Fund stands at \$2,175.00.

e. As of June 30, 1989, the balance in the Calvert Investment money market fund was \$51,153.84; the managed growth fund was at \$170,794.87, for a total value of \$221,948.71 for the two Calvert Investment funds. It is anticipated that one-half the interest from the money market fund will be enough to cover MLA awards for the coming fiscal year. As of June 1989, MLA has 6,452.396 shares of the Calvert managed growth fund at \$26.47 per share. (Corresponding figures for June 1988 were 3,996.963 shares at \$24.95).

2. Review of current year (1989-1990) to date: Operating income currently (9/20/89) stands at \$110,887.17; operating expenditures at \$33,379.21. A formal year-to-date report will be prepared in a few weeks, at the close of the first quarter.

3. Vellucci summarized her activities during 1988-1989 as follows:

a. A deposit account for the executive secretary was established at Indiana University; new accounting procedures were developed. The balance sheet was revised to reflect the existence of the new Indiana University account.

b. Quarterly reporting was expanded by adding the Calvert Investment Fund reports to the set of budget reports distributed to the Board of Directors and to its Finance Committee, and by sending sets of budget reports on a regular basis to members of the Investment Subcommittee as well as to the chairs of the Development Committee and its Fundraising Subcommittee.

c. DASNet accounts were activated for the president and treasurer. Vellucci thanked Papakhian for his assistance in establishing these accounts.

4. Other matters:

a. The version of Lotus 1-2-3 currently utilized by MLA is no longer adequate for the association's needs. After investigating several alternative software packages, a decision was made to acquire an upgraded version of Lotus with file-linking capabilities. Files will be divided by account category.

b. To facilitate bookkeeping and auditing of expenditures, separate vouchers must be submitted for reimbursement of expenses covering more than one category (6.00s, 7.00s, 8.00s, etc.). Expenditures for several subcategories within a single category (e.g., 6.02, 6.08, etc.) may continue to be requested on a single voucher.

Sommer thanked Vellucci for her thorough and carefully-organized presentation.

III. Executive Secretary's report. Ralph Papakhian.

1. The administrative structure document was distributed with the June minutes of the board meeting. A somewhat abbreviated version was printed in the summer newsletter and in the September issue of Notes.

2. The final copy of the brief calendar was mailed with the June board meeting minutes. The full calendar has been mailed to officers, editors, Academic Services, and to the chair of the Publications Committee. James Henderson has submitted minor additions; any further corrections to the calendar should be sent to Papakhian as soon as possible.

3. Membership appears to be decreasing somewhat; Papakhian will prepare a more detailed report for the February or June board meeting. The April mailing of renewal notices to about 125 "unpaid" members elicited eight renewals for 1988-1989. Board members will consider whether the response is worth the effort. A total of 28 new members has been processed since the Louisville board meeting.

4. As of 8/15/89, eleven contributors have donated a total of \$425 to the association, \$50 of which was designated for the Gerboth fund. Papakhian and Vellucci will work with James Henderson to systematize reporting procedures for contributions received via Academic Services.

5. ALANET usage has been high. Officer and address changes were reported to ALANET and have been included in the summer ALANET directory. As previously requested, Papakhian provided information as to costs of adding new ALANET user identification numbers. As appropriate, Papakhian will query officers and board members as to whether they wish to relinquish their ALANET identification numbers. He has communicated recently with board members who have access to BITNET as to how BITNET may be utilized to reach ALANET addresses. Sommer stressed the importance of senders signing all messages sent via e-mail. Papakhian will provide further information concerning MLA ALANET usage at the February board meeting.

6. Publication matters:

a. About 160 brochures have been distributed since the Louisville board meeting. Papakhian has only about 200 copies left of the brochure entitled, "Music Librarianship - Is It for You?" Sommer has reminded the Development Committee chair of the need to revise this brochure prior to reprinting.

b. No requests have been received for the MLA Membership Directory since it was listed in the newsletter as a publication available from the office of the executive secretary.

c. Notes inventory bills are still at minimum charge.

d. No word has been received as to the anticipated date for a new edition of the library school survey.

e. Notes vol. 45/4 and the MLA Membership Directory were deposited for copyright in June. Notes vol. 46/1 will be deposited shortly.

7. Camera-ready copy of the MLA Handbook has been received from Diane Parr Walker, and is being duplicated for the MLA administrative structure.

8. Copy for the MLA Convention Handbook has been received from Lenore Coral, duplicated, and distributed to the President, Past-President, Convention Manager, Assistant Convention Manager, Fiscal Officer, and Treasurer, as well as all program and local arrangements chairs.

9. Academic Services matters:

a. James Henderson produced and sent address labels to be utilized for the upcoming symposium on music librarianship at Harvard.

b. Renewal letters and notices have been sent.

c. Sales reports are being distributed satisfactorily.

10. Related organizations: ARLIS/NA has reorganized its structure and has established a new dues schedule.

11. The MLA-L electronic mail distribution service on BITNET now has nearly 150 subscribers. It was suggested that the matter of professional information sharing be studied systematically by the Information Sharing Subcommittee; Sommer will contact the chair. How can the new technology be most effectively utilized by MLA members for professional purposes? Are there implications as to future developments of which we should be aware?

IV. Past President's Report. Lenore Coral.

Coral has distributed forms to chapter chairs requesting their annual reports. Four chapters have not yet acquired FEIN numbers to establish their tax-exempt status. Coral has reminded chapter chairs of the possibility of requesting funding for special projects. One such request has been received; Coral recommended its approval: The New York State/Ontario Chapter has requested \$150 for honoraria for two out-of-chapter speakers at an upcoming chapter meeting. Griscom moved that the New York State/Ontario Chapter be granted \$150 for MOTION this purpose. The motion was seconded and carried unanimously.

V. President's Report. Susan Sommer.

1. Reappointment of treasurer and executive secretary: Sommer noted that since the consensus of opinion held that each officer had been performing his/her duties admirably, no need was felt for a formal evaluation as stipulated by the MLA Handbook. Sommer asked both officers in writing as to their willingness to continue in office, and received written affirmative responses from each.

a. Dale Hudson moved that Sherry Vellucci be reappointed for another MOTION year of service as treasurer. The motion was seconded and carried unanimously.

b. Coral moved that Ralph Papakhian be reappointed for another year MOTION of service as executive secretary. The motion was seconded and carried unanimously.

Both officers were commended for their excellent service to the association.

2. Search committees:

a. Since Vellucci is commencing the last year in which she serves as MLA treasurer, a search committee is being established to nominate her successor. Griscom and Papakhian have agreed to serve on this search committee; Sommer will appoint another MLA member as chair from among several suggestions submitted by board members. Vellucci has agreed to participate in writing a job description. Prior to the annual meeting, a notice will be placed in the newsletter and in the placement bulletin. It is anticipated that interviews will be conducted during the week of the annual meeting.

b. Lenore Coral agreed to chair a search committee for the editor of the MLA Index Series. Sommer will appoint additional MLA members to serve on this committee.

3. Renewal of Academic Services contract. Sommer shared with the board James Henderson's letter of 9/1/89, in which he proposed the following revisions to Academic Service's contract with MLA:

- Academic Service's commission on mailing list rental income would be increased to 50% from the present 40%;
- In case of a substantial postal increase (in excess of 25%) during the life of the contract, Academic Services would reserve the right to renegotiate the annual maintenance charge in Part 4, paragraph A.

Board members did not express objections to either of these requests. On behalf of MLA, board members would like to see improvements in the following areas:

- Improved efficiency in reporting receipt of gifts;
- Use of a standard format for reporting deposit statements (Vellucci will create a model form for this purpose);
- Changes in information provided for the directory, including the creation of e-mail addresses and the possibility of using both upper and lower case type.

The present contract expires June 30, 1990. Sommer and Papakhian are authorized to negotiate with Academic Services concerning a new contract. Coral will be in touch with Sommer to provide input, as appropriate. Vellucci and Papakhian were asked to look over the present contract as soon as possible, draft any potential changes, and send proposed revisions to Coral for comment. James Henderson will be present in Tucson in February; Sommer will contact him in writing concerning renewal of the contract well in advance of the annual meeting.

4. Sommer shared with board members greetings and miscellaneous communications from several MLA members. She will reply, as appropriate.

VI. Parliamentarian's report. Diane Parr Walker.

Copies of the updated handbook were distributed, amid rousing applause. Walker noted that the handbook is now formatted in its entirety in WordPerfect, with every page dated; updates can be done relatively easily by section. Basic instructions will be passed on to each succeeding parliamentarian. Indexing (formerly the responsibility of the assistant parliamentarian) is now the responsibility of the parliamentarian, along with periodic revisions.

Discussion ensued concerning the official duties of the assistant parliamentarian. It was suggested that the assistant parliamentarian might be responsible for overseeing parliamentary procedure within board meetings. Papakhian noted that both the parliamentarian and assistant parliamentarian are responsible for being thoroughly familiar with the MLA Handbook.

VII. Committees.

A. Standing Committees.

1. Development.

a. While there is no written report for this board meeting, Sommer has been in touch by phone with committee chair Geraldine Ostrove. The brochure, "Music Librarianship - Is It for You?" is being redesigned.

b. Sommer has been soliciting advice on fundraising, and shared several comments and ideas with board members.

2. Education.

Sommer reported that she has been in touch by phone with chair Nancy England. Discussion took place concerning the committee's charge, the dual nature of its responsibilities (i.e., continuing education for librarians, as well as educating others about music librarianship as a profession), its formal structure, and future directions. The question was posed whether organizing pre-conference workshops should be handled by a separate subcommittee, or whether this activity should be part of the responsibility of the education committee at all. Another option would be to give the responsibility for coordinating pre-conference workshops to a designated committee member. Board members are to contact Sommer via mail, e-mail, or phone with any further thoughts on these matters.

3. Finance Committee.

Richard Griscom distributed copies of the proposed convention budget and a list of finance committee motions recommending board approval.

a. Old business.

(1) The Finance Committee recommended approval of the following MOTION 1988/1989 budget overages:

6.04 Convention Manager - travel	\$170.97
6.97 Board - travel	388.08
9.03 <u>Music Cataloging Bulletin</u>	719.52
9.04 Newsletter	11.61
9.06 <u>Notes</u>	113.23

The motion was approved unanimously.

(2) To ratify decisions approved previously via telephone poll of board members, the Finance Committee moved to amend the 1989/1990 budget as follows: MOTION

(a) Remove surplus from operating budget and maintain a separate accounting of the surplus.

(b) Add \$1,800 to line 11.09 (Bruce Adolphe commission).

The motion was approved unanimously.

(3) Because of the increase in annual subscription price previously approved (see Minutes, June 2-4, 1989, p.6, VII.A.3.e), the Finance Committee recommended that the single-issue price for the Music Cataloging Bulletin be set as \$2.50. The motion was approved unanimously. MOTION

b. Convention 1990.

(1) The Finance Committee recommended that the proposed workshop budget be approved with a registration fee set at \$35.00. The motion was approved unanimously. MOTION

It was noted that proposed expenditures are less than comparable figures for last year. The registration fee was based upon the expectation that income will balance expenditures with an anticipated attendance of 132. Sommer and Jim Cassaro will see to it that the workshop is publicized in the newsletter.

(2) The Finance Committee recommended that the proposed convention budget be approved with a regular registration fee set at \$55.00. The motion was approved unanimously. MOTION

It was noted that many of the proposed 1990 convention budget figures are based upon actual amounts spent in 1989.

(3) The Finance Committee recommended that the student registration and daily registration fees be set at \$25.00 each. The motion was approved unanimously. MOTION

c. New business.

(1) An audit of MLA financial records was successfully completed by assistant financial officer Gordon Theil, past president Lenore Coral, and MLA member Mark McKnight. No discrepancies were discovered. Coral moved to accept the report of the Audit Committee. The motion was seconded and carried unanimously. MOTION

(2) Griscom noted that a letter has been received from Richard Smiraglia alerting the board to an anticipated overage in expenditures for Technical Reports, due to the impending release of new publications.

4. Nominating Committee.

a. Slate of candidates.

Sommer noted that the committee sought advice and suggestions from many MLA officers, board members, and members of the association. Coral moved that the slate of candidates proposed by the Nominating Committee be accepted. The motion was seconded and approved. Sommer expressed her appreciation of the efforts of Committee Chair Ruth Henderson and her committee. MOTION

It was suggested that it might be useful if each of the two presidential candidates were to draw up a short statement on what the candidate perceives to be the important issues facing MLA and in what directions the association should be heading. If both candidates for president are willing to do so, the statements will be included in the mailing with the ballot. Sommer will approach the nominees about this matter.

b. Citations. Griscom moved to accept the Nominating Committee's MOTION recommendations for awarding citations. The motion was seconded and passed, with one abstention.

c. Papakhian will suggest to Sommer one or more names of Bloomington-area MLA members willing to act as tellers in counting ballots returned to the executive secretary.

5. Program.

a. 1990 Tucson. Program.

Program chair David Day submitted a draft (August 1989) of the preliminary program. Suggestions concerning layout of the program, some scheduling problems, and other miscellaneous matters were passed on to Sommer, who will relay the comments to Day. Research in Music Librarianship coordinator Richard Smiraglia should get in touch with Day about rescheduling the roundtable to a time that does not conflict with the pre-conference and board meeting. Papakhian noted that MOUG arrangements are working out smoothly.

It was reemphasized that roundtable program sessions, if intended for a wider audience than the membership of the roundtable itself, should be set up through the program chair and the Finance Committee (and are thus subject to board approval).

b. 1990 Pre-conference.

(1) A memo and program submitted by coordinator Jim Cassaro were studied by the board. Sommer will contact Cassaro concerning minor additions and corrections to the program.

(2) It was proposed that registration for the pre-conference be handled by the 1990 Local Arrangements Committee, in addition to general registration. Sommer will approach Local Arrangements Committee chair Dorman Smith concerning this matter. Pre-conference forms would need to be forwarded to Jim Cassaro (or his delegate) for assigning attendees to small-group sessions.

c. 1990 Tucson Local Arrangements.

(1) A letter (8/7/1989) from Dorman Smith to Sommer was shared with board members. Smith and Martin Silver will work out arrangements for space for small meetings.

(2) Bon Voyage Travel of Tucson, Arizona has offered to provide special discounted rates for attendees booking air travel through their agency. Davis-Millis moved that Boy Voyage Travel be designated the exclusive agency for the 1990 meeting in Tucson, according to guidelines stated in the letter of 5/8/1989 from Edith Cohen of Bon Voyage Travel to Dorman Smith. The motion was seconded and carried. Sommer will send a letter to Edith Cohen to inform her of this action by the MLA board. MOTION

(3) A typewriter (and possibly a computer printer) should be available to board members and others requiring its use for association business. Sommer and/or Vellucci will pass this request on to Dorman Smith.

(4) Difficulties have arisen in respect to taping conference sessions and distribution of cassette copies. Sommer reminded board members that the idea of taping sessions has never been institutionalized as a required procedure. It was agreed that members of the Archives Committee are welcome to tape sessions for archival deposit (i.e., to make whatever technical arrangements are required and to obtain release forms from speakers). It is up to the Archives Committee whether copies are to be made available for subsequent distribution (e.g., via interlibrary loan), and to set up the necessary procedures if they wish to do so.

d. 1991 Indianapolis.

(1) A preliminary report has been received from 1991 Program Committee chair Jane Gottlieb. Plans are well underway. Board members expressed the opinion that the proposed Caribbean theme for the banquet was a good idea. It was questioned whether having as many as six or seven plenary sessions would be advisable. Comments on specific proposal sessions will be relayed to Gottlieb by Sommer.

(2) MOUG will meet before MLA, February 12-13, 1991.

6. Publications.

a. Index Series. Michael Fling has submitted his resignation as editor of the MLA Index and Bibliography Series. As noted above (p.4, V.2.b), Coral will chair a search committee for his replacement. Sommer announced that Linda Solow Blotner has agreed to serve; one other individual will be appointed.

b. Technical Reports.

(1) Series editor Richard Smiraglia has recommended to the board that no.18, with a working title Careers in Music Librarianship, and no.19, tentatively entitled The Revised Dewey Decimal Classification for Music, be approved for publication. Coral moved that the board MOTION approve Technical Reports nos. 18 and 19 as described in memos received from Richard P. Smiraglia. The motion was seconded and carried unanimously. Suggestions for publicizing these volumes included the reminder that no.18 should appear on the MLA table at next year's ALA conference, and that no.19 be advertised in Fontes when available for purchase. Coral noted that, with increased publication activity, subscriptions to the Technical Reports series should also be publicized. After the publication of nos.18 and 19, ads should be run listing titles and availability of specific volumes in the series.

(2) Smiraglia has requested approval from the board to negotiate a marketing/distribution arrangement with Forest Press for Technical Report no.19. Board members expressed the opinion that Forest Press might be able to reach a market difficult to cultivate through normal MLA marketing procedures. The board reached a consensus that the president and Technical Reports editor should pursue the idea further; that the retail price as handled by both agencies would be identical (i.e., MLA members would buy no.19 at a discounted price via MLA); and that this arrangement would not constitute an agreement for exclusive market rights. Sommer will convey board opinions to Smiraglia.

c. Newsletter. In response to an inquiry from editor Jim Farrington, the board recommends that the contents of the newsletter be restricted primarily to news, articles, or features about the association and the work of its members. The board is reluctant to enlarge the scope of contents in such a way that might ultimately increase its size. If Farrington is ever concerned about the appropriateness of including something, he might seek informal advice from other MLA members (e.g., via e-mail to one or more members of the board). A suggestion was offered that the newsletter include on a regular basis a list of papers presented at chapter meetings.

d. Co-publishing. In a letter of 7/25/89 directed to James Henderson of Academic Services, Scarecrow Press inquired about the possibility of establishing co-publishing arrangements, that is, issuing publications with joint MLA/Scarecrow Press imprint. At the present time, the board does not consider it advantageous to MLA to participate in an arrangement of this type with Scarecrow Press. The present decision does not preclude MLA setting up similar joint imprint arrangements with publishers in the future.

B. Special Committees.

1. Ad hoc Committee on the 60th Anniversary. A contract is being prepared to commission a work from composer Bruce Adolphe. Anna Thompson is working on performance arrangements.

2. Bibliographic Control Committee. Two new working groups have been established, for authority records for music, and popular music sources. Sommer outlined the new working groups' charges and proposed activities, as described in a communication from committee chair Brad Young.

3. Reference and Public Service. A letter has been received recently from committee chair Bonnie Jo Dopp. Sommer will be in touch with her by telephone.

4. Sommer has been in touch with the other committees; by and large, work is being accomplished in a steady and timely manner. Sommer will notify the treasurer of any future appointments of committee chairs, for the treasurer's information as to the person authorized to sign vouchers.

VIII. Roundtables.

A new Video Roundtable has been established with Fritz Dolak as coordinator. Gene Leonardi's letter to Sommer of 8/24/89 served to bring the board up to date on proposed projects of the Small Academic Libraries Roundtable. Sommer briefed the board as to status and activities of other roundtables.

IX. Special Officers.

A. Convention Manager.

Christine Hoffman informed the board as to how negotiations are progressing for the Indianapolis conference in 1991. She had prepared a handout comparing costs and features of three hotels; of the three, Hoffman was most favorably impressed with the Hilton. A contract will be signed in the near future. The board reacted favorably to the idea of offering the "modified American plan," involving an option of a buffet breakfast available for a modest fee added to the room rate. Board members thanked Hoffman for her carefully-prepared presentation and helpful handouts.

Hoffman has responsibility for exhibit arrangements at the Tucson conference, and is negotiating with Baltimore hotels for 1992. She will pursue further the idea of meeting in New York City in 1993. Hoffman and/or Sommer will put a reminder in the newsletter soliciting additional conference site invitations.

There was brief discussion concerning the difficulties experienced by New Orleans area members in making their travel arrangements if MLA conferences are held during or near the week of Mardi Gras.

B. Placement.

No report was submitted. Sommer noted that job lists are coming out regularly. Several suggestions were made concerning the new format. Sommer will relay these comments to placement officer Paula Matthews.

C. Publicity.

Sommer received a letter dated 8/15/89 from publicity officer Christine Olson in which she requested extra copies of the MLA Newsletter and the Music Cataloging Bulletin for complimentary copies at annual meetings of ALA and the exchange organizations. Papakhian will send Olson on a regular basis 20 copies of the newsletter; an overrun can be printed of the Music Cataloging Bulletin on an occasional basis to be used for this purpose.

X. Representatives, Joint Committees, Projects.

A. ALA. A report has been received from Brenda Goldman. No information has been forwarded to MLA concerning the ALA session on music in public libraries.

B. MLA/MPA. Coral reported on the current status of the international standard music number, a concept that is also being deliberated by IAML. Sommer will attend the meeting of the MLA/MPA on October 20, 1989, at which time she will speak in favor of the international standard music number, query U.S. music publishers as to their specific needs, and ask for comments on the feasibility of current suggestions.

C. CNLIA. Sherry Vellucci is the newly-appointed MLA representative to CNLIA.

D. NISO. The library statistics document is currently under revision. Coral has been nominated to be one of the NISO representatives at the ISO meeting in Paris this coming May. Coral asked for suggestions of individuals who might serve on NISO working meetings to draw up guidelines for describing theses and dissertations. Coral noted that U.S. music librarians now have a higher degree of visibility within the international community of those involved with library statistics and standards.

E. RILM. Some reorganization is taking place within the international office. Volume 18 (1984) of RILM Abstracts and the third cumulation of the index will be published soon. Coral outlined for the board the time commitments, personnel requirements, and institutional support required for the U.S. office at Cornell. Discussion centered on long-range prospects for improved support for the U.S. RILM office, as well as the close relationship of MLA to the RILM mission.

F. RISM. MLA members of the Joint AMS/MLA Committee on RISM met with members of the international RISM board to discuss the relationship of the U. S. libretto project within the international RISM organization.

XI. New Business.

A. Papakhian suggested that consideration be given to the idea of utilizing interest from surplus funds to set up a small scholarship program for students intending to enter the profession of music librarianship. While the idea was received favorably by the board, there was no consensus on methods of implementation. Vellucci and Griscom will give further study to the matter and will seek advice from the Investments Subcommittee.

B. Board members proposed other ideas for broadening MLA services to members:

- cash awards for mid-career librarians who have made important contributions to the profession;
- support for attending meetings for those individuals attending for the first or second time, or for individuals for whom institutional funds are not otherwise available;
- funding research by mid-career librarians.

Sommer appointed Coral to chair a committee consisting of herself, Walker, and Griscom to investigate the feasibility of establishing an awards program for mid-career music librarians. A report is due by the February board meeting in Tucson. Matters to be considered include: proposed names for awards; criteria for awards; decision-making procedures and other administrative details.

C. The board's appreciation was expressed to Laura Dankner and to Loyola University for their hospitality and for the use of library facilities. Geil MOTION proposed a motion to adjourn. The motion carried unanimously.

-- 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. Submit any calendar corrections to Papakhian [III.2]	Everyone	As soon as possible
2. Query officers/board re ALANET numbers [III.5]; further information re usage	Papakhian	Whenever appropriate; February board meeting
3. Revise MLA brochure [III.6.a, VII.A.1.a]; have it reprinted	Ostrove/ Papakhian	Soon
4. Distribute <u>MLA Handbook</u> [III.7]	Papakhian	Whenever ready
5. Have RSCD Comm. study professional information sharing [III.11]	Sommer	Whenever appropriate
6. Notify NY State/Ontario Chapter of approval of grant [IV]	Sommer or Coral	Soon
7. Establish membership on search committees [V.2, VII.A.6.a]; write job descriptions	Sommer/ Vellucci/chairs	As soon as possible
8. Negotiate with Academic Services re new contract [V.3]	Sommer/ Papakhian	Whenever appropriate
9. Look over present contract, draft changes [V.3]	Coral/ Papakhian/ Vellucci	As soon as possible
10. Reply to misc. letters [V.4]	Sommer	Whenever appropriate

11. Further fundraising activity [VII.A.1.b]	Sommer/ Ostrove et al.	Whenever appropriate
12. Reorganize Education Committee? [VII.A.2]	Sommer	Whenever appropriate
13. Send thoughts to Sommer re Education Committee matters [VII.A.2]	Everyone with ideas	Soon
14. Notify Henderson of approval of slate of candidates [VII.A.4]	Sommer	As soon as possible
15. Ask presidential candidates about drafting statement for ballot [VII.A.4]	Sommer	As soon as possible
16. Have someone draft citation texts [VII.A.4.b]	Sommer	Soon
17. Relay board comments to 1990 program chair [VII.A.5.a]	Sommer	As soon as possible
18. Reschedule Research in Music Librarianship Roundtable [VII.A.5.a]	Smiraglia/ Day	As soon as possible
19. Contact J. Cassaro concerning program [VII.A.5.b]	Sommer	As soon as possible
20. Contact D. Smith concerning local arrangements, Tucson [VII.A.5.b(2),c]	Sommer	As soon as possible
21. Final hotel space arrangements, Tucson [VII.A.5.c(1)]	Silver/ Smith	As soon as possible
22. Contact Bon Voyage Travel [VII.A.5.c(2)]	Sommer	As soon as possible
23. Notify D. Smith of typewriter request [VII.A.5.c(3)]	Sommer/ Vellucci	Whenever appropriate
24. Contact Archives Committee concerning taping of conference sessions [VII.A.5.c(4)]	Sommer	Soon
25. Relay board comments to 1991 program chair [VII.A.5.d]	Sommer	Whenever appropriate
26. Contact Smiraglia concerning Technical Report matters [VII.A.6.b]	Sommer	Whenever appropriate
27. Relay board comments to Farrington re newsletter [VII.A.6.c]	Sommer	Soon
28. Continuing committee contacts [VII.B]	Sommer	As appropriate
29. Notify treasurer of appointment of committee chairs [VII.B.4]	Sommer	As appropriate
30. Indianapolis hotel contract [IX.A]	Sommer/Hoffman	Soon
31. 1992 & 1993 hotel arrangements [IX.A]; notice in newsletter re future sites	Hoffman/ Sommer	Whenever appropriate
32. Relay board comments to Matthews [IX.B]	Sommer	Soon
33. Contact C. Olson re extra copies [IX.C]	Papakhian	Soon
34. NISO theses matter [X.D]	Sommer/Coral	Whenever appropriate
35. Study scholarship matter [XI.A]	Griscom/ Vellucci	Soon; report due Feb. board meeting
36. Investigate feasibility of awards program [XI.B]	Coral/Walker/ Griscom	by Feb. board meeting