

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
St. Louis, Missouri, October 6-8, 2000

Friday, October 6: 1:26 p.m.-6:10 p.m.; Saturday, October 7: 9:00 a.m.-12:05 p.m., 2:05 p.m.-6:30 p.m.; Sunday, October 8: 9:05 a.m.-noon.

Present: Leslie Bennett, Bonna Boettcher, Jim Cassaro, Jim Farrington, Allie Goudy, Laura Gayle Green, Lynn Gullickson (recording), Paula Matthews (presiding), Brad Short, Leslie Troutman, Philip Vandermeer.

Guests: Richard Griscom, Don Roberts.

The meeting was called to order by President Matthews.

Many thanks were expressed to Brad Short for hosting the Board meeting.

I. Approval of the Agenda.

The following agenda items were added:

IX.F. Reappointment of Special Officers.

X.E.3. Las Vegas Program.

XI.C. Awards.

1. Publications.
2. Freeman.
3. Gerboth.
4. Epstein.
5. Special Achievement Award.

XVIII.D. Chapter Grant Response.

It was moved by Leslie Troutman, seconded by Phil Vandermeer, and carried unanimously that the agenda be approved with the amendments.

Motion

II. Recording Secretary's Report. Lynn Gullickson.

It was moved by Phil Vandermeer, seconded by Jim Farrington, and carried unanimously that the minutes of the June 9-11, 2000 meeting (Bowling Green, Ohio) be approved as submitted.

Motion

III. Parliamentarian's Report. Jim Farrington.

Farrington reported that he has been fielding questions from the Board and the membership regarding MLA's bylaws and constitution by consulting *Robert's Rules of Order*.

Farrington authored the ballot regarding proposed changes to MLA's bylaws and constitution, which was sent to the membership during the summer.

Matthews expressed heartfelt thanks to Farrington for his diplomatic work regarding these controversial issues.

IV. Treasurer's Report. Laura Gayle Green.

At the beginning of FY 2000/2001, finances are in pretty good shape with approximately \$31,000 in the MLA checkbook, although bank statements have not been consistently received. It is anticipated that transfer of money from investments may not occur this fiscal year; if it does, it will happen after the convention. Assessing the cashflow is difficult because of questionable numbers; things are not booked correctly in income lines.

The books are in disarray because expenditure items have not been booked correctly, documentation for income has not been received, and it is very difficult to get Kimball & Associates to make corrections. Kimball & Associates has not booked donations correctly either. This leads to confusion in booking, acknowledging, taxes, etc.

Hertzbach reports that the closing balance provided by Kimball & Associates is accurate regarding the large income and expense categories. Donor issues need to be straightened out by Kimball & Associates with the assistance of Laura Gayle Green and Bonna Boettcher. Assistance from Hertzbach to help

simplify the line item budget would be welcome; it was suggested that Kimball & Associates should pay for Hertzbach's time.

The Board needs to approve some overages in expenditure lines for the FY99/2000 budget, which will be part of the Finance Committee report. The good news is that MLA's overall gain last year was \$50,950, though comparing last year's numbers to this year's numbers is problematic with the Kimball & Associates numbers. MLA's total assets for FY 99/00 were \$788,517.

The Epstein report still needs to be written, but questions regarding contributions and booking need to be addressed first. Laura Gayle Green will continue to work closely with Hertzbach and Kimball & Associates.

Bravo to Green for her responsible and dedicated service under very difficult circumstances.

V. Executive Secretary's Report. Bonna Boettcher.

Corrections to the Administrative Structure should be sent to Bonna Boettcher. The document will be converted to PDF and sent to David Gilbert to be mounted on the MLA web site.

A. Membership.

Membership renewal forms were sent in June and July, however, second notices still have not been sent. Consequently, second notices will be included in the convention mailing. Unfortunately specific membership numbers are not yet available. Susan Oderwald is planning to send postcards to the membership in order to make membership database corrections and to generate a complete membership report.

B. Publications.

Items from the Index and Bibliography Series, Technical Reports Series, and other publications continue to be sold from the backlist.

The new millennial issue of *Notes* will be available soon.

Brochures are still on hold pending the approval of a new design for the MLA logo.

Fact sheets are as accurate as possible until current membership information is available.

There is no further report from Tim Cherubini regarding the 8th ed. of *Directory of Library School Offerings in Music Librarianship*.

C. Contributions.

Current contribution figures are also not available yet. Acknowledgements must be sent before the end of the calendar year. Inquiries should be forwarded to Bonna Boettcher or Paula Matthews.

D. Ballot and Convention Mailing.

Susan Oderwald has been continually reminded about both of these important mailings. The ballot date is firm. Ideally the convention mailing would occur by November 3.

E. Other.

Bonna Boettcher inquired about Board member needs for letterhead since there is not a lot currently in stock. Leslie Troutman inquired if it would be possible to develop an electronic template for official MLA stationery. Bonna Boettcher replied that it is necessary to maintain central control and organization so that contact information for Board members is current.

Bravo to Bonna Boettcher for her Herculean work during another trying year.

VI. Vice President's Report. Jim Cassaro.

Jim Cassaro will be attending the NY State/Ontario Chapter meeting, which will celebrate the new music library at Cornell University. He will also host the Atlantic Chapter meeting in Pittsburgh.

The Best of Chapters session is proceeding as planned.

Jim Cassaro has also been drawing up the charge for an Ad hoc Committee to investigate the possible merger between MLA and IAML/U.S.

Warm and heartfelt thanks were expressed to Jim Cassaro for his contributions.

VII. President's Report. Paula Matthews.

Presidential files moved to Princeton, New Jersey in August 2000.

Publication contracts for Project Muse, Chadwyck-Healey, and Scarecrow (Basic Manual Series) have been reviewed and approved by Nancy Nuzzo (Publications Committee Chair) and Donna Thomas (MLA contractual attorney).

Paula Matthews received over 30 responses in 3 days to her MLA-L message, which called for participation in MLA and reported on the recommendations from the Ad hoc Task Force on Term Limit

Appointments. Upcoming vacancies include Newsletter Editor and *MCB* Editor. Search committees will be appointed for both of these positions. The Nominating Committee will need to identify candidates to stand for election for the following offices: Vice-President and Recording Secretary.

Mark McKnight will take the place of Lenore Coral as the NISO representative for MLA.

Rick McRae has been appointed to the Local Arrangements Committee for the 2005 meeting in the Washington D.C. area.

Bonna Boettcher will succeed Lenore Coral as Chair of the Legislation Committee.

Mark Germer will take over for Bill Coscarelli as Chair of the Resource Sharing and Collection Development Committee

Paula Matthews attended the Midwest Chapter-MLA meeting in Madison, Wisconsin (28-30 September). She also toured and met with staff at A-R Editions during her stay. Paula Matthews is planning to attend the SEMLA meeting in New Orleans, LA, October 26-28 as well as the "Musical Intersections" conference in Toronto, November 1-5. Paula Matthews is also planning to travel to UCLA for Steve Fry's retirement party in January 2001.

Paula Matthews will be meeting with Convention Manager Don Roberts and the 2001 Local Arrangements Committee in December to look at the conference hotel in New York City.

Paula Matthews has also spent considerable time and effort in the Kimball & Associates contract re-negotiations as well as in seeking possible alternatives for administrative services to the Association.

VIII. Editor's Report.

In general the Board agrees that all editorships and publications need to be re-evaluated in terms of print vs. electronic formats.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

The Board is particularly enthusiastic and optimistic about Alice Carli's publication: *The Binding and Care of Music*.

Great thanks were expressed to the Editorial Board for their fine work.

B. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth.

The Board wholeheartedly supported all publication ideas.

Many thanks were extended to David Farneth for his active pursuit of new publications in this series.

C. Music Cataloging Bulletin.

No report.

Paula Matthews will appoint a search committee for a new *MCB* Editor soon. Names of potential candidates should be forwarded to Paula Matthews.

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig.

A search committee will need to be appointed before the New York meeting in order to find a new Newsletter Editor as soon as possible. It may be necessary to conduct phone interviews rather than in-person interviews.

Phil Vandermeer suggested that the newsletter be published as an electronic document rather than a paper document put online. Leslie Bennett agreed as long as print copies could be made available for those without ready access to the Internet. Brad Short asked if it would be possible to archive the newsletter electronically. Phil Vandermeer stated that it is still archival practice to maintain paper copies. Jim Cassaro will ask the Archives Committee to reconsider this practice at the October meeting. Paula Matthews suggested that archival practices for Chapter newsletters also be reconsidered. Publications Chair Nancy Nuzzo should be involved in these discussions.

Since the newsletter is no longer printed and mailed to the membership, it was agreed that the official MLA calendar should include a deadline for the newsletter files to be sent to the MLA Webmaster and the date to request postage from the Treasurer should be eliminated.

Susan Oderwald will be asked to produce a set of mailing labels for institutional members so that a notice can be sent out to inform institutional subscribers that the newsletter is only available electronically now. Mid-November will serve as the target date for notification in order to avoid claims by serials departments.

Hearty thanks to Linda Hartig for a wonderful job.

E. Notes.

The Board reviewed the report submitted by Linda Solow Blotner.

The Board discussed possible candidates to serve on a committee charged to review honoraria. A committee will be appointed soon after the fall Board meeting.

Linda Solow Blotner raised the question whether any parts of *Notes* could or should be produced electronically. The Board suggested this topic be discussed in the Publications Committee.

The Board also encourages continued conversations about the traditional *Notes* luncheon and/or business meetings as well as the electronic future of this important publication.

The Board warmly thanked Linda Solow Blotner for her work.

F. Technical Reports.

The Board reviewed the report submitted by Philip Vandermeer.

Unfortunately the Millennial *Notes* issue will not be ready for the "Musical Intersections" conference in Toronto due to communication difficulties between Scarecrow and the printing company. However, the publication should be available before the end of the calendar year.

Hearty thanks were expressed to Phil Vandermeer for his productive work.

G. Web.

The Board reviewed the report submitted by David Gilbert.

David Gilbert requested funding for a chapter web site editors' breakfast during the annual meeting in New York. It is hoped that such a gathering would enable a discussion about MLA website guidelines, consistency in design, use of MLA logos and graphics, and maintenance and currency issues. The Board suggested that this breakfast might be merged with the Chapter newsletter editors' breakfast.

Sincere gratitude was expressed to David Gilbert for a great job.

IX. Special Officers' Reports.**A. Advertising.**

No report.

B. Convention Manager.

Don Roberts joined the Board meeting at 3 p.m. on Friday (6 October) to provide the Convention Manager's report.

Over the summer months, the Convention Manager focused on preparing for the New York annual meeting, concluding negotiations with the Crystal Gateway Marriott hotel for the 2004 meeting in Crystal City, Virginia, and trying to identify meeting sites for the 2005 and 2006 conferences. Don Roberts has also been facilitating the transition process for new Assistant Convention Manager Gordon Rowley.

Don Roberts reviewed the budget for the New York meeting. The Local Arrangements Committee is to be especially commended for their excellent fundraising efforts, which will greatly assist in reducing the particularly high costs of food, catering, and equipment.

Don Roberts contacted the Pacific Northwest and Mountain Plains Chapter Chairs to investigate potential meeting sites for 2005. Portland, Oregon and Vancouver, British Columbia serve as the best possibilities. The Convention Manager suggests approval of these initial recommendations.

Don Roberts initiated discussions with Brad Short about the possibility of having the 2006 annual meeting in St. Louis. Lynn Gullickson noted that an informal meeting to discuss possible meeting sites for the 2006 conference occurred at the Midwest Chapter-MLA meeting in September. Paula Matthews suggested that the Convention Manager follow-up with Laura Probst, Chair, Midwest Chapter-MLA.

The possibility of meeting in Memphis, Tennessee in 2007 was also mentioned. Don Roberts will further explore this option with Neil Hughes, Chair, SEMLA.

C. Placement Officer.

No report.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass.

MLA participated as an exhibitor at the ALA Annual Conference in Chicago, July 8-11, 2000. Karass is in the process of arranging for the MLA exhibit to be included at the "Musical Intersections" conference in Toronto, November 1-5, 2000. Future exhibit plans include the MLA New York meeting, the ARLIS meeting in Los Angeles, and the ARSC meeting in 2001.

Announcements of awards and publications were distributed to 47 publications, 13 organizations, and 57 library schools. Numerous e-mail announcements were sent to MLA-L and other appropriate listservs. The award announcements received special recognition in the *Chronicle of Higher Education*. Award applications were also advertised.

The Local Arrangements Committee for the 2001 New York meeting will be actively involved in the publicity campaign. The first round of press releases will be distributed in mid-October. Matthews warmly thanked Alan Karass for his dedicated service as Publicity Officer.

E. Executive Director.

No report.

F. Reappointment of Special Officers.

It was moved by Phil Vandermeer, seconded by Leslie Bennett, and carried unanimously to reappoint Don Roberts as Convention Manager, Susan Dearborn as Advertising Manager, Paul Orkiszewski as Placement Officer, and Alan Karass as Publicity Officer.

Motion

Reappointments will take effect immediately after the fall Board meeting.

It was moved by Jim Farrington, seconded by Allie Goudy, and carried unanimously that Laura Gayle Green be reappointed as Treasurer for another year or until the merged position of Executive Secretary/Treasurer is filled.

Motion

X. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Laura Dankner.

Heartfelt thanks were expressed to Laura Dankner for her genuine and dedicated service in this important work of the Association.

B. Education.

The Board reviewed the report submitted by Lois Kuyper-Rushing.

The Board strongly supported the proposed AskMLA program idea for the New York meeting.

Kuyper-Rushing submitted her resignation as chair of the Education Committee effective after the New York meeting. A new chair will need to be appointed.

1. Outreach.

Unfortunately, *Library Mosaics* (a journal for support staff) did not print the dates of MLA Chapter and national meetings due to a timing problem. Allie Goudy will make another attempt and keep Publicity Officer Alan Karass and ALA Liaison Jane Gottlieb in the circle of communication.

C. Finance.

The Board unanimously approved the recommendation of the Finance Committee that the Board approve overages in the following expenditure lines: (1) 8.04; (2) 8.05; (3) 9.04; (4) 9.06.

Motion

The Board unanimously approved the recommendation of the Finance Committee that the Board consider the possibility of appointing an ad-hoc committee to examine the issues surrounding honoraria.

Motion

The Board unanimously approved the recommendation of the Finance Committee that the Board approve mileage reimbursements of 32.5 cents per mile for requests dated after September 30, 2000.

Motion

The Board approved the recommendation of the Finance Committee with five yes votes and four no votes that the Board adjust the *Notes* staff honoraria as follows:

Motion

Editor	\$3,000.00
Assistant Editors	\$3,100.00
Book Review Editor	\$900.00
<u>Music Review Editor</u>	<u>\$750.00</u>
TOTAL	\$7,750.00

The Board unanimously approved the recommendation of the Finance Committee that the Board accept the draft annual audit report from the auditor.

Motion

The Board unanimously approved the recommendation of the Finance Committee that an Ad hoc Committee be organized consisting of the Fiscal Officer (as chair), the President, the Vice President, Parliamentarian, Executive Secretary, and other member(s) of the organization to

Motion

renegotiate the contract for management services with Kimball and Associates (which ends December 31, 2000) and to evaluate alternative options for management services to the association.

The Board unanimously approved the recommendation of the Finance Committee that the Board accept the Convention Manager's budget for the annual meeting in New York.

Motion

The Board reviewed the MLA Convention Budget for the New York meeting, which was submitted by Convention Manager Don Roberts. The conference will be an expensive one, especially with union regulations. An overall contingency plan of \$5,000 is built into the convention budget. The convention mailing to theater and dance colleagues cost an additional \$1,400. Table fees for exhibits are very expensive as well as the security and equipment costs. Insurance costs are unknown yet, although 50% additional expense is projected.

The hotel contract includes catering functions and there is not much flexibility. Discussion about food for breakfast meetings, coffee breaks, receptions, and the banquet followed. It was suggested to merge the Chapter Newsletter and Web Editors breakfasts into one event. Phil Vandermeer asked if there is a separate budget line for the cocktail hour; Paula Matthews responded that it would be a cash bar. Don Roberts suggested that Paula Matthews include a note about food costs and concerns in an e-mail message to MLA-L before the New York meeting.

Registration fees were discussed and were set as follows:

Early registration MLA, TLA, Dance group members	=	\$175.00
Early registration for MLA members in first three years of professional service	=	\$150.00
Early registration for non-members	=	\$250.00
Late registration for MLA, TLA, Dance group members	=	\$225.00
Late registration for non-members	=	\$300.00
Early student registration	=	\$90.00
Late student registration	=	\$120.00
Single day registration	=	\$75.00

It was decided to charge non-MLA members an extra fee of \$75, which would enable them to become MLA members at the point of registration, if they would like.

Allie Goudy asked about the number of exhibitors. Don Roberts replied that he would be able to provide a more accurate response in mid-January, although exhibitors will be accepted as long as there is room available. However, it will not be possible to acknowledge late exhibitors in the conference program. It was noted that exhibitor fees were raised \$100 in order to help offset the increased table fees. Table fees will be \$525 and exhibitor fees will be \$550.

Advertising fees in the conference program will be \$200 for full-page ads and \$125 for half-page ads.

The Local Arrangements Committee for the New York meeting has done an excellent job of fundraising in order to subsidize particular events and to reduce conference costs in general. Brad Short inquired about the general relationship between local arrangements committees and fundraising for internal conference operations versus off-site receptions. Paula Matthews and Don Roberts responded that fundraising is fundamentally about development.

Jim Cassaro congratulated Don Roberts on a very carefully crafted budget. Great thanks were expressed to Don Roberts for his challenging work.

Laura Gayle Green led a discussion about the draft audit report performed by Hertzbach. The three basic components of the report include the Association's books and records, internal controls, and Association policies. Kimball & Associates will also receive a copy of the report.

Leslie Troutman inquired if one of the problems is that Kimball & Associates does not maintain records according to non-profit organization standards. Laura Gayle Green responded that such practices account for part of the problems.

The Board agreed with Hertzbach's recommendation that the Association needs to create a formal financial policy. Phil Vandermeer and Laura Gayle Green will work together and gather relevant motions from Board minutes as a first step in this direction before the New York meeting.

The Board briefly discussed setting a dollar limit, which would require a countersignature and designating a person responsible for countersignatures. This idea will serve as an agenda item for the next Finance Committee meeting in February.

The Board also agreed with Hertzbach that it is important to be able to anticipate income. Bonna Boettcher and Laura Gayle Green will work on compiling a list of receivables.

In summary, Laura Gayle Green stated that the most important issues in the Hertzbach report regarding Kimball & Associates were to clean up the past year of booking errors and membership/contribution problems. Her suggestion was to accept all of Hertzbach's recommendations in the draft audit report. Leslie Bennett inquired how Kimball & Associates would proceed to accomplish these goals. Bonna Boettcher responded that Kimball & Associates would need to pay Hertzbach to do the clean-up work.

D. Membership.

The Board reviewed the report submitted by Stephen Wright.

It was moved by Brad Short, seconded by Jim Farrington, and defeated with eight no votes and one abstention, that the Board accept the recommendation of the Membership Committee that access to the electronic version of the *MLA Newsletter* be limited to MLA members, via passwords or some other authentication system. The Board disagreed with this idea in principle because the newsletter is viewed as a recruitment tool. Additional information would also be needed from Web Editor David Gilbert on the technical feasibility of this recommendation. Leslie Bennett suggested advertising the URL for the newsletter.

Motion

The Board thanked the committee for their work.

E. Program Committee.

1. New York Program.

The Board reviewed the report submitted by Michael Rogan.

Phil Vandermeer suggested that it might be a good idea to include the tour of jazz clubs in the conference program; perhaps Tuesday or Wednesday evenings would be good for such an event.

Paula Matthews inquired what should be done if a sponsor is found for the opening reception, but it is too late to include an acknowledgement in the conference program. Don Roberts recommended a placard or poster of some kind as a possible substitute.

It was suggested that a late exhibit opening on Thursday morning might be prudent since the Thursday morning plenary session will be held outside the conference hotel at the New York Public Library.

Paula Matthews confirmed that a podium and a microphone would be needed for the business meeting.

Leslie Bennett will communicate typography concerns and Leslie Troutman will relay chronological matters to Michael Rogan.

Michael Rogan was commended for his excellent work as Program Chair.

2. New York Local Arrangements Committee.

The Board reviewed the report submitted by Jane Gottlieb and John Shepard.

Paula Matthews expressed special thanks with regard to the committee's successful fundraising efforts. \$36,370 have been donated or pledged thus far and plans for further fundraising continue; gifts in kind from the New York Public Library and the Pierpont Morgan Library are not included in this monetary figure.

Bonna Boettcher was delighted with the local printer plans for the conference program. However, there was concern regarding the increased cost of including the MLA Plan 2001 report in the conference program; separate fundraising would be necessary. It was suggested that including the report as a separate insert in the conference packet might be a better alternative.

The tour options will be budgeted to "break even," so there will be no impact on the convention budget.

With regard to maps and guides, the Board suggested also publicizing URLs on MLA-L for related information sources.

The Local Arrangements reception at Pierpont Morgan Library will be fully funded by Grove's Dictionaries, Inc.

The MLA Plan 2001 concert and reception will be held at the CUNY Graduate Center. The concert will be a solo piano recital with a specially commissioned work by Chet Biscardi. Phil Vandermeer asked who would archive the manuscript of the commissioned piece; Leslie Bennett replied that she would make the inquiry. Paula Matthews said that she would remind the Local Arrangements Committee that MLA Plan 2001 events are separate from Local Arrangements Committee responsibilities; in other words, they cannot spend more than they raise. Paula Matthews also stated that it is not in the

spirit of Plan 2001 to limit concert attendance to only MLA members. Don Roberts thought that limited seating space (335 seats) should not present a problem since people will have other plans on Friday night.

Bonna Boettcher will contact Susan Oderwald to confirm what specific registration responsibilities Kimball & Associates will handle. She will include Local Arrangements Committee co-chairs, Jane Gottlieb and John Shepard in these communications.

Paula Matthews inquired what Board members thought about special ribbons for Board members, first-time attendees, students, etc. Allie Goudy expressed particular interest in some kind of designation for first-time attendees. Lynn Gullickson thought it was important to recognize student attendees.

Regarding publicity plans, Leslie Bennett provided a general reminder that everything should be funneled through current MLA Publicity Officer, Alan Karrass.

3. **Las Vegas Program.**

The Board reviewed the report submitted by Stephen Davison.

Two preliminary plenary session program ideas for the 2002 meeting in Las Vegas were proposed. The Board responded enthusiastically to both suggestions and encouraged the Program Chair to proceed. However, it was suggested that only one of the plenary sessions be devoted to local interests; the other plenary session should be more general in nature regarding current concerns in music librarianship.

F. **Publications.**

The Board reviewed the report submitted by Nancy Nuzzo.

Jim Farrington provided an update on the new logo design. A RFP was sent out during the summer. Jim Farrington passed around sample designs with the group's logo recommendation.

It was moved by Jim Cassaro, seconded by Leslie Troutman, and carried Motion unanimously to accept the logo recommendation. It should be noted that the new logo would be used on the web site, business cards, and other printed publications.

Great many thanks were give to Nancy Nuzzo and her committee for their great work.

XI. **Reports of Special Committees.**

A. **Ad Hoc Task Force on Plan 2001 Implementation.**

The Board reviewed the report submitted by David Farneth.

The Board approved of the proposed schedule for the final Plan 2001 report, the proposed Plan 2001 concert/reception at the New York annual meeting, the invitation to the concert/reception for the registration packages, and the proposed "Conference Report on Plan 2001." However, the Board expressed a preference for a separate insert in the conference packets regarding the invitation to the Plan 2001 concert/reception and the publication of the conference report instead of incorporation within the conference program.

Ideas regarding publication of the final report in *Notes* should be discussed with *Notes* Editor, Linda Solow Blotner.

The Board warmly thanked the Task Force for their work.

B. **Administration.**

1. **Personnel.**

No report.

2. **Statistics.**

The Board reviewed the report submitted by Brian Doherty.

The Board thanked Brian heartily for the committee's work.

C. **Awards.**

1. **Publications.**

The Board reviewed the report submitted by Mark Germer.

It was moved by Jim Farrington, seconded by Leslie Troutman, and Motion carried unanimously to accept the recommendations for the Vincent H. Duckles Award.

It was moved by Jim Farrington, seconded by Leslie Troutman, and Motion carried unanimously to accept the recommendation for the Richard S. Hill Award.

It was moved by Jim Farrington, seconded by Leslie Bennett, and Motion carried unanimously to accept the recommendation for the Eva Judd O'Meara Award.

Matthews expressed special thanks to the entire Publication Awards Committee for their extraordinary work.

2. **Freeman.**

The Board reviewed the report submitted by Marsha Berman.

It was moved by Phil Vandermeer, seconded by Jim Farrington, and carried with eight yes votes and one abstention to accept the recommendations for the Kevin Freeman Travel Grant.

Motion

Warm thanks were extended to the committee for their efforts regarding this special award.

3. **Gerboth.**

The Board reviewed the report submitted by Alan Green.

It was moved by Jim Farrington, seconded by Leslie Bennett, and carried unanimously to accept the recommendation for the Walter Gerboth Award.

Motion

The report also included two proposed revisions to the text of the award guidelines in order to clarify the eligibility requirements and extend the period of eligibility for potential applicants.

It was moved by Jim Cassaro, seconded by Jim Farrington, and discussion tabled to accept the first proposed revision: The award is made to members of MLA who are either in the first five years of their professional music library careers, or students currently enrolled in an A.L.A. accredited graduate program in library and information science, to assist research-in-progress in music or music librarianship.

Motion

Jim Cassaro stated that in general more flexibility would be good and MLA membership is more important than exact job responsibilities. Jim Farrington noted that there are many different kinds of music librarians. Brad Short suggested that the Board support the work of the committee by having the parliamentarians work out further details and propose a new revision. Possible suggestions include extending the time limit for the award. Laura Gayle Green suggested looking at the history of the award and re-evaluating the situation at the New York meeting. Paula Matthews asked the parliamentarians to investigate the rubrics of the award. It was decided that Allie Goudy would lead the investigation before the New York meeting.

The Board appreciates the thoughtfulness of the committee report and its suggestions.

4. **Epstein.**

Paula Matthews reported that information is still forthcoming regarding the Epstein Award. Paula Matthews will send the Epstein recommendations by fax and the Board will vote electronically by fax. Faxes will be sent to Bonna Boettcher.

5. **Special Achievement Award.**

It was moved by Leslie Troutman, seconded by Allie Goudy, and carried unanimously to accept the recommendation for the Special Achievement Award.

Motion

D. Bibliographic Control.

The Board reviewed the report submitted by Matthew Wise.

The Board requested that URLs be included in future reports.

With the adoption of the recommendation by the Ad hoc Task Force on Term Limits Appointments to encourage a "more consistent and open method of publicizing openings for all committees," it was noted that BCC vacancy announcements would need to be incorporated into this new process.

E. Legislation.

No report.

Current issues such as Napster, MP3, etc. are of serious concern to the Board and should be included in future reports. It is anticipated that intellectual property issues will become increasingly important.

F. Preservation.

The Board reviewed the report submitted by Marlena Frackowski.

The Board thanked the Preservation Committee for their fine work and thorough, thoughtful report on their many activities.

G. Public Libraries.

No report.

H. Reference and Public Services.

No report.

- I. Resources in Sharing and Collection Development.**
No report.
- J. Nominating.**
The Board reviewed the report submitted by Roberta Chodacki.
It was moved by Jim Farrington, seconded by Jim Cassaro, and carried unanimously to accept the entire slate of candidates. Motion
It was moved by Jim Farrington, seconded by Jim Cassaro, and carried to accept all three nominations for the MLA citation. Motion
Chodacki and the rest of the Nominating Committee were applauded for their success in developing a strong, diverse slate of candidates.
- K. Ad Hoc Task Force on Term Limits.**
It was moved by Phil Vandermeer, seconded by Leslie Bennett, and carried unanimously to accept the Report of the Ad hoc Task Force on Term Limit Appointments. Motion
With permission of the task force, Matthews will post the report on the MLA web site.
It was moved by Leslie Bennett, seconded by Jim Farrington, and carried unanimously to accept the recommendation of the Ad hoc Task Force on Term Limit Appointments that term limits for both committee chairs and committee members are a good idea, they should be more strictly enforced, and four years is a good length of time for most terms. Motion
It was moved by Leslie Troutman, seconded by Allie Goudy, and carried unanimously to accept the recommendation of the Ad hoc Task Force on Term Limit Appointments that the Investments Subcommittee be moved to a committee structure similar to that of the other MLA committees and subcommittees, with four-year terms and an unspecified number of members; the Treasurer, Fiscal Officer, and Assistant Fiscal Officer should continue to serve as ex-officio members of the subcommittee. Motion
It moved by Leslie Troutman, seconded by Jim Farrington, and carried unanimously to table the discussion regarding the recommendation to provide a more consistent and open method of publicizing openings for all committees, to ask candidates for open positions to submit written applications, and to post a single message on with all available committee positions. Motion
While the Board agreed in principle with this recommendation, it was decided that the recommendation was outside of the purview of the Ad hoc Task Force on Term Limit Appointments. The Board focused on those aspects of the report, which related specifically to term limits. However, the Board particularly endorsed the idea of using the Bibliographic Control Committee appointment process as a model for all MLA committee appointments.
It was moved by Leslie Troutman, seconded by Leslie Bennett, and unanimously defeated, that all committee chairs complete their four-year terms with one year as vice-chair, two years as chair, and one year as past chair. Motion
The recommendation was thought to be too formal. The Board suggested an amendment such as “all committee chairs complete their four-year terms as either member or chair.”
It was moved by Leslie Bennett, seconded by Phil Vandermeer, and carried unanimously to table the recommendation that the president need to issue a letter of appointment only at the beginning of any member’s four-year term. Motion
The Board agrees in general principle, however the recommendation would require a change in the Association’s bylaws.
It was moved by Jim Farrington, seconded by Phil Vandermeer, and carried unanimously to table the recommendation that MLA be more intentional and consistent in the terminology it uses for various committees. Motion
It was moved by Jim Farrington, seconded by Jim Cassaro, and carried unanimously to table the recommendation to encourage committees to better utilize working groups or task forces. Motion
It was moved by Leslie Troutman, seconded by Jim Cassaro, and carried unanimously to accept the recommendation that members of the Board of Directors do not chair or coordinate committees or roundtables. Motion
It was moved by Jim Cassaro, seconded by Leslie Bennett, and carried unanimously to accept the recommendation that all committee officers and members be current members of the Music Library Association. Motion

It was moved by Jim Farrington, seconded by Phil Vandermeer, and carried unanimously to accept the recommendation to support existing terminology about inactive committee members.

Motion

The Ad Hoc Task Force on Term Limits was thanked warmly for their thoughtful and difficult work.

XII. Search Committees.

A. Executive Secretary.

Richard Griscom provided a progress report to the Board in person. The Board discussed the various options regarding the merger of Executive Secretary and Treasurer positions approved by the constitutionally valid vote by the membership. Richard Griscom related concerns about the current situation with Kimball & Associates. The Board agreed to postpone full implementation of the merged position no later than the Las Vegas meeting in 2002. The successful candidate will first assume the Executive Secretary duties and then the Treasurer duties. The Board told Richard Griscom to reassure the search committee and the candidates that support would be provided during the transition process. Official interviews will take place in New York, preferably on Wednesday or Thursday so that the Board can act upon the recommendation before the conclusion of the annual meeting.

B. Technical Reports Editor.

It was moved by Leslie Bennett, seconded by Jim Farrington, and carried unanimously to accept the recommendation of Stephen Wright as the new Technical Reports Editor.

Motion

XIII. Joint Committees.

A. AMS, Joint Committee on RISM.

No report.

B. Archives, Joint Committee with the University of Maryland.

No report.

There will be a meeting in late October. Jim Cassaro will attend and represent the Board.

C. MPO/MOLA/MLA.

No report.

D. RILM/US Office.

No report.

XIV. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by ALA Liaison Jane Gottlieb.

Profuse thanks were extended to Jane Gottlieb for her extraordinary work on behalf of the Association, especially during the annual ALA meeting in Chicago last July.

B. NISO.

No report.

XV. External Liaisons.

A. MOUG.

No report.

B. Organizational Liaison Committee.

No report.

XVI. Roundtables.

No report.

XVII. Old Business.

A. Charge for the 'Report Gatherers.'

The Board reviewed the report submitted by Leslie Bennett.

The proposed changes to the *Administrative Handbook* regarding the 'Report Gatherers' role and responsibilities on the Board were discussed. Paula Matthews reminded Board members that it was important to keep in mind the historical perspective of Board positions and to maintain flexibility.

It was moved by Leslie Troutman, seconded by Jim Farrington, and carried unanimously to add the following text in italics to II.B.5.a. **GENERAL INFORMATION:** The President appoints: ...a *newly-elected member-at-large* to receive reports of special representatives, special officers and committees of the association, a *continuing member-at-large* to assist in compiling the reports *and serve as liaison to the Roundtable Coordinators.*

Motion

It was moved by Jim Farrington, seconded by Allie Goudy, and carried unanimously to add the following text in italics to II.E. MEMBERS-AT-LARGE. II.E.10. **REPORT GATHERER AND ASSISTANT REPORT GATHERER:** *One newly-elected member-at-large* is appointed by the President to collect the annual reports... The reports are published in the *MLA Newsletter* issue prior to the annual meeting. The report gatherer will serve as a liaison between the Board and the Program Committee. *The assistant report gatherer remains on the Program Committee through the end of the last meeting of his or her term in office.*

Motion

It was moved by Leslie Troutman, seconded by Allie Goudy, and carried unanimously to add the following text in italics to VII.G.BOARD LIAISON: The Board member with assistant report gathering responsibility will act as the liaison between the Board and the Roundtable Coordinators, and will schedule a meeting with the coordinators. *The Board liaison is charged with maintaining a list of current Roundtable Coordinators, and sending any changes to the list to the Executive Secretary after consulting with the President.*

Motion

Two different ideas were presented regarding annual reports from Roundtable Coordinators to the Board and their publication in the *MLA Newsletter* (XVIIA.1.ROUNDTABLE REPORTS). Paula Matthews stated that it would be best not to formalize the nature of MLA roundtables. While Roundtable Coordinators are welcome to send news to the *Newsletter Editor*, the Board agreed that the Report Gatherer does not need to be concerned with collecting roundtable reports.

B. Support for IAML meeting in San Francisco.

Jim Cassaro reported that IAML/U.S. is requesting MLA mailing labels for the 2002 IAML meeting in San Francisco.

A committee still needs to be appointed to review and report on the possible merger between MLA and IAML/U.S. Jim Cassaro has been working on drawing up a charge for such a committee.

C. Transition to K&A.

The Board discussed members who might serve on the committee to renegotiate the contract with Kimball & Associates and seek alternative management services for the Association. It was decided that the successful candidate for the Executive Secretary/Treasurer position would assume the Executive Secretary duties first and the Treasurer duties later; full implementation of the merged position would occur no later than the Las Vegas meeting in 2002. The Board agreed that such an approach would allow Association business to be conducted while keeping in mind overall future directions. The Board pledged support to the successful candidate during the transition period.

D. Internal Schedule of Board Meetings.

Internal changes for the spring Board meeting schedule is under consideration for the College Park, Maryland meeting in June 2001.

E. Review of Bylaws and Constitutions.

The agenda item was tabled and remains old business.

F. Use of MLA Fund/Endowment in Year 2000.

Brad Short anticipates that it will be necessary to use the MLA Fund/Endowment in 2000.

G. Toronto.

The Board discussed events at the "Musical Intersections" conference in Toronto, which are of particular importance to MLA. \$500 has been set aside for a reception.

Many thanks were expressed to Ruth Solie for mentioning participation of the Music Library Association at the Toronto conference in her article in the *AMS Newsletter*.

XVIII. New Business.

A. Annual Meeting 2005.

An invitation has been received from the Pacific Northwest Chapter-MLA for the Music Library Association to hold its 2005 annual meeting in their region. Portland, Oregon and Vancouver, British Columbia are both under consideration as possible conference venues. Brad Short inquired if

meeting in Canada would create any travel funding concerns for MLA colleagues. The general consensus of the Board was that meeting in Canada would not pose such problems. Phil Vandermeer asked if a joint meeting with CAML (Canadian Association of Music Libraries, Archives, and Documentation Centres) might be possible. The Board agreed that it would be good to give this idea further consideration. However, Paula Matthews stated that the Board should not proceed any further until a formal recommendation is made from the Convention Manager.

B. Term Limit Committee Report.

See XI.K.

C. Spring Board Meeting (2001)/Fall Board Meeting (2001)

The spring Board meeting is tentatively set for June 7-9, 2001 in College Park, Maryland.

Plans for the fall Board meeting are still pending.

D. Chapter Grant Response.

The Board discussed a letter from Lois Kuyper-Rushing regarding the denial of a Chapter grant award to SEMLA.

XIX. Adjournment.

The meeting adjourned at noon.

Respectfully submitted by Lynn Gullickson, Recording Secretary.