

**MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
St. Louis, Missouri, October 8-10, 2004**

Friday, 8 October: 2:00-6:30 p.m.; Saturday, 9 October: 8:30 a.m.-6:30 p.m.; Sunday, 10 October: 8:30 a.m.-11 a.m.

Present: Pauline Bayne, Bonna Boettcher, Pamela Bristah, Michael Colby (Recording), Laura Dankner, Richard LeSueur, Renée McBride, Ruthann McTyre, Nancy Nuzzo, Matthew Wise

The meeting was called to order by President Dankner.

I. Approval of Agenda.

It was moved by Renée McBride, seconded by Matthew Wise and, carried unanimously that the agenda be approved as submitted. **Motion**

II. Recording Secretary's Report. Michael Colby

It was noted that "Administrative Structure" should be changed to read "Administrative Handbook" in section III. Also a misspelling of Dankner on p. 3 was corrected. **It was moved by Matthew Wise, seconded by Richard LeSueur, and carried unanimously that the minutes of the June 5-7, 2004 meeting (Middleton, Wisconsin) be approved as corrected.** **Motion**

III. Parliamentarian/Assistant Parliamentarian's Report. Richard LeSueur, Matthew Wise

A question was raised on parliamentary procedure as to when a motion and second is and is not needed. According to *Roberts Rules of Order*, an option exists that when a motion is made from a committee of the Board a second is not needed. **It was moved by Renée McBride, seconded by Ruthann McTyre, and passed unanimously that all motions will require to be moved and seconded.** **Motion**
Richard LeSueur distributed proposed changes to the Administrative Handbook sections V.J.3.a, V.H.7.b, VII.a and VII.B. **It was moved by Bonna Boettcher, seconded by Ruthann McTyre and passed unanimously that the Administrative Handbook be amended to read:** **Motion**

V.J.3.a American Musicological Society: Joint Committee on RISM.

This committee is composed of six members, three from each of the two societies. Members serve for a term of six years.

V.H.7.b Membership

The Committee consists of five regular members and shall serve through the end of the annual meeting for which they were appointed. Four members will be appointed two years before the annual meeting. One will Chair the Committee, one will represent special committees, one will represent the roundtables, and one will be a member-at-large. The fifth voting member will be the Chair of the following year's Program Committee when appointed. In addition, there are the following ex officio members: the liaison from the Board, a representative of the Education Committee, chair of the Local Arrangements Committee, the Convention Manager and the Past Chair of the Program Committee. The Program Committee Chair works closely with the Chair of the Education Committee.

VII.A. Authorization

The President may authorize the establishment of a roundtable for a period of 4 years after receiving letters of support from six members in good standing of the Association identifying a common area of concern. Application for a roundtable can be made at any time during the year with the term of the roundtable beginning at the end of the annual meeting. Renewal of the authorization for another four years also requires six letters of support from members in good standing. The letters, not e-mail, are due to the President by February 1 of the year of expiration. The President may dissolve a roundtable at any time, if it appears that it no longer serves a need or that a committee of the Association could carry on its work more effectively. A roundtable which has not been renewed may again be authorized after a hiatus of a least one year following the same guidelines for the establishment of a new roundtable.

VII.B. Structure

Each roundtable is led by a Coordinator appointed by the President in consultation with the Board and other parties as appropriate. The Coordinator serves no more than four consecutive years unless an exception is made by the President of the Association. Normally there are no other officers and no specific membership. However, the Coordinator and the President may agree to adopt an alternative form of organization.

The first sentence of VII.C., "All roundtables hold at least one meeting a year convened by the Coordinator during the annual meeting of the Association" shall be deleted.

Matthew Wise reported that the mass changes making the Activities Roster current have been reported to A-R, but A-R has not yet acted on the changes.

IV. Report and Assistant Report Gatherer's Reports. Renée McBride, Ruthann McTyre.

Ruthann McTyre reported that she has received all the reports and they have been sent to Stephen Mantz for inclusion in the *Newsletter*.

Laura Dankner offered her thanks to Ruthann McTyre, Renée McBride and Bonna Boettcher for all their work, including the changes they have made affecting program items.

V. Treasurer/Executive Secretary's Report. Nancy Nuzzo.

Notes on final 2003-4 budget (Buff report):

1. Overview

Total operating income was \$380,776.72 or 101.93% of the budgeted amount; over budget by \$7,211.72. Total operating expenses were \$398,797.62, or 95.61% of budget; under budget by \$18,295.42. We expected a deficit of \$43,528.04; instead the operating deficit was \$18,020.90.

"Other Income" includes investment income and realized/unrealized gains/losses on our investments, which we have not considered operating income, and contributions. Investment income (all categories) totaled \$65,625.98. Contributions totaled \$ 14,346.25, for a total of \$ 79,972.23 in "Other Income."

Overall, we showed a surplus of \$61,951.33. Removing the investment income and including only contributions, the deficit was \$3,674.65.

2. Highlights

Income

Dues came in at \$113,916.17 or 97.07% of budget

Notes came in at \$110,565.36 or 127.53% of budget. This includes subscriptions, advertising, and royalties.

Convention income came in under budget but expenses were also lower than expected. Workshop income was wildly over budget, but expenses were also higher.

5.04 Miscellaneous income:

We had budgeted for settlement income but this had to be booked in the previous fiscal year. There was no miscellaneous income.

Expenses

Convention expenses came in under budget; workshop expenses were higher than budgeted by \$1,657.10. Surplus on meeting: \$ 10,615.76

11.02 Misc. charges:

\$4997.81 Fidelity Investment advisory fees. We decided in October to take these out of the operating budget, rather than have them deducted from our investment accounts, too late to include them in the budget.

11.04 Bank and credit card fees:

These were higher than budgeted. Card use costs us money. A-R estimates that 80% of MLA's members pay dues by check, 20% by credit card.

6.019 Legal fees and audit: Came in under budget.

6.09 Depreciation expense: Cost of computer.

9.7 Bad debt: Accts receivable written off

9000 Inventory adjustment: This is tracked as a publications expense in the audit

Overages:

10.02: \$2,737.10. More than offset by income.

11.0: \$5,750.36. Did not budget for investment advisory fees; credit card fees higher than budgeted.

6.07: \$1,489.85 Board line

9.09: \$1,116.87 for membership handbook

2003/04 Investment Accounts as of 6/30/04 (Gold sheet)

Changes were made to comply with the directives passed at the June Board meeting.

The Fidelity/Spartan Money Market fund was closed and the assets transferred to the Fidelity awards account. The Calvert Social Investment Money Market was closed and the assets transferred to the Calvert Social Investment Balanced account. Overall, the investment accounts showed a \$2,905.32 decline for the 4th quarter of 2003/4 but an increase of \$64,716.99 or 10.92% for the fiscal year. The value of MLA's investments on June 30, 2004 was \$657,350.83.

Notes on 2004-5 1st quarter budget (Green sheet)

Overall

Income:

Dues are at \$116,975.00 or 81.56% of budget. Last year at this time they were at \$98,210.00 or 83.69%.

Sales are at \$46,383.88 or 36.81%

Total income is at \$179,159.23. But this includes \$15,384.00 in convention exhibitor payments, so the real total is \$163,775.23, or 59.26%. Last year at this time we were at \$150,325.57 or 58.15% of budget.

Expenses:

11.0 Miscellaneous: Bank fees are on target.

7.021 BCC travel to ALA

7.04 MLA Subsidies have been paid, except for Digital Future Coalition

8.01 Archives subvention paid

9.04 Bill for May-June issue of the Newsletter; bill came very late

9.063 Reflects 2nd bill for Sept. issue.

Contributions:

Have received \$1,735 in contributions during the 1st quarter.

Awards principal

The amounts tracked as endowment account principal were classed as permanently restricted assets during the audit. This will make it easier to keep track of earnings on investments. Future contributions to awards funds will be classed as temporarily restricted assets.

Membership (White)

Renewals are going pretty well, or at least at about the same rate as last year.

Sales (Orange)

The sales and inventory report shows sales of new titles, plus sales of reprinted older titles.

Other

Notes vol. 59 was submitted for copyright.

Contributions under \$100 acknowledged for 4th q of 2003-4; donations for 1st quarter of 2004-5 reported to Laura Dankner and Allie Goudy and acknowledged. Nuzzo will attempt to acknowledge donations monthly instead of quarterly.

Online MCB: renewals are still coming in. The change to an online format, especially the introduction of a license agreement, complicated the renewal process.

Nuzzo expressed her appreciation for the work of A-R.

It was moved by Pauline Bayne, seconded by Pamela Bristah and passed unanimously that Nancy Nuzzo be reappointed Treasurer/Executive Secretary for another year.

Motion

Nancy Nuzzo was thanked for doing a stellar job, especially for her work on the realignment of the investments.

VI. Vice-President's Report. Bonna Boettcher.

Bonna Boettcher reported that she informed the chapters of their chapter grant awards. Web links to chapters from the web site are now all up-to-date. Two of the six submissions for Best of Chapters have been chosen. Jane Subramanian and the members of the Best of Chapters committee have examined the structure of the committee and would like to see it added to the Administrative Structure as an awards committee with members serving three-year terms. **It was moved by Richard LeSueur, seconded by Matthew Wise and carried unanimously that the Best of Chapters committee be added to the Administrative Structure and *Administrative Handbook* with members to serve three-year terms.** Laura Dankner will inform the committee chair of this action.

Motion

Boettcher has checked with the chapters about whether they are planning to meet at the Vancouver meeting. She also asked the chapters what time of year they prefer to receive mailing labels and notification of new members from the business office. Boettcher plans to attend the New York State/Ontario meeting, which will coincide with the celebration of the 100th anniversary of the Sibley Music Library.

Boettcher was thanked for her work.

VII. President's Report. Laura Dankner.

Dankner reported on recent appointments: Daniel Boomhower as chair of the *Music Resources for Libraries* Task Force (remaining task force members were also appointed) and John Bewley as chair of the Task Force for American Music Archives--both task forces are under the jurisdiction of the Resource Sharing and Collection Development Committee; Memphis 2006 program committee members Mark McKnight (Pittsburgh 2007 program chair), Ned Quist (representing the general membership), and Peter Hirsch (representing the roundtables and chosen alphabetically), a representative of special committees still needs appointing; chairs for the Membership Committee (Michael Rogan) and the Marketing Subcommittee (Erica Patillo), with terms to commence immediately following the Vancouver meeting; Joe Boonin to serve on the Gerboth Award Committee, his appointment to begin following the Vancouver meeting.

The lead story in the *Newsletter* will be on the changes in the Program Committee and to roundtables which occurred during the June 2004 meeting in Middleton. This was in press at the time of this meeting and will be mounted on the website shortly. Dankner had an advance copy from Stephen Mantz, which she shared with the Board.

Everyone who submitted a report for the annual Board meeting was sent an e-mail with comments about the Board actions or comments, along with the pertinent section of the draft Board minutes. As in the past, an effort was made to coordinate and send cross e-mails to those groups whose work intersects (e.g. 75th Anniversary and program-related, Development and Marketing committees; RSCD basic music project with Public Library Committee). As many people as was possible were notified about the changes to the Program Committee. Dankner worked with Board members Ruthann McTyre, Renée McBride and President-Elect Bonna Boettcher to get the Program Committee changes and roundtable renewals and program revisions on track.

Various people were notified about receipt of the Mellon Grant. The Newport 2008 contract was signed. The commission with Augusta Read Thomas (co-sponsored with the Memphis Symphony) for the 2006 meeting was signed. Work continued with the new webmaster to ensure accuracy and currency of all information on our current site; Dankner enjoyed hearing her ideas for a complete revamp of the site. New contracts and agreements with Project Muse were signed. Bonna Boettcher was included on many e-mails and policy decisions. This will accelerate as Bonna prepares to take over the leadership of MLA.

Special thanks were offered to all the Board members, who have been extremely cooperative and wonderfully ready to offer up opinions and/or suggestions as we work through so many important MLA initiatives. This particular group has been a joy to work with.

VIII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

The Board discussed the concern about the change in payments to authors. The goal of the change was to ensure that authors did not receive greater royalties than the Association. The Board saw the reasoning behind maintaining the older agreement for authors who had entered negotiations under that arrangement. **It was moved by Matthew Wise, seconded by Bonna Boettcher and passed unanimously**

Motion

that for MLA's monographic series, previously negotiated author royalty rates can be honored, but the new rates should be used for future negotiations. Many thanks were extended to Jean Morrow for her excellent work.

B. Copyright Web Site.

The Board reviewed the report submitted by Brian Cockburn.

The Board agreed that Brian Cockburn should move ahead with his ideas to promote the web site.

Thanks were extended to Brian Cockburn for his excellent work.

C. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic.

The Board was pleased to see that three titles are in the works.

Dankner thanked Mark Palkovic for his report.

D. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

Regarding the exploration of a search engine across issues, this topic was referred to the Bibliographic Control Committee for their consideration.

Dankner thanked Mickey Koth for her efforts.

E. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

The Board favored the idea for a column describing new or renovated music library facilities and urged Stephen Mantz to pursue it.

Dankner thanked Stephen Mantz for doing a wonderful job.

F. Notes.

The Board reviewed the report submitted by Jim Cassaro.

The Board expressed its pleasure with *Notes'* new look. Members of the Board were encouraged to offer their suggestions for new compilers of the music price index column and the index to the journal. Appreciation was expressed for Jim Cassaro's ability to accomplish so much within the existing budget lines. Timeliness of the advertisements is still a concern; Dankner will ask Jim Cassaro to have Karen Little look into this. It was noted that Scarecrow Press is currently writing the ad copy for the titles they publish. The Board did not feel it could support the purchase of new hardware for the Advertising Manager and did not feel it should be funded from *Notes* royalties. Jim Zychowicz has suggested a *Notes* inventory reduction sale. The Board favored this idea and thought an advertisement for this might be placed in *Notes*.

Thanks were expressed to Jim Cassaro for his excellent work on the Association's journal.

G. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

The Board was enthusiastic about the suggestion to have John Anderies author a report on online digital audio. Noting the impressive sales for the sheet music cataloging title, the Board urged Steve Wright to explore advertising specific titles in other publications. These publications might include *Cataloging & Classification Quarterly* and *American Libraries*; Scarecrow Press might also be consulted as to other publications—they should also be approached about paying for the ads.

Dankner thanked Steve Wright for his thoughtful work.

H. Web.

The Board reviewed the report submitted by Amy Dankowski.

The Board was in favor of the new "Education and Employment" section.

Dankner thanked Amy Dankowski for doing a terrific job.

IX. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

The issue of outdated ads was discussed above (see VIM.F.) As to the issue of publishers not seeing instant gratification after running ads, it was noted that many libraries purchase through approval plans and standing orders. Bonna Boettcher will contact Susan Dearborn urging her to convey this to advertisers.

Thanks were extended to Susan Dearborn for her work.

B. Convention Manager.

The Board reviewed the report submitted by Annie Thompson, who met with the Board.

Annie Thompson led the Board through the convention budget. She noted that vendor deadlines had to be earlier, due to the international nature of the meeting. Receiving this information earlier than usual actually helped the budget process. Fewer exhibitors were projected; expenses are projected at about \$20,000 less than the 2004 meeting, but projected income is lower as well.

There is a chance that demand for meeting rooms could exceed the hotel's resources. Dankner noted that this demonstrates the need for the revamping of the program that the Board has been working for; this will be a concern in Pittsburgh as well. Annie Thompson hopes to be able to accommodate last-minute requests, but such requests could incur additional labor costs. Annie Thompson raised the issue of having smaller committee meetings held in a special area within the exhibits area. The Board supported this and Annie will approach some committee chairs about this. Nancy Nuzzo asked if CAML will get the MLA registration rate; they will. Registration deadlines were discussed. Annie Thompson noted that online registration will be available this year. The hotel registration deadline is January 14; it was decided that early registration should end December 31. Nuzzo will contact Jim Zychowicz regarding what deadlines will work for A-R for online and mail-in registration. Dankner has reminded Gordon Rowley to deal with the program printing issue in the Convention Manual. Dankner asked Thompson to get cost estimates for internet access at the Pittsburgh hotel, with various breakdowns, e.g. all rooms/all day, some rooms/part of day, etc.; this information should be reported in time for the Vancouver Board meeting. Dankner noted that the letter of intent from the Society for American Music has not yet been received; she will ask Gordon Rowley about this.

Dankner noted that we are still awaiting a report from the Convention Managers on pursuing professional management for our annual meeting.

Dankner and the Board thanked Annie Thompson for her work.

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervick.

The job resources section for the website was discussed above (see VIII.H.) The Board was pleased to see the efforts made at coordination of the mentoring program.

Dankner expressed extreme pleasure with Jennifer Ottervick's work..

D. Publicity Officer.

The Board reviewed the report submitted by Ken Calkins.

The Board appreciated Ken Calkin's efforts toward co-sponsoring a session at the Public Library Association conference in 2006.

Dankner thanked Ken Calkins for his continued good work.

E. Management Services.

The Board reviewed the report submitted by Jim Zychowicz.

Dankner reported that in a conversation with Jim Zychowicz, he indicated that A-R could assist with some of the technical details of advertisements in the future.

X. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Allie Wise Goudy and Leslie Bennett.

Allie Goudy joined the Board for a discussion on development. Allie Goudy sees the role of the Development Committee as that of a facilitator and sought direction from the Board on what to raise money for. When the committee has a clear direction from the Board then they can fulfill their role, which is how to do it. The sooner the Board can articulate a direction, the better.

Allie Goudy is rearranging the way the committee functions: it is now less project driven, being arranged by types of responsibilities (e.g. public relations, stewardship, co-ordination of volunteers, work with publications, US-RILM effort).

Dankner commented that some donations go to the MLA Fund and noted that this fund helps to provide professional management for the Association, membership-only services (such as the online membership directory, *Notes* and the *Newsletter*), support to see that MLA's voice is heard in the larger library community (e.g. Bibliographic Control Committee travel to ALA), honoraria and grants. Boettcher noted that endowments take years to produce useable funds. Goudy commented that, regarding the RILM effort, it is better to have a single fundraising campaign that offers giving options rather than running separate campaigns. Fund raising should occur under one giving umbrella. The RILM endowment

should be a long term effort. A new giving brochure is needed, which would outline options for where people's gifts can go. Dankner noted that the brochure would need to be budgeted within the fiscal cycle.

Goudy advised the Board that a period of concerted effort, a "big push" if you will, produces results. A concerted effort needs a monetary goal. The dollar amount should be **realistic** but **ambitious**. Such a campaign would require a focus on outright giving as opposed to purchases from the MLA Shop. Dankner commented that we want to avoid a situation where it takes a long time to meet a challenge grant. Matthew Wise noted that it would be essential to reach former music librarians and other who we don't normally see at our meetings. Nancy Nuzzo suggested that a way be found to engage planned givers in our development plans, perhaps by means of a "silver donor" or "legacy" club. Dankner noted that it would be better if the planned giving brochure advised contacting "your financial planner" instead of the MLA President. Pamela Bristah inquired as to whether we have a broad base of donors and Nancy Nuzzo reported that there were nearly 300 instances of giving in the past year (this number does not reflect the actual number of individual donors). Pam further commented that the base of donors could be broadened by very targeted appeals, such as "x amount of dollars buys MLA x hours of internet connectivity at the annual meeting."

Dankner said that the Memphis meeting would be a good time to kick off a focused two to three-year fundraising campaign. She hoped there could be a way to make the donors' reception more meaningful. She will check with Annie Thomson regarding the feasibility of internet connections at the Memphis meeting with an eye toward tapping the MLA Fund for this. Regarding new membership for the committee, Dankner encouraged Goudy to send out a detailed call for participation, perhaps following the BCC model.

The Board encouraged Goudy and her committee to pursue a campaign approach to fund raising. The entire Board thanked Allie Goudy with acclamation for her energy and focus in this role.

Marketing.

The Board reviewed the report submitted by Leslie Bennett.

It was moved by Ruthann McTyre, seconded by Richard LeSueur and passed unanimously to accept the recommendation of the Marketing Subcommittee for the winning logo for the 75th Anniversary. The Board suggested that this logo could be overlaid on an image of Memphis.

Motion

It was moved by Renée McBride, seconded by Ruthann McTyre and passed unanimously that the Marketing Subcommittee continue the half-price sale of all merchandise (with the exception of the recently added bookmarks) available from the MLA Shop. It was moved by Bonna Boettcher, seconded by Richard LeSueur and approved unanimously that the Marketing Subcommittee implement their MLA Shop survey.

Motion

Motion

Dankner thanked Leslie Bennett for her efforts and her report.

B. Education.

The Board reviewed the report submitted by Deborah Pierce.

The Board acknowledged that the committee has been very active and right on target.

Dankner thanked Deborah Pierce for her work.

C. Finance.

Pauline Bayne reported on the meeting of the Finance Committee. The Convention Manager will post estimated registration fees and the actual hotel room rate for the forthcoming annual meeting to MLA-L and to internal MLA lists following the spring Board meeting. The Finance Committee will clarify guidelines for awards assets and add them to the Fiscal Policies Handbook.

The auditor had requested that fiscal policies be recorded. The Finance Committee has found statements that have been superceded. The Finance Committee will maintain both historical policies and current policies in written form. If any superceded policies are found in the Administrative Handbook, they will need to be removed.

It was moved by Renée McBride, seconded and approved unanimously to approve the following overages for FY 2003/04: Miscellaneous expenditures, budget line 11.0, \$5,750.36; Board members at large, budget line 6.07, \$1,489.85; Other publications, budget line 9.09, \$1,116.87.

Motion

It was moved by Richard LeSueur, seconded and approved to accept the recommendation of the Finance Committee to rescind the following policies:

Motion

• **Expenditures directly related to the awards are to be moved from the operating budget to the awards budget.**

• **The purpose of the Awards Fund is to sustain MLA annual awards. Because the Awards Fund would best achieve relatively steady returns, it should be invested in a more**

conservative manner than the General Endowment fund [i.e. MLA Fund.] Awards Fund earnings in excess of the amount needed to fund MLA awards in any given year are reinvested.

• In order to repay the MLA Fund for monies withdrawn from the fund, when financially feasible, fifty percent (50%) of any surplus from the convention budget and twenty-five percent (25%) of any surplus from the operating budget shall be applied.

It was moved by Renée McBride, seconded and approved unanimously to adopt the recommendation of the Finance Committee to approve the Convention Manager's proposed budget for the 2005 annual meeting.

Motion

The Board thanked Pauline Bayne and the committee for their fiscal work.

D. Membership.

The Board reviewed the report submitted Sarah Dorsey.

The Board accepted the committee's plan to recognize starting dates of members by decade. Regarding the suggestions for conference celebrations, the Board preferred that 1) the list of start dates of members appear only in the *Newsletter*, 2) nametags show a single star for memberships over 25 years, 3) members stand and be recognized at the banquet, with special recognition for the longest-termed member and, possibly, the newest member and 4) a possible plenary session of stories or oral histories.

Regarding the mentoring program, it was recommended that an online form should appear on the MLA server, but a paper form should be retained as well, for visibility in the conference mailing.

As to the Recruitment Task Force, Dankner suggested that it be left to the new committee chair to revitalize it.

Dankner thanked Sarah Dorsey for her report and the activity of the committee.

E. Nominating.

The Board reviewed the report submitted by Virginia Danielson.

It was moved by Richard LeSueur, seconded by Bonna Boettcher and approved unanimously to approve the slate of candidates for the 2005 election as submitted by the Nominating Committee.

Motion

It was moved by Matthew Wise, seconded by Richard LeSueur, and approved unanimously to approve recommendation for the MLA Citation as submitted by the Nominating Committee.

Motion

Dankner thanked Virginia Danielson and her committee for their excellent work.

F. Program Committee.

1. 2005 Vancouver, B.C. program.

The Board reviewed the report submitted by Patricia Stroh.

The following changes were discussed: A meeting of the Memphis Program Committee needs to be added. Names of hosts of breakfasts should be added. If local dignitaries will be present at the opening session, their information will need to be given to the President and they should appear in the program. The coffee with the President should be deleted. The cutoff date for justification of equipment requests where no topic is given will be October 29. Job titles of presenters and moderators should not be given, but their institution should be listed. The close of the Silent Action needs to be listed. The BCC Subcommittees need to be slotted into their times. Adjustments need to be made in lining up committee meeting times: meetings ending earlier should be listed before those ending later.

The "hot topic" is still undecided. It was discussed and determined that this session should fall under the aegis of the Education Committee, since it functions in a manner similar to the "Ask MLA" sessions. Dankner will contact Debbie Pierce about this. Discussion as to how to announce the hot topic determined that it should be sent out on MLA-L and appear in the preliminary program on the web; the name and e-mail address for the moderator of this session should appear in the preliminary program as well.

Patricia's question as to which sessions are not scheduled by the Program Committee pointed out the need for the next version of the Convention Manual to address this. The manual should indicate that committee chairs are responsible for the scheduling of their subordinate subcommittees, working groups and task forces. The scheduling of social events and coffee breaks should follow the previous year's schedule unless indicated otherwise. The program chair should be encouraged to consult with the past chair.

Renée McBride and Ruthann McTyre will communicate comments on the program to Patricia Stroh. Discussion followed as to the revamping of the conference program. It was

decided that the changes to the program should come from the Board as a clear and definite mandate, to be in effect by the Memphis meeting. Dankner will send an e-mail to MLA-L about this, as well as to her mailing list of name from the Administrative Structure. Bonna Boettcher will contact the chapter chairs and Renée McBride will contact the roundtable coordinators with the same message.

Dankner sincerely thanked Patricia Stroh for all her efforts.

2. 2005 Local Arrangements Committee.

The Board reviewed the report submitted by Terry Horner and Kirsten Walsh.

Dankner reported that local fund-raising is going better than when the report was submitted. She will inquire if the Local Arrangement reception can be moved to an earlier time. The local arrangements website is up. Patricia Stroh needs to give the preliminary program to Beverley Stafford no later than November 1 for mounting on the website.

Dankner thanked Terry Horner and Kirsten Walsh for their work to date.

3. Ad Hoc Committee, 75th Anniversary.

The Board reviewed the report submitted by Roberta Chodacki Ford.

The logo was passed above (see X.A.) The Board would like to see more activity regarding oral histories and historical MLA photos. A plenary session related to the Association's history is strongly encouraged. The Board was enthusiastic about the SFEs (small flashy events). The Board would like to see the committee begin working on these ideas with Program and Local Arrangements committees.

The Board thanked Chodacki Ford and the committee for their good work so far.

G. Publications.

The Board reviewed the report submitted by Publication Chair Karen Little.

The royalties issue was discussed above (see VIII.A.) Regarding the Basic Music Library project, Daniel Boomhower is aware of the ALA contract.

Thanks were extended to Karen Little for her continued good work.

XI. Reports of Special Committees.

A. Administration.

The Board reviewed the report submitted by Robert Acker.

The facilities column was discussed above (VIII.E.) Something needs to be in hand soon in order to have an online form for the career mentoring program for the Vancouver meeting.

Dankner thanked Robert Acker for his work.

B. Awards.

1. Bradley.

The Board reviewed the report submitted by Ed Komara.

It was moved by Bonna Boettcher, seconded by Ruthann McTyre and passed unanimously to accept the recommendation of the committee for the Carol June Bradley Award.

Motion

Dankner thanked Ed Komara and the committee.

2. Epstein.

The Board reviewed the report submitted by Diane Steinhaus..

It was moved by Renée McBride, seconded by Richard LeSueur and approved unanimously to accept the recommendation of the committee for the Dena Epstein Award. It was noted that all of the applications were accepted via e-mail.

Motion

Dankner thanked Diane Steinhaus and the committee.

3. Freeman.

The Board reviewed the report submitted by Stephen Luttman.

It was moved by Richard LeSueur, seconded by Ruthann McTyre and approved unanimously to accept the recommendation of the committee for the recipients of the Kevin Freeman Award, with each receiving \$750.

Motion

It was moved by Richard LeSueur, seconded by Matthew Wise and passed unanimously to change the wording of the end of the first paragraph of the Call for Applications to read: It provides a cash award of up to \$750 for travel and a room at the convention hotel (at half of the double-occupancy rate). In addition, MLA will waive the conference registration fee.

Motion

The Board discussed the recommendation of the committee to change the criteria for the award. The suggestion was appreciated, but a change did not seem necessary at this time, as good

applicant pools have been received. **It was moved by Pauline Bayne, seconded by Renée McBride and passed unanimously that the criteria for the Freeman grant remain as written.**

Motion

Dankner thanked Stephen Luttman and the committee.

4. Gerboth.

The Board reviewed the report submitted by Bob Follet.

No recommendation was made.

The Board thanked Bob Follet for his report

5. Publications.

The Board reviewed the report submitted by Ken Crilly.

It was moved by Michael Colby, seconded by Renée McBride and passed unanimously to accept the recommendation of the committee for the Vincent H. Duckles award.

Motion

It was moved by Matthew Wise, seconded by Ruthann McTyre and passed unanimously to accept the recommendation of the committee for the Eva Judd O'Meara award.

Motion

It was moved by Ruthann McTyre, seconded by Matthew Wise and passed unanimously to accept the recommendation of the committee for the Richard S. Hill award.

Motion

Dankner thanked Ken Crilly and the committee for their efforts.

6. Special Achievement Award.

The Board reviewed the report submitted by Bonna Boettcher.

No recommendation was made.

Dankner thanked Bonna Boettcher for her report.

C. Bibliographic Control.

The Board reviewed the report submitted by Nancy Lorimer.

It was noted that the action on musical incipits at the MARBI meeting demonstrates how BCC represents the interests of MLA at ALA.

Dankner thanked Nancy Lorimer for her report.

D. Legislation.

The Board reviewed the report submitted by Lenore Coral.

Dankner will ask Lenore Coral if she would like to have her report on copyright at IAML mounted on the MLA web site. The Board prefers to retain the current procedure of having the committee confer with the Board before responding to or acting on issues.

Dankner thanked Lenore Coral for her work and the timeliness of her report.

E. Preservation.

The Board reviewed the report submitted by Alice Carli.

Dankner noted that no subcommittee of the Preservation Committee has been established. Nonetheless, it is appropriate for an informal group within a committee to focus on a project.

Dankner thanked Alice Carli for her report.

F. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet.

The session at PLA was discussed above (see IX.D.)

Dankner thanked Stephen Landstreet for his report.

G. Reference and Public Services.

The Board reviewed the report submitted by Martin Jenkins.

The Board was happy to see the joint session between the Reference Performance and Electronic Reference Services subcommittees. Dankner will check with Martin Jenkins regarding completion dates of the WOREP and information literacy projects,

Dankner thanked Martin Jenkins for his report.

H. Resource Sharing and Collection Development.

The Board reviewed the report submitted by Brian Doherty.

The Board was pleased with the progress made so far by the Music Resources for Libraries Task Force. **It was moved by Renée McBride, seconded by Ruthann McTyre and approved unanimously to accept the charge of the Music Resources for Libraries Task Force as:**

Motion

To investigate options for creating a tool for use in developing library collections in music, which may include revising, updating or supplementing the 3rd edition of *A Basic Music Library* (Chicago: American Library Association, 1997). Reporting through the Resource Sharing and Collection Development Committee, the Task Force will develop a general editorial policy defining the scope, audience, and content of the tool, and defining its relationship to previous editions and similar tools.

The Task Force will consider means of publication, and methods of compilation and preparation of the tool. The Task Force will make recommendations to the Board regarding these issues.

Dankner reported that Deane Root has been in touch with her regarding the Task Force for American Music Archives. It was also noted that the charge for this task force needs to be added to its listing in the Administrative Structure.

Dankner thanked Brian Doherty for his report.

XII. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.

Dankner thanked John Shepard for his report.

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

No report.

C. MPO/MOLA/MLA.

No report. The MPO/MOLA meeting will occur later this month. Jane Cross is the new MLA member on the committee.

D. RILM/US Office.

The Board reviewed the report submitted by Dan Zager.

1. US-RILM Office Task Force.

The Board appreciated Dan Zager's detailed and informative report. In discussing funding sources for RILM, Bonna Boettcher wondered if the success of the *Index to Printed Music: Collections and Series* might better the odds for US-RILM receiving funding from the Mellon Foundation. Nancy Nuzzo asked if the legal status of the US-RILM office would permit them to pursue grant funding on their own. The Board favored Allie Wise Goudy's idea of folding the RILM effort into an umbrella campaign; it is important that this effort not overshadow MLA's other fund raising. It became clear to the Board that the next step in this effort needs to be coordinated through the Development Committee. MLA is examining all

of its fund raising initiatives and this important effort needs to be coordinated in that context. **It was moved by Richard LeSueur, seconded by Ruthann McTyre and approved unanimously that the US-RILM Task Force be thanked for their thoughtful work and diligent planning, be disbanded and reconstituted as a task force of the Development Committee.**

Motion

Dankner thanked Dan Zager for his report.

XIII. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Alan Karass.

Dankner was glad to see involvement by MLA member Liza Vick in the ARTS Dance Librarians Discussion Group. Dankner hopes to be able to attend the ALA Midwinter meeting.

Dankner thanked Alan Karass for his report.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

Dankner thanked Mark McKnight for his report.

XIV. External Liaisons.

A. MOUG.

The Board reviewed the report submitted by Stephen Luttman.

Dankner thanked Stephen Luttman for his report.

B. Organizational Liaisons.

The Board reviewed the report submitted by Matthew Wise.

Matthew Wise was thanked for his work.

XV. Old Business.

A. Strategic Financial Planning Report.

The Board reviewed the report submitted by Jim Cassaro.

The Finance Committee previously discussed the report. The report is actually much broader than just financial concerns. Discussion in the Board focused upon: structure of the Board, committee structure, the program and use of technology.

- Committee structure. The question was raised whether it is time to review the committee structure. Does the structure we have best serve the needs of the Association? Is it more complex than we need? It was noted that it can be a problem in getting committee chairs to report to the Board. Changes to the committee structure might flow from the restructuring of the program.

- Program. Efforts are already underway to affect changes here. The banquet is an expensive component of the program, is it necessary? Is there too much time and money devoted to entertainment? Are changes needed in the format of the banquet? Dankner also suggested that honors and awards might be made to mid-career librarians for things other than publications.

- Technology. Can the Association make better use of technology, including outreach and education? Board packets could be sent by e-mail. The Education and Membership Committees could look at ALA and ACRL to see what technological infrastructure is required to offer webcasts, etc.

- Board structure.

Members at large. It was expressed that current two-year terms barely give enough time to learn the duties. Two-year terms have both pros and cons; it could be more difficult getting candidates to agree to run for longer terms. The ballot might indicate the roles/offices for members at large.

President-Elect. This is a position that needs to hit the ground running. Would a closer relationship with the committees be possible? A good knowledge of the committees is need for making appointments to them. This position could act as the liaison to committees.

President. Is there a way to alleviate the heavy burden of letter writing (appointment letters, thank you letters, etc.) that falls on this office? Not only does the content need to be written, but members to fill the appointments have to be found as well.

Meeting agendas. The agenda has been changed for the spring meeting, with a meeting of the full Board between meetings of the Finance Committee, which has been working well. The board needs to move away from micromanagement of the program. Greater efficiency in Board meetings might be found if the agendas came out with indication of whether items are for action, discussion or informational. The goal should be to streamline Board meetings, which could free up time for planning discussions.

The Board concluded the discussion by setting priorities for the current Board. The first priority was seen as the development campaign, working with the Membership and Development committees. The next priority was determined to be the restructuring of the convention. The Board felt that time spent in planning was quite worthwhile.

Jim Cassaro was thanked for his report and efforts.

B. MLA/IAML-US *ad hoc* Committee Report.

The Board reviewed the report submitted by John Shepard.

The Board also reviewed the March 1985 report of the Ad Hoc Committee of the Association of MLA and IAML-US. There was considerable discussion. It was noted that this topic has recurred over the past two decades. Many questions were raised in the discussion: If IAML-US were to become a section of MLA, what would be the fiscal implications? Tax implications? Is there any benefit to MLA in any of the proposed models of association? Any action would require a vote of both associations. Do we have a persuasive case to bring to our membership? Is there any consensus within IAML-US at this point? What would the accountability of IAML-US to MLA be? MLA already has a voice in international issues, in its relationship with IFLA through its efforts in ALA. MLA is putting a lot of its efforts into internal development at this point. Closer association with IAML would only increase administrative work for MLA. In summary, while the Board supports IAML as an organization, it did not find that the report made a persuasive case for a new model of association, especially not a model that held any benefits for MLA.

It was moved by Matthew Wise, seconded by Renée McBride and passed unanimously to thank the committee for its report and to accept the first model of association as that with the most desirable outcome for MLA, i.e. status quo: MLA and IAML-US will remain separate organizations, with cooperation (IAML news will be disseminated in the MLA Newsletter and IAML-US will continue to hold a business meeting during the annual MLA meeting.)

Motion

Dankner and the Board thanked the committee for their efforts.

XVI. New Business.**A. Lehrman letter.**

The Board reviewed the letter Dankner received from Leonard Lehrman. The Board felt it was not appropriate to respond in any official capacity, as musical performance is not in the mission of MLA. The Board supports excellence in musical composition and performance, but does not issue mandates to libraries. The Board appreciated Leonard Lehrman's letter.

XVII. Adjournment.

It was moved by Richard LeSueur, seconded by Ruthann McTyre, and carried unanimously to adjourn the meeting at 10:20 a.m.

Motion

Respectfully submitted by Michael Colby, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Members of Joint Committee on RISM to serve six-year terms (III).
2. Membership of Program Committee (III).
3. Authorization and structure of roundtables (III).
4. Best of Chapters added to Administrative Structure as an awards committee (VI).
5. Previous royalty payment model (25% of royalties) may be used for current negotiations, but all future negotiations must follow new model (\$350 per volume) (VIII.A.)
6. References to Awards Fund removed from Fiscal Policies Handbook (X.C).
7. Prohibition on using monies from MLA Fund revoked (X.C).
8. Freeman Award includes registration waiver (XI.B.3).
9. Music Resources for Libraries Task Force established (XI.H.)
10. US-RILM Office Task Force disbanded and reconstituted as a task force of the Development Committee (XII.D.1)
11. MLA and IAML-US will remain separate organizations, with cooperation (XV.B)