

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Berea, Ohio, September 11-12, 2009

Friday, 11 September: 8:41am-12:03pm, 3:30-6:10pm; Saturday, 12 September: 8:40am-4:51pm

Present: Paul Cary, Linda Fairtile, Lois Kuyper-Rushing, Karen Little (recording), Nancy Lorimer, Stephen Mantz, Ruthann McTyre (presiding), Jennifer Riley, Michael Rogan, Philip Vandermeer

Guests: Paula Hickner (VIII.B.), Jim Cassaro (VIII.C.)

The meeting was called to order by President McTyre.

I. Approval of Agenda

It was moved by Phil Vandermeer, seconded by Linda Fairtile, and carried unanimously that the agenda be approved as submitted.

II. Recording Secretary's Report. Karen Little

It was moved by Paul Cary, seconded by Lois Kuyper-Rushing, and carried unanimously that the minutes of the Board meeting held in Middleton, Wisconsin, June 4-5, 2009 be approved with corrections.

III. Parliamentarian's Report. Nancy Lorimer

The issue of Board voting between meetings was discussed by the Planning Committee as well as the Board. This is felt an important topic as there is more frequently a need for such votes and as well as the fact that there exists the possibility that Board meetings could be shortened if more work was done in between meetings. And it was noted that ratifying emergency actions by vote at a subsequent Board meeting is not the same as a vote taken by the entire Board.

While an approach of applying a new interpretation of the current constitution was discussed, the Board felt it more appropriate to prepare a ballot putting forth a constitutional amendment treating emergency actions between Board meetings, regular actions between Board meeting, and a mechanism for recording this activity. Until such an amendment is approved, the current interpretation of the constitution will be followed.

Parliamentarian Lorimer will draft language for a ballot on this issue.

Parliamentarian Lorimer will continue the process of gathering known Committee handbooks.

IV. Treasurer/Executive Secretary's Report. Michael Rogan

1. Budget

Total Operating Income as of September 9, 2009 is \$46,657.96, which is 10.64% of the budgeted amount of \$438,560.00 for Fiscal Year 2009-2010. Membership dues are a primary source of income and in accordance with the renewal cycle fall into the 4th Quarter. Notes subscriptions are at \$14,383.00, or 41.69% of the budgeted amount of \$34,500.00. Notes royalties have not yet been received, since Ebsco is received quarterly (late in each Quarter), JSTOR and Project Muse are received annually in the 3rd Quarter, ProQuest and Wilson in the late 3rd or early 4th Quarter.

Total Operating Expenses as of September 9th are slight, since we haven't even completed the first Quarter, and amount to \$55,234.24, or 9.98% of the total budgeted amount of \$553,659.50 for FY2009-10.

2. Investments

The report of the Investments Subcommittee Chair will detail the value of our investments at Fidelity and Calvert. I would like to report to the Board that the Business Office will begin a new practice of closing the books after each fiscal Quarter, which will entail accounting for contributions to MLA's award and other funds and depositing those donations to our investment accounts. This practice was formerly done annually only at the close of the fiscal year, during the auditing process, and donations given to funds during the year were credited against payments from those funds from the operating account. In FY2009, the only award fund that received more donations than we expended operationally was the Freeman Fund, with a remaining balance of \$845.00. The total of contributions to Endowment Funds (not used operationally) was \$29,261.00. The total of unrestricted contributions (not used operationally) was \$2,637.00. Therefore in FY2009, \$32,464.00 is to be deposited into the appropriate accounts at Fidelity and \$279.00 deposited at Calvert, for a total donations surplus of \$32,743.00. Award Fund Totals for FY2009 (at the close, June 30) are given in the following chart:

Gerboth	\$26,642.09
Duckles	\$31,089.62
Epstein	\$53,187.86
Freeman	\$43,379.57
Mayo	\$1,269.56
Wicker	\$13,835.27
Ochs	\$29,586.26
Coral	\$28,903.03

For a total in all award funds of \$227,893.26. These figures do not reflect deposits which have yet to be made.

3. Membership

An initial analysis requested from the Business Office reports that “memberships” (rather broadly defined and including some forms of Notes subscriptions) has shown an overall increase in the last three years: from 982 in FY2007-08 to 1053 in FY2008-09 to 1202 in FY2009-10 (having just completed the renewal cycle). However, a more detailed analysis needs to be done to determine the trends within Individual Membership categories in recent years, as well as how Notes subscriptions have been effected by online vending.

4. Publications

Scarecrow reports they sold 278 items from the MLA co-published titles since the start of the calendar year 2009 (through August) with 9 gratis copies distributed, yielding sales of \$8,455.69. Lifetime total sales under our contact with Scarecrow (ending December 30, 2009) amount to \$319,512.74.

Series Editors will give recommendations regarding titles to keep in print to Pat Wall at A-R Editions.

V. Immediate Past President’s Report. Philip Vandermeer

Since the June Board Meeting I have:

1. Continued to consult with the President on issues and procedures.
2. Sent out checks and letters regarding chapter grants:
 - a. Southern California Chapter –\$475.00
 - b. Texas Chapter – \$700.00
 - c. Atlantic Chapter – \$500.00
3. Worked with the joint task force on MLA / IAML affiliation.
4. Represented MLA at the annual IAML/IMS meeting in Amsterdam, where I met with the IAML – US Board specifically about the proposed affiliation.
5. With the Planning and Reports Officer, tried to solicit reports from the Chapter Chairs and communicate the new structure of annual reporting.
6. Chaired the *Ad Hoc Nominating Committee of the Board of Directors for the Special Achievement Award* [Members: Ruthann McTyre, Lois Kuyper Rushing, Philip Vandermeer (chair)]. The committee declined to recommend a Special Achievement Award this year.

As I reported to the MLA membership in February, serving as Vice President and President of this wonderful organization has been the highest honor and privilege of my career and I look forward to completing my term of service as Past President over the next seven months.

VI. President’s Report. Ruthan McTyre

1. Newsletter Search Committee (Dougan, chair; Solow-Blotner, Szymanski, Hahn, Elliot): deadline extended, beating the bushes for applicants.
2. NOTES Search Committee up and running (Zager, chair; Solow-Blotner, Scott)
3. Assistant Convention Manager Search Committee: Nancy Nuzzo, chair; Leslie Bennett, James Zychowicz
4. Annual Meeting Survey Task Force: Beth Christensen, chair; Veronica Alzalde, Elizabeth Edminster, Morris Levy, Tina Murdock.
5. I’ll be getting the Greening Task Force going soon. I’m waiting to hear from Sarah Manus and Linda Dempf for other names.
6. The Board Self-Study Task Force will be chaired by Matthew Wise, past parliamentarian for the board. Other members include Amanda Maple, who co-chaired the Task Force for Committee reorganization and current board members Linda Fairtile, Lois Kuyper-Rushing and Phil Vandermeer. Their charge: With the goal of ensuring the effectiveness of MLA's Board of

Directors, the Task Force will undertake a review of the structure, duties, and workings of the Executive Board, its Planning Committee, and its Finance Committee. Seeking broad input from MLA members, the Task Force will report to the Board at its June 2010 meeting. The report will include a summary of the evaluation process and any recommendations for change.

7. After consulting with Linda Solow-Blotner, Publications Chair, I have the following to report:
 - a. She agrees that term limits for Editors is *mostly* a good idea. What concerns her most is the 1-year renewable, up to four years bit, from the perspective of a very short turn-around for finding replacement editors. She would like to make some alternative suggestions for the board to consider. *See the Publications Committee report for the rest of the story.*
 - b. She also agreed that it was time for a new Web editor and encouraged a close look at a reorganization of duties and new job titles with new folks in place.
8. I have spoken both with Amy Pawlowski and Jon Haupt. Amy is more than ready to step down after the completion of Phase 1 of the web redesign. After consulting with both her and Jon, here's what the timeline looks like:
 - a. Amy will continue in her current position until completion of Phase 1, probably around the end of September.
 - b. Jon will step in as lead person at that point and Amy will be the assistant through the San Diego meeting. They both requested this switch-around in order to tie up portions of some of the Astrachan-related projects. Jon will start looking at renaming ideas along with a reorg of duties/job descriptions, as recommended by Linda.
 - c. This will allow us to advertise for a new assistant and interview at the San Diego meeting, which Jon and I will address following this board meeting.
9. Outreach Committee has been appointed: Andrew Justice, chair; members Stephanie Bonjack, Randy Jones, Ericka Patillo, Carlos Peña, ex officio Jim Cassaro, Abigail Cross, Renee McBride.
10. Pending: Task Force to develop guidelines for Program Committee members to develop guidelines regarding conflicts of interest. Further conversations with Phil and current program chair Diane Steinhaus brought to the fore the idea that we should really look at the make-up of the program committee. (See Program Committee Report)
11. Letters of condolence on behalf of MLA sent both to IAML President Martie Severt and to the Music Library of Sweden and Deputy Librarian Verlemöy Heintz on Anders Lönn's death.
12. Donation to the Alzheimer's Association in memory of Michael Rogan's father, on behalf of MLA, using President's Discretionary fund.

It is a true honor to serve MLA as its President. I thought I knew a lot about our Association before, but I have learned so much more in the last few months. This is definitely a full-time job but thanks to our business office, T/Ex Michael Rogan, every single member of the board and our members who so willingly participate in the work that needs to be done, it's also a privilege and nearly always a joy.

VII. Editors' Reports.

The following reports were submitted for review by the Board. In the case in which the editor requested no action from the Board, the publication and editor's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board warmly thanks the editors for their efforts.

The Board did discuss the need for communication and/or coordination between editors as some overlap of material for publication may occur from time to time.

A. Basic Manual Series (Jean Morrow)

B. Basic Music Library (Daniel Boomhower)

A question about payment to editors was raised and an answer will be pursued.

C. Copyright Web Site (Eric Harbeson)

The suggestion that the site be run under a Creative Commons license was discussed and more information about this will be pursued.

D. Index and Bibliography Series (Mark Palkovic)

E. Music Cataloging Bulletin (Mickey Koth)

F. Newsletter (Stephen Mantz)

G. Notes (Jim Cassaro)

H. Technical Reports (D.J. Hoek)

I. Web Editor (Jon Haupt/AmyPawloski)

It was noted that some degree of authority work needs to be done with regard to committee names if the management services committee structure website is to be of value. The Administrative Structure of the organization needs to continue to be on our public website. There was a need for additional information about payment made in response to a "change order." It was noted that we need a next generation web editor position description. Jennifer Riley and Jon Haupt were assigned the task to develop this. Interviews for the Assistant Web Editor position will take place in San Diego with this person beginning their tenure in July 2010.

It was moved by Phil Vandermeer, seconded by Lois Kuyper-Rushing, and carried unanimously that the following editor appointments be renewed: Jean Morrow (Basic Manual Series), Daniel Boomhower (Basic Music Library), Eric Harbeson (Copyright Web Site), Mark Palkovic (Index and Bibliography Series), Mickey Koth (Music Cataloging Bulletin), D.J. Hoek (Technical Reports).

It was moved by Nancy Lorimer, seconded by Linda Fairtile, and carried unanimously that the following editor appointments be temporarily renewed until replacements are in place: Stephen Mantz (Newsletter Editor) and Jim Cassaro (NOTES Editor).

It was moved by Jennifer Riley, seconded by Phil Vandermeer, and carried unanimously that Jon Haupt be appointed Web Editor and Amy Pawloski be appointed Assistant Web Editor when the new website goes live.

VIII. Special Officers' Reports

The following reports were submitted for review by the Board. In the case in which the officer requested no action from the Board, the officer's name and their title is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the officer's contributions to the organization.

A. Advertising Manager (Wendy Sistrunk)

Wendy needs communications about those advertisers who are late and/or do not pay for their advertising.

B. Convention Manager (Paula Hickner)

C. Development (Jim Cassaro)

A new charge for the Development Committee was approved by President McTyre.

The Board supports the pursuit of a grant by Mark Puente and Jim Cassaro. The Board supports the creation of an Orpheus Society, a giving circle. The Board will pursue having pledges automatically drafted via the website. Pursuit of a plan to develop corporate member perks is supported by the Board. When membership categories are next reviewed, all categories and all aspects of the categories, including perks, should be reviewed. Moving forward with a fundraising video project was approved.

Marketing Subcommittee (Mary DuMont)

A new charge for the Marketing Subcommittee was approved by President McTyre. The question of the subcommittee's name will be sent back to the subcommittee for their consideration.

D. Placement Officer (Susannah Cleveland)

E. Publicity and Outreach Officer (Renee McBride)

F. Management Services (Jim Zychowicz)

A proposal requested by the Board on uploading and downloading reports was reviewed. The Board decided to pursue this utility in the context of the bigger picture goal with regard to phase II of website development.

It was moved by Phil Vandermeer, seconded by Linda Fairtile, and carried unanimously that the following Special Officers' appointments be renewed: Bonna Boettcher (Assistant Convention Manager), Susannah Cleveland (Placement Officer), Paula Hickner (Convention Manager), Jim Cassaro (Development Officer), Renee McBride (Publicity and Outreach Officer), Wendy Sistrunk (Advertising Manager).

IX. Reports of Committees

The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and the chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committees' contributions to the organization.

A. Awards (Laura Dankner (Walter Gerboth Award Committee), Ray Heigemeir (Kevin Freeman Travel Grant Committee), Therese Dickman (Carol June Bradley Award), Charles Reynolds (Publications Award Committee), Cheryl Taranto (Dena Epstein Award Committee)

The Board passed unanimously the recommendations of the Walter Gerboth Award Committee.

The Board passed unanimously the recommendation of the Kevin Freeman Travel Grant Committee that their nomination(s) be considered by the Board at a later date.

A recommendation that no award be made was forwarded by the Carol June Bradley Award Committee.

The Board passed unanimously the recommendations of the Publications Awards Committee.

It was noted that there exists some confusion about which year (copyright year or year of appearance) to use as the Publication Awards Committee reviews candidates for the Publications Awards.

The Board passed unanimously the recommendation of the Dena Epstein Award Committee.

B. Bibliographic Control (Kathy Glennan)

Administrative Structure changes requested by the Committee have been made.

The Board passed unanimously the MLA Statement on Authority Control.

The Board discussed and approved the changes to the charge of the MLA-BCC Genre/Form Task Force.

The Board passed unanimously the Metadata Subcommittee's proposal to work with ALA Preservation and Reformatting Section Audio Metadata Task Force on the creation of a resource assisting with the selection of metadata formats for audio preservation.

The Board passed, with one abstention, the recommendation that the parties involved work toward compromise language for the Descriptive Catalog on Rare Materials (Music) on the user base topic, and other issues as needed, to move this project forward.

C. Career Development and Services (Sheri Stormes)

D. Development (see VIII. C.)

E. Education (Abigail Cross)

John Wagstaff's paper entitled "Developing an Online Learning Environment for the Music Library Association: A Working Paper" was reviewed by the Board who thought the topic appropriate to discuss as part of a larger strategic plan. The development of core competencies should be a goal. The development of a complimentary paper to support the development of smaller educational outreach programs was looked upon favorably.

F. Emerging Technologies and Services (Grace Fitzgerald/Gerry Szymanski)

G. Facilities (Alicia Hansen)

No report submitted.

H. Finance/Investments (Paul Cary and Linda Fairtile)

In discussing the Annual Meeting, it was reaffirmed that Big Band costs should be considered a convention expense and, as such, the Big Band leaders will be asked to submit budget figures to the Convention Manager.

In discussing the Annual Meeting, it was noted that the Board needs to be sure to NOT give complimentary rooms to management services staff if we're also paying for their room through the management contract.

The Board passed unanimously the Annual Meeting Budget and the following registration fees for the 2010 Annual Meeting as recommended by the Convention Manager.

Early regular	\$210
Early 1st three years	\$175
Early non-member	\$300
Student	\$110
Regular	\$340
Regular non-member	\$430
Single day (no banquet)	\$145
Exhibitors (included in table fee)	\$0
Exhibitors (additional paid)	\$165

The Investments Subcommittee is working to more fully understand the services that Fidelity provides to the association.

I. Legislation (Jerry McBride)

J. Nominating (Eunice Schroeder)

The Board passed unanimously the Nominating Committee's recommendation of nominees for inclusion on the ballot for the Board of Directors.

The Board, with one abstention, rejected the Nominating Committee's recommendation for the MLA Citation.

K. Planning (Lois Kuyper-Rushing)

The Planning Committee thinks it would be greatly beneficial to get information from the hotel industry on the usual footprint for a small-ish conference. Based on the association's typical block of rooms, what is the normal meeting space plan/request? While we understand that MLA asks for more than the usual, we don't know what "usual" is. After this information is received, the Board (not the Convention Manager, Program Committee chair, etc.) should set size/footprint goals and target conferences to meet them by.

The Planning Committee discussed the need for ex-officio members of committees to be included in discussions. This is currently seen as most problematic as it relates to the work of the Program Committee and the Local Arrangement Committee. (See IX.M.1.)

The Planning Committee suggests that the association begin a review of the possibility of the use of a professional convention manager. Past President Vandermeer will start this process.

The Planning Committee supports the work of the Board Study Task Force and is particularly interested in outcomes that allow the Board to focus on higher level issues and allows the Board to spend its time on developing strategic plans rather than micro-managing.

The Planning Committee recommends that the Board prioritizes and schedules specific technological initiatives designed to allow more effective information sharing and collaboration at all levels of the Association. These include but are not necessarily restricted to:

- a) Implementation of a more effective mechanism for submission of complete and well-formatted committee reports, with easy posting of edited reports publicly;
- b) Integration of online program submission form with the online MLA directory;
- c) Ability for ease of online content generation by a wide variety of MLA members;
- d) Capacity for content generators to add automatically-generated RSS feeds to selected pages on the MLA web site;
- e) Online workspaces for committees, subcommittees and other groups to collaboratively develop documents;
- f) MLA-managed email list hosting, with archiving capability;
- g) MLA-managed conference call service;
- h) MLA-managed online survey capability;
- i) Capacity for online presentations, with archiving capability, and potentially with registration fees; Capacity for self-paced instruction technology

The Board passed unanimously the Planning Committee's recommendation that technological initiatives designed to allow more effective information sharing and collaboration at all levels of the Association be prioritized and scheduled for implementation.

L. Preservation (Lisa Lazar)

M. Annual Convention

1. 2010 San Diego program (Diane Steinhaus)

In discussing the 2010 Chicago program, it was noted that not all committees were including ex-officio members of committees in committee discussions. Committees are encouraged to include them in all discussions. It was hoped that face-to-face communication about this at the meeting held on the morning after the annual meeting – with past and future Local Arrangements Committee chairs as well as the Program Committee chairs in attendance – will help communicate this more clearly. This is critically needed as there is currently no communication mechanism being used between the Local Arrangements Committee and the Program Committee. If ex-officios are included in discussions, this gap would be filled.

The desire that the Program Committee watch that program submissions have evidence of their authors having thoroughly tapped the MLA membership for programs was expressed.

The Board passed unanimously the 2010 annual meeting program, with two amendments.

It was moved by Phil Vandermeer, seconded by Nancy Lorimer, and carried unanimously that individuals who are invited to speak at the annual meeting and are not MLA members be given a gratis registration not to include the banquet.

The Board reviewed the composition of the Program Committee in light of the need for more expertise in some areas when selecting programmatic material. In the short term, the Board suggests seeking outside help. For the long term, President McTyre will appoint a task force to review the Program Committee as a whole.

2. 2010 San Diego LAC (Ken Calkins)

N. Public Libraries (Blair Whittington)

O. Public Services (Jim Farrington)

P. Publications (Linda Blotner)

It was moved by Phil Vandermeer, seconded by Linda Fairtile, and carried unanimously that editors serve a term of 5 years subject to favorable annual reviews.

In order to effectively deal with editors currently holding positions, the following policy was established: Incumbents who have served for 5 years will be grandfathered in for one more year. Based on positive evaluation at the Fall 2010 Board meeting, further extensions will be negotiated with individual editors.

The contracts web site needs to be password protected.

Clarification was needed regarding the Task Force on Archiving MLA Publications. The Planning Committee notes that there is currently no mechanism in place for archiving electronic materials and hopes for a thorough re-evaluation of MLA's archiving situation. Michael Rogan will be seeing Vincent Novara in the fall and can ask him any questions the Board has regarding the MLA Archives at that time.

A need for a review of the strategic direction of the monographic series – such as consideration of the purpose of the publications and consideration of the possibility of new types of series that might be appropriate – was discussed. The Board will incorporate Publications Committee input in its work on strategic planning.

Q. Resource Sharing and Collection Development (Joe Clark)

1. Task Force (Daniel Boomhower)

XI. Joint Committees

The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

A. AMS, Joint Committee on RISM (Barbara Haggh-Huglo)

No report submitted.

B. Archives, Joint Committee with University of Maryland (Gerry Ostrove)

No report submitted.

1. Oral History Subcommittee (Therese Dickman)

C. MPA/MOLA Joint Committee (George Boziwick)

D. US RILM Office (Sarah Adams)

XII. Representatives to Other Organizations

The following reports were submitted for review by the Board. In the case in which the representative requested no action from the Board, the organization and the representative's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the representative's contributions to the organization.

A. ALA (Alan Karass)

B. NISO (Mark McKnight)

XIII. External Liaisons

A. MOUG (Alan Ringwood).

The Board reviewed the report submitted and warmly thanked Alan Ringwood for his efforts.

XIV. Old Business

A. IAML/US Affiliation (Philip Vandermeer/Ruthann McTyre)

The Board discussed the current relationship between IAML and MLA and how restructuring that relationship might be advantageous to both organizations. Many questions were raised. A Town Meeting will be held at the annual meeting in San Diego on the topic.

XV. New Business

A. RiDiM Request

The request is for an ongoing commitment of \$3000 a year to support the work of RiDiM. The Board tabled the discussion until a future meeting.

B. Assistant T/Ex

After much discussion about the parsing of responsibilities, the role of our business manager, and the need for accountability as well as the fiscal implications of creating a position of Assistant Treasurer/Executive Secretary, the following motions were made:

It was moved by Phil Vandermeer, seconded by Jennifer Riley, and carried unanimously that the Board approve the creation of an Assistant Treasurer/Executive Secretary position to be appointed by the spring 2010 annual meeting.

It was moved by Phil Vandermeer, seconded by Nancy Lorimer, and carried unanimously that the Board authorize the President and Fiscal Officers, in consultation with the current Treasurer/Executive Secretary, to determine an honorarium amount for the Assistant Treasurer/Executive Secretary position for 2010-2011 fiscal year.

Ruthann McTyre will draft a job description and appoint a search committee for the Assistant Treasurer/Executive Secretary position.

C. MLA Obituary Index

The Board noted that the information in Stanford's Obituary index is not MLA's. The Board encourages discussions between Stanford and Washington University about combining the databases if they wish.

XVI. Adjournment

It was moved by Philip Vandermeer, seconded by Lois Kuyper-Rushing, and carried unanimously to adjourn the meeting at 4:51pm.