

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Louisville, Kentucky, February 22-27, 2000

Tuesday, February 22: 9:08 am-10:00 pm; Wednesday, February 23: 9:05 am-12:30 pm and 5:30-6:05 pm;
Friday, February 25: 6:40-7:25 pm; Sunday, February 27: 8:40 am-12:05 pm.

Present: Leslie Bennett, Bonna Boettcher, Roberta Chodacki (recording), Robert Curtis, Bonnie Jo Dopp, James Farrington, Laura Gayle Green, Paula Matthews (presiding), Ned Quist, Brad Short, Diane Parr Walker.

Incoming Board Members: James Cassaro, Allie Goudy, Lynn Gullickson, Leslie Troutman, Philip Vandermeer.

Guests: Susan Oderwald, Jean Morrow (VIII.A.), David Gilbert (VIII.G.), Don Roberts (IX.B.), Alan Karass (IX.D.), Laura Dankner (X.A.), Ruthann McTyre (X.E.1.a.), Jane Gottlieb, Michael Rogan, and John Shepard (X.E.2.a.-b.), Nancy Nuzzo (X.F.), Anna Seaberg (XI.G.), William Coscarelli (XI.I.). Kathryn Glennan (XII.A.), Deborah Campana (XII.C.)

I. Approval of the Agenda.

It was moved by Ned Quist, seconded, and carried unanimously that the agenda be approved as distributed.

II. Recording Secretary's Report. Roberta Chodacki.

It was moved by Leslie Bennett, seconded, and carried unanimously, that the minutes of the October 1-3, 1999 meeting (Baltimore) be approved as submitted.

III. Parliamentarians Report. Robert Curtis.

No revisions have been made to the Administrative Handbook since the last meeting. Curtis will hand over his responsibilities to Assistant Parliamentarian Jim Farrington at the end of the meeting.

The MLA attorney advised Matthews that there is a strong need to revisit the By-Laws/Constitution as laws have probably changed since its inception in the 1940 s. Curtis recommends holding off on making changes to the MLA By-Laws/Constitution related to the positions of the Executive Secretary and Treasurer until there is a clearer understanding of how their roles interface with the contracted services provided by Kimball & Associates.

Regarding Board actions between scheduled meetings, Oderwald noted that some organizations vote by fax with tighter parameters in force for voting.

Curtis and Farrington were thanked for their excellent work.

IV. Treasurer's Report. Laura Gayle Green.

The 1999/00 First Quarter Reports were distributed by mail, and included the following sections: Balance Sheet; Operating Budget; Supplemental Income; Awards Account; Investment Accounts; Endowment Accounts Accumulated Principal; and Mutual Funds Activity. These same reports updated to 31 December 1999 were distributed by e-mail.

The following FY1999/00 Third-Quarter-To-Date Reports were distributed at this meeting: Balance Sheet; Income Statement; Income Statement with comparison against budgeted amounts.

A. Overview: Balance Sheet, Mid-year.

It has been an interesting year. The timing of the transfer to the new management services provider resulted in the financial data being in draft form at this time. Some items have not been booked into appropriate lines, and some income still has not been transferred or processed (credit card). There needs to be review of the new accounting database against the previous ledgers, and review of how the various reports (including investments) fit together. Green, K&A, and the Finance Committee will reassess what information is needed for appropriate decision-making.

B. Operating Budget.

Outside of the transition line, the budget is performing adequately.

1. Overages.

The Presidential travel and transition lines are over, but some of that is due to unresolved American Express charges. Board approval is not required as the overages were approved at last fall's meeting (see Baltimore minutes, section X.C.2. and 4.).

C. Supplemental Income, Second and Third Quarters.

Year to date: \$5,773.43 has been donated.

D. Awards Account.

The value of the account at the end of the second quarter was \$146,475.50, compared to \$134,864.43 last year. The Epstein, Freeman and Gerboth awards were paid out in the 2nd quarter. The rest of the awards will be paid out at this meeting.

E. Accumulated Endowments Principal.

This account totals \$113,475.93 at end of the first quarter.

F. Investments Accounts.

Most of MLA's funds show an increase in Net Asset Value. The investments are doing well, especially the socially responsible ones, which are consistently performing at a very good level.

G. Mutual Funds Activity Report.

This report shows details of earnings (both capital gains and dividends) through the end of the first quarter.

H. Other Activities and Business.

IRS 1099-MISC forms (and corresponding 1096 Form to IRS) were mailed around 22 January to recipients of honoraria or wage payments for services that totaled \$600 or more for calendar year 1999. The report to authorized budget expenders will go out after the annual meeting. The MLA Group Tax Exemption report to the IRS will be completed after the meeting. Green applied for the Kentucky state tax exemption and filed papers (with assistance) for the MLA Shop. From October through January, Green processed all Association income (with Boettcher's pre-processing assistance) with the exception of credit card income. Green went to McLean, Virginia as part of the transition team and worked with lawyers and accountants throughout the transition.

Green was thanked for her great job in maintaining MLA's records and her yeomanly efforts throughout the transition process.

V. Executive Secretary's Report. Bonna Boettcher.

The Executive Secretary's Report and the MLA Sales and Inventory Mid-Year Report were distributed by mail. The following items were distributed at this meeting: the Administrative Structure, a corporate fact sheet, a summary sheet for liaisons, and a substitute flyer for the outdated brochures.

A. Election.

In November, ballots were mailed to the membership to elect a Vice-President/President-Elect, a new Recording Secretary, and three new Members-at-Large. 884 ballots were mailed; 421 were returned, resulting in a return rate of 47.6%. 2 ballots were postmarked after the 12 December deadline and were not counted. No spoiled ballots were received.

The new Board members were added to Board-L on 14 January. Once again, Patricia Falk, of BGSU, served as election teller. Boettcher acknowledged her assistance in counting and verifying ballots. Again, portions of the election were close, so in addition to the spreadsheet, she ran several hand counts of the ballots.

B. Membership.

1. New Members.

Since the September meeting, Boettcher has processed 9 new individual members, 12 new student members, and 2 new corporate members. Usually, new members are sent a welcome letter and information about their regional chapter, while the business office was in charge of membership handbooks and back *Notes* issues. During the fall, new members received a convention packet and she prepared the necessary paperwork for them to receive appropriate issues of *Notes* (a pro forma invoice, with mailing label, is sent to A-R, who then ships the specified issues); welcome letters and chapter information were forwarded to K&A late in

January, since they have the overrun of the membership handbooks, with a request to mail packets to the new members.

2. Growth Report.

Usually Boettcher would be sharing the 31 January growth report. Since she is still trying to straighten out membership information, however, the report will be deferred until April.

C. Publications.

The report focuses on the period 1 July through 1 December 1999.

1. Index and Bibliography Series.

No new titles have been published in this series. 12 units in this series were sold, resulting in income for MLA of \$126.65. (For those new to the Board, per the contract with Scarecrow, they store the backstock and split profits on the sales with MLA 50/50.)

2. Technical Reports Series.

No new titles have been published in this series, either. 20 units were sold, generating MLA income of \$327.55. Cassaro's *Space Utilization* is now out of print. Vandermeer reports that the Maple/Morrow Tech Report on collection development policies is in the final phases of editing, so there should be a new publication in this series, and the first under the agreement with Scarecrow, soon.

3. Other.

Among the other publications, 1 copy of *Music Librarianship in America* has been sold. 5 copies of the *Cumulated Cataloging Decisions* have been sold, while 2 copies of the *Notes* index were sold. A-R stores back issues of *Notes*; MLA pays a per-pallet storage fee and is billed back for any shipping and handling charges.

4. From July through January, 50 units have been sold, generating income of \$786.06.
MCB Subscriberships.

The gloom and doom of MCB continues: subscriberships are down from last January's 653 to 642.

5. Inventory.

After some discussion with Griscom, Boettcher instructed Jim Zychowicz to delete volume 53 of *Notes* from inventory. Previously, this had been handled by the business office, and Boettcher wasn't certain that any back issues were kept. Griscom and Boettcher recommended, with Jim Zychowicz's agreement, that up to 25 copies of each issue should be saved for posterity.

6. *Directory of Library School Offerings in Music Librarianship*, 7th ed.

1 or 2 copies of this were sold during the fall.

7. Membership Handbook.

The 2000 Handbook is well underway. Since the current membership file only included primary addresses and would have been difficult to work with to produce a directory, Boettcher decided to edit last year's handbook files. In December, she posted a call for updates to MLA-L, and did receive several. Boettcher thinks she managed to include all those who joined since mid-September, and hopes that she has caught most address changes. Her greater concerns are the institutional and geographic indexes; she has tried to catch what she can, and hopes that everyone will be understanding. The timeline should be the same as last year. She spoke with Kira Henschel, at A-R, who reports that all is going smoothly. Barring disasters, the 2000 Handbooks should be mailed sometime during the 3rd week in April.

The issue of storing the Membership Handbook needs to be considered. Boettcher had received the entire overrun until the 1999 Handbook, when Henderson agreed to store and distribute extra copies. She suggests that MLA ask Jim Zychowicz if A-R will store extra copies of the current handbook and distribute them to new members. Right now, Susan Oderwald has to notify A-R to send appropriate issues of *Notes*, so it should be relatively straightforward to add membership handbooks to the notification. Another option is for K&A to store [at least part of] the overrun, and when Boettcher prepares welcome letters/chapter information for new members she could send them back to K&A to send along with the handbooks.

8. Brochures.

Boettcher has not mailed any brochures to anyone, since they are now hopelessly out of date. She has to line out so much erroneous contact information that she is embarrassed to send them. Matthews suggested the Board postpone discussion on the dated brochures until after the Publications Committee has met and the Gesamtmeeting scheduled for Sunday has taken place.

9. Fact Sheets.

After last year's annual meeting, Boettcher put together a serviceable corporate fact sheet for use at the MLA exhibit. The fact sheet was updated with new contact information for January's ALA Midwinter meeting.

D. Contributions.

Since the September meeting, Boettcher received 24 contributions totaling \$1,375.00. For informational purposes, she acknowledges all contributions under \$100, while Matthews acknowledges all contributions of \$100 or more. Total contributions for calendar 1999, including sustaining membership, are:

Sustaining members	32	\$2,400.00**
Unrestricted	28 contributions/3 patrons	3,101.91
Duckles	13 contributions	485.00
Epstein	21 contributions/1 patron	4,750.75
Freeman	28 contributions	1,128.00
Gerboth	12 contributions	520.00
MLA Fund		
general	24 contributions	1,439.55
in honor of Diane Parr Walker	26 contributions	1,555.00
Total contributions:		\$15,380.21

MLA now has 8 Corporate Patrons and 9 Corporate Members.

**Only the portion of sustaining memberships that is in excess of regular dues is reported.

E. Ballot and Convention Mailings.

After conferring with the BGSU library budget officer, Boettcher decided to try using her campus printing services to prepare materials for the ballot and convention mailings and to have the campus post office run the ballots through their meter for return postage. The printing services staff were great. They provided vital assistance, and even delivered the materials to her office when completed. The campus post office staff also were helpful and accommodating. The ballot mailing came in well under budget, costing \$720.00 in postage and \$607.40 to print, including business reply envelopes.

Stuffing the ballot mailing was quite a sight. What started out as a way to keep students at the library's main circulation desk busy on a slow evening ended up involving the circulation desk supervisor, the head of access services, the head of the popular culture library, and the coordinator of serials. Boettcher understood the discussion was lively and a good time was had by all. They took care of labeling and sealing the envelopes in the music library.

The convention mailing was a far larger undertaking, involving 2,379 packets, rather than 884 envelopes. Because of the number of inserts included, MLA received a 20% volume discount from printing services. She ran a last-minute insert in the library, which pushed printing over the amount budgeted for the mailing, while postage was slightly under budget.

Stuffing this mailing also was a sight. Boettcher took over the library's conference room and spread everything out in order. 8 hours later, with assistance from 6 elves, she had packets stuffed, labeled, and sealed. Including the \$183 to pay the elves, both mailings cost \$7,776.81, \$223.19 under budget.

F. Convention Program.

This year's program came off almost without a hitch. Other than the ever-present WordPerfect glitch with changing headers, Boettcher had no technical difficulties at all. Ruthann McTyre sent copy well in advance, and there were the usual last-minute exhibitors to add, but all-in-all it was uneventful.

G. Mailing Labels, Membership Database, and Mailing Lists.

Boettcher was able to use pre-printed label sets from Academic Services for the Convention and Ballot mailings, for the December issue of *Notes*, and for the November issue of MCB. She ran labels for the *MLA Newsletter* and for the December and January issues of MCB.

With the need for labels looming, plus several businesses interested in renting the MLA mailing list, the need for a database was pressing, to say the least. A colleague at BGSU, who enjoys challenges and has conducted a wide range of scanning projects, scanned Boettcher's most complete label set, cleaned it up, prepared it for Dbase, and then imported it into Access. While not elegant (first names and last names were in the same field), she was able to run queries and reports and generate the kinds of mailing lists that were being requested. She still has a challenge in determining membership type (student, retired, etc.), and, particularly with the institutions, which are members, which subscribers, and what agencies do they use. Boettcher was able to capture this information for all of the renewals she processed, but the information is far from complete.

Between late October and the end of January, she processed 8 mailing list rentals. 2 rentals were actual sets of labels, while the other 6 were delivered as comma-delimited text files. Until November, MLA had never supplied electronic files for mailing lists, but after conversations with several of those interested in renting, it seemed worth trying, and Boettcher received positive responses from those who requested electronic files. If everyone pays up, rentals for November-January will total \$2,560.92.

H. Renewals and Deposits.

Between mid-October and early January, she processed 188 member/subscriber renewals and 530 MCB renewals. The transactions were recorded in Access. Using one of Microsoft's pre-defined formats allowed Boettcher to track methods of payment, agencies, etc., in a format that K&A can read. She also processed 88 individual renewals and 12 institutional renewals for the Placement Service. Once the necessary information was recorded, the files were sent to Paul Orkiszewski, who has taken care of all placement-related business himself.

8 deposits consisting of renewals, advertising, royalties, etc., totaling \$36,758.58 were prepared. The first 7 were sent to Laura Gayle Green, while the 8th was sent to K&A. Boettcher used Green's spreadsheet, which allowed tracking by individual payment, budget line number, check/credit card number and amount. Needless to say, the Bowling Green post office box was busy, including the receipt of a single envelope containing 249 MCB renewals.

I. K&A.

Boettcher was a member of the group who visited K&A on 7 January to talk through the budget and to transfer files. She certainly does not miss the early-morning trips to the Bowling Green post office to check for MLA mail, nor does she miss seeing renewal and claims notices from subscription agencies.

J. Other.

1. Letterhead.
The first proof was corrected on 27 January, and letterhead was received shortly before the meeting.
2. Administrative Structure.
The new administrative structure will take effect at the end of the business meeting on Saturday. If the Board sees any errors, please let Boettcher know, since she will be sending a corrected and updated copy to Kathy Canfield, the designer, for the website soon after the meeting.
3. Miscellaneous.
Boettcher authorized Green to renew the Association's ALA Membership, and also the domain name (www.musiclibraryassoc.org).
4. MLA Board-L Correspondence.
The Board discussed the disposition of Board-L correspondence, other correspondence among officers, and the Recording Secretary's handwritten notes of Board and Business

meetings. Short asked if similar items could be weeded from the MLA Archives. Kathryn Goldman, the MLA attorney, will be consulted on this issue. [Goldman subsequently reported that the District of Columbia Code has no law on document retention; no electronic records need to be saved, except those specific (like the chronology of events related to the transition to K&A, or any summary statements). The Archives can be so advised - and this will include any decision concerning retroactive weeding.]

Countless thanks and deep appreciation to Boettcher for all her hard work during this challenging transition in administrative support services. She did a truly remarkable job.

VI. Past President s Report. Diane Parr Walker.

A. Liaison Activities.

Walker recommends continuing the chapter chairs listserve, which currently resides at Bates College. Since it is a closed list, postings from outside the group to the chairs may be sent to the list via Vice President Cassaro.

Walker stated it was a pleasure to attend and participate in last October s New York State-Ontario Chapter meeting honoring James Coover and Carol June Bradley. She was not able to attend the inaugural Atlantic Chapter meeting but noted that the chapter is off to a really good start.

Chapters are again scheduled to meet at the annual meeting. She observed that chapters seem to be using the time well and appreciate the support for these meetings. Chapter members feel these meetings are a good way to maintain esprit de corps. Walker recommends continuing this practice.

B. Best of Chapters.

Walker reviewed with the Board the report submitted by Best of Chapters Coordinator Brian Cockburn. Nine submissions were received from four chapters. She pointed out that some complications related to scheduling and budgeting for equipment arose due to the lateness of the submission deadline for proposals. She suggested letting this session run another year. Walker will bring this item up for discussion at the Chapter Chairs Breakfast and then report back to the Board. Cassaro will also be attending the breakfast. She noted that Cockburn pointed out in his report that this program is a juried session for which there seems to be a desire, perhaps in even a broader way. Walker will verify current chapter officers from the Administrative Structure at the breakfast.

C. Chapter Websites.

Matthews noted that Website Editor David Gilbert expressed the need for chapters to maintain current information on their pages as well as correct links on the MLA homepage. Farrington should remind chapters that their By-Laws/Constitutions should be kept current and in line with MLA s documents, as appropriate.

D. Files.

Walker has sent two boxes of Vice/Past President files to Cassaro.

The Board expressed its profound thanks and appreciation to Walker for all her work on the transition to K&A and with the chapters.

VII. President s Report. Paula Matthews.

A. New Board members.

Matthews introduced MLA s new Executive Director Susan Oderwald and welcomed newly elected Board members: James Cassaro (Vice President/President Elect), Lynn Gullickson (Recording Secretary), Leslie Troutman (Assistant Report Gatherer and Roundtable Coordinator), Allie Goudy (Assistant Parliamentarian), and Philip Vandermeer (Assistant Fiscal Officer). Oderwald provided a brief update on the transition which began in mid-December. Matthews invited Board members to attend a reception to thank the Louisville Local Arrangements and Program Committees on Tuesday evening.

B. Administrative Structure.

Matthews has been reporting changes regularly via Board-L. She reviewed some of the more recent appointments: Program Committee Chairs for 2001 New York City, 2002 Las Vegas, and 2003 Austin are Michael Rogan, Stephen Davison, and Brian Cockburn, respectively; Local Arrangements Chairs for these

three meetings are Jane Gottlieb and John Shepard, Robert Follet and Cheryl Taranto, and David Hunter; Nominating Committee members Roberta Chodacki (chair), Virginia Danielson, John Druessedow Jr, Jean Harden, Nancy Lorimer, Rebecca Littman, and Anna Seaberg; Executive Secretary Search Committee members Diane Parr Walker (chair), Jane Gottlieb, Dick Griscom, and Susan Oderwald; Technical Reports Editor Search Committee members Ralph Papakhian (chair), Chuck Herrold, Nancy Nuzzo, and possibly one more person; and Ruth Henderson has been appointed chair of the Organizational Liaison Committee.

C. Roundtable renewals.

Nine roundtables are currently up for renewal: Archives, Black Music Collections, Conservatories, New Members, Organ Music, Sheet music, Small Academic Libraries, Technical Services, and World Music. Matthews read a lovely letter of support for the Small Academic Libraries Roundtable from Laurel Whisler at Furman University. Very few letters have been received to date. It was suggested that shortening the renewal period from May 15 to a few weeks after the annual meeting may improve the rate of responses. It was noted that the New Members Roundtable may not have a core constituency to write letters due to the dynamic nature of the group.

D. Contracts & Contributions.

Matthews noted that the Scarecrow Press contract for the Basic Manual Series has been signed. Haworth Press contributed an unsolicited check for \$2000 to the operating budget. Several donations were received in support of events at the Louisville conference: Musical America helped to underwrite the coffee hours, Marty Rubin sponsored the Opening Reception, and Grove's Dictionaries, Inc. hosted a cocktail party. MLA has for the first time contracted for Directors and Officers Insurance.

E. Business Meeting.

Oderwald will be reporting on K&A to the membership at the business meeting. The March 3rd deadline for the *MLA Newsletter* no. 120 will be announced. No publication award winners will be able to attend this year's presentations. Remembrances will be presented. Dopp asked that the remembrance readers send their statements to the MLA Archives. Upcoming meeting dates will be announced, and a statement to the membership concerning the transition to K&A will be read at the end of the meeting.

F. Toronto Meeting.

MLA will coordinate and exhibit with IAML and CAML at the Toronto meeting and also participate on a joint program with the other organizations. The two topics currently under consideration for the program are: (1) a theoretical look at copyright, and (2) the four R's (RIdIM, RILM, RIPM, and RISM). Gilbert will provide a link from the MLA homepage to the Toronto meeting website to inform MLA members how to register. MLA is grateful to Alison Hall for coordinating this effort.

Acknowledgement.

All phone calls to the Association went to Bates College from October 1999 to January 2000. Matthews would like to publicly acknowledge the in-kind contributions made by the staff of the George and Helen Ladd Library during the period of transition from the business office in Canton, Massachusetts to Kimball & Associates in McLean, Virginia.

VIII. Editors Reports.

A. Basic Manual Series.

The Board met with Jean Morrow, coordinator, and reviewed her report. A few issues need to be clarified in the near future. (1) Will the contracts be between MLA and the authors or between Scarecrow Press and the authors. Matthews asked Morrow to have the editorial board make a recommendation to the MLA Board. (2) Morrow asked if the editorial board could make recommendations to the Board concerning royalties. Matthews recommended that they do this in consultation with the Publications Committee as well as having it reviewed by MLA's lawyer. Boettcher outlined the current Scarecrow royalty breakdown. The attorney will be looking at all of the Association's contracts and can recommend what would be most appropriate.

The first run of the series will be one-half in hardback and one-half in paperback. The Board will not advise on design, color, etc., but rather rely on the editorial board's recommendation. Short asked if she knew what the next two or three titles in the series will be. Morrow responded that she should know by Sunday.

The Board thanked Morrow and the editorial board for their tremendous work. Great job!

B. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth, editor. He should continue to work on the projects currently in the queue. Matthews asked the Board to feel free to send suggestions for new projects to Farneth.

Farneth was thanked for his continuing work on this series.

C. MCB.

The Board reviewed the report submitted by Philip Schreur, editor. The Board recommends continuing to work with the Publications Committee to turn MCB into an electronic publication. It was noted that there would not be a problem with supporting diacritics on the web if the publication was loaded as a PDF file in Acrobat Adobe. The Board suggests that option be explored. Kathy Glennan's offer to edit the two five-year cumulations sounds good.

The Board expressed warm thanks and appreciation to Schreur.

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig, editor. Her proposal to begin mounting the next newsletter, no. 120, on the web would begin the weaning process from a print to an electronic publication. It should be considered a supplemental form of the publication at this point. Short asked about the possibility of archiving web publications electronically. MLA currently archives only paper documents. The Publications Committee needs to examine the archival issue of MLA's electronic publications.

Hartig was thanked profusely for her fine work and patience.

E. Notes.

The Board reviewed the report submitted by Richard Griscom, editor. In his report, Griscom provided an update on the millennial issue in which he states that Vandermeer supports the proposal to publish it in the Technical Reports series. Griscom is talking with A-R to find out what is required to prepare camera-ready pages for Scarecrow. Vandermeer told the Board the issue will be ready for the Toronto meeting for a cost of approximately \$500 which will be included in his FY2000/01 budget.

Griscom was warmly thanked for his excellent work and report.

F. Technical Reports Series.

The Board reviewed the report submitted by Philip Vandermeer, editor, and discussed it with him. His report provided updates on the various projects in process or under consideration. It also recommended, based on feedback he has received from a recent poll, that the series continue. The Board should re-examine the series in a few years. Vandermeer will continue as editor for another year, or until a replacement can be found.

Many thanks to Vandermeer for a fine first year.

G. Website.

The Board met with David Gilbert, Website Editor, and reviewed his report. Gilbert passed around a laptop displaying the new MLA Website. Now employing frames, the website will be easier to maintain. Maintenance costs directly influence what David can and cannot do.

1. Server.

Gilbert observed that the current server set up also limits what he can provide. A secure server is needed in order to maintain an online membership database, process sales transactions, etc. Oderwald offered that MLA could contract for a service provider through K&A, or directly. Fees for service providers are generally based on traffic, not disk space, and can run as low as \$50 per month, if the provider's logo appears on the site. Gilbert is not sure how he feels about advertising on the MLA site. He plans to provide links to MLA corporate members, one at a time, monthly. The Board asked Gilbert to propose a recommendation regarding a service provider, to be reflected in his FY 2000/01 budget proposal. He should describe what he needs, and not limit his recommendation to a maximum dollar amount. Quist suggested that

Gilbert also estimate and include a dollar figure for income generated by the website in his budget. Gilbert may also wish to outline in his budget how many members rely on the website as a depository for information.

2. Support Group.

Matthews asked Gilbert if he wanted a support group which would help funnel information to David for the website, e.g. updates. Gilbert should send to Matthews a list of areas from which members should be drawn for the group.

3. Guidelines.

Gilbert mentioned he has not received any comments on the draft Website Guidelines he posted a year ago. Matthews asked Gilbert to update the guidelines for the Board to consider at the June meeting, after which they will be enforced.

4. Updates.

Gilbert prefers to retain control of updating information so that he may consult individually with submitters. He continues to be comfortable with the Local Arrangements and Program Committees linking their own sites to the MLA site.

5. Archives.

Dopp asked how much of the website should be printed off for the MLA Archives. It currently runs about 400 pages. Matthews wondered if the Archives Committee was preparing a recommendation. After some discussion, Matthews commented that the Publications and Archives Committees will need to address this issue in a larger context with other electronic publications.

The Board offered profound thanks to Gilbert for his great work on the website.

IX. Special Officers Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn. Dearborn was warmly thanked for her amazing work.

B. Convention Managers.

The Board met with Don Roberts, Convention Manager, and reviewed the managers report. Roberts noted that we have an excellent room fill count for this meeting at the figure at which we budgeted. The Louisville hotel staff have been wonderful to work with, especially Convention Services Manager Cara Sariscsany and Meeting Concierge Jason McDaniel.

1. Exhibitor fee.

The Board endorses the proposal to assess an exhibitor cancellation fee. Roberts has reviewed ALA's policy and noted that their fee structure is graded and based on when the exhibitor cancels. There were fewer exhibitors this year and five or six dropped out in the last few weeks. Roberts should also examine MLA's exhibitor fees in consultation with the Publicity Officer and Assistant Convention Manager to determine if they are in line with other organizations. The fees should probably be raised for the NYC meeting.

2. Fundraising.

The Board contemplated various ways the LACs, chapters and the Development Committee might be integrated in a more systematic approach to fundraising. The suggestions that came out of this discussion should be forwarded to Danker for consideration, and then, if the Development Committee wishes to pursue them, it can make a recommendation to the Board (see also section X.E.2.b.).

3. 2001-2004 meetings.

Roberts was at the NYC Grand Hyatt hotel a few weeks ago. The room rate has been negotiated down to \$195 for a single/double, \$220 for a triple, and \$225 for a quadruple. The quota MLA must meet to insure gratis meeting rooms is 90%, though there is some flexibility in this figure. If MLA does not meet the block minimum through member registration, it may be wise for the organization to make up the difference instead of paying for meeting rooms. It is critical that meeting attendees stay in the Hyatt. The Las Vegas rate is \$109 for a single and in Austin it will be \$154. It has been recommended that student registration rates be divided into regular and late. The Board approved the Atlantic Chapter/Library of Congress invitation

to host the 2004 meeting, pending successful hotel negotiations. Roberts will make a site visit this spring (see also section XVIII.E.).

4. 2005 meeting.

Roberts noted that MLA needs to meet in the west in 2005 and strongly recommends MLA plan annual meetings four years in advance. Gregg Geary from the University of Hawaii in Honolulu has asked Roberts about the possibility of holding the 2005 meeting in Honolulu. Roberts gathered some preliminary cost estimates and found that hotel rooms typically range from \$195-200. A flight from Chicago runs around \$627 and from Los Angeles at \$352. Geary is enthusiastic about coordinating LAC activities and would be able to schedule his time to do so. The Board would hope the California chapters were behind this proposal and would be willing to help out.

Curtis wondered if east coast exhibitors would be willing to go to Hawaii. Dopp and Matthews asked if the meeting could be scheduled as a joint meeting with a sister organization as a way to bring in more exhibitors and help fill the rooms.

Roberts will conduct a straw poll at the business meeting and he will also poll the exhibitors. He noted that we may also draw a significant number of music librarians from Japan and other IAML members from the Pacific Rim.

5. Budget.

The Board will follow-up on the issue related to plenary speaker costs. Troutman observed that groups request equipment without thinking about rental/set-up costs. Cassaro suggested that roundtables consider developing programs into plenaries, as well as alternating between programs and discussion sessions from year to year. Roberts thinks it may be helpful to take statistics on how many people attend sessions. The chapters have been encouraged to present the Best of Chapters session another year and plans are being made to address the potential equipment needs for this session in the budget cycle. Matthews asked Farrington to review the 1992 Equipment Request Policy.

The Board is grateful to Roberts and Hitchens for all their hard work and to Roberts for investigating all the meeting possibilities. Warm thanks and deep appreciation to outgoing Assistant Convention Manager Susan Hitchens.

C. Placement Officer.

The Board reviewed Paul Orkiszewski's report. The Board recommends continuing to send gratis issues of the *Job List* to the Publicity Officer for display at the exhibit table. Three cheers and warm thanks to Orkiszewski for his flexibility, excellent work, and follow through.

D. Publicity Officer.

The Board met with Alan Karass and reviewed his report.

1. Brochures.

Karass should consult with Nuzzo. All brochures need to be vetted through the Publications Committee.

2. K&A.

Publicity is not currently covered in MLA's contract with K&A. Oderwald would be able to provide advice on database construction and label production. It would be helpful to prepare for the eventual merger of the database with K&A. She noted that MLA has not yet developed a vision statement for publicity initiatives, such as identifying the target audiences, goals, etc. Matthews asked that the potential cost and time for items K&A may eventually take over be included in the upcoming budget process.

3. Press releases.

It has been difficult to get people to contribute information about award winners for press releases before the awards have been officially announced at the business meeting. Karass asked Matthews to make sure committees and winners know that information gathered for press releases will remain confidential until the awards are made public. Bennett suggested that it may be helpful to revise the deadline for the spring newsletter to a later date because it is difficult to prepare columns immediately after the meeting ends.

4. Exhibits.

Exhibits are an effective outreach tool but can be quite expensive. MLA's target audience needs to be defined and an adequate exhibits budget provided. Exhibit fees typically range from gratis to \$1700. It is also very challenging to find MLA volunteers to staff the exhibit table at these meetings. Chapters may be able to help in this area. Many chapters have a publicity officer that may be able to help coordinate staffing the MLA exhibit table as well as help develop exchange publicity opportunities between MLA and its chapters. Karass may also want to coordinate his activities with the MLA Organizational Liaisons, such as having them distribute materials at meetings at which we do not exhibit. Karass noted that some organizations bring in income from exhibits, charging \$75 for hot links from the meeting webpage.

Several comments were made on specific exhibit venues: The Board agrees MLA should exhibit at the Toronto meeting. It is a good idea to continue to exhibit at both the summer and mid-winter ALA meetings. MLA may want to alternate exhibiting between ALA mid-winter and the bi-annual ACRL meeting. It is probably not a prudent investment to exhibit at AMS. The upcoming PLA exhibit in Charlotte needs a MLA volunteer. The Public Libraries Committee may help identify someone, or an MLA member from the North/South Carolina region may volunteer. The Board discussed exhibiting at the IAML Berkeley and Edinburgh meetings. Matthews asked what the goal of the exhibit would be, to develop membership or raise visibility. Since the Edinburgh exhibit would have fiscal implications, the Finance Committee should act on this request. (Though the meeting would occur in FY2000/01, IAML needs to know soon.)

Karass received a round of applause for his wonderful job. Karass thanked the Board for its support.

X. Standing Committees.

A. Development.

The Board met with Laura Dankner, chair, and reviewed her report.

1. Calendars.

The Board supports the idea of conflating the MLA and Convention calendars and adding the task related to including information regarding the benefits of corporate membership to prospective exhibitors.

2. Corporate membership.

The Development Committee needs to coordinate contacts with potential corporate members. Board members could help by submitting candidates' names to committee members, as well as even making contact with them, if the Board member has some familiarity with the candidate. Benefits still need to be identified for the \$1000 level. The committee may forward a recommendation to the Board on the \$300 level in the near future.

3. Sustaining Membership and Renewal Forms.

Boettcher needs to verify wording regarding deduction information with the lawyer or accountant before it may be used on MLA literature.

4. Donor format.

The Board likes the revised donor format listing in the Louisville program and will forward comments they may hear from the membership to the committee.

5. Brochures.

The Board suggested in the Baltimore meeting minutes that the committee may want to work on the brochures with the Publications Committee. The MLA Fund brochure looks very nice. Goudy suggested listing the categories in the brochure. Troutman proposed including an insert outlining the categories. Walker commented that since it is desktop publishing, the categories can easily be inserted into the brochure. The categories and amounts will be available at the MLA Shop. Vandermeer asked if MLA could offer monthly billing or automatic monthly credit card deductions for giving. The Publications Committee is in the process of addressing the MLA logo for use on items such as the brochures. Dankner observed that now that there is a template, brochures can be developed for other funds, such as the Epstein.

Website.

Farrington talked about Gilbert's plans to highlight a corporate member each month on the website. At this point, Gilbert is not sure how he feels about advertising, in general, on the MLA homepage. Walker wondered if it was any different than providing contact information in other MLA publications.

7. PR Activities.
Photos are a good publicity tool for the Association.
8. Marketing Subcommittee.
The Board reviewed the report submitted by Sarah Dorsey, chair.
 - a. MLA Shop.

Dankner asked the Board to consider the level and effectiveness of PR activities, specifically, she suggested that the committee look at the numbers for the MLA Shop and Silent Auction to determine if the effort involved in carrying out these activities is worth the investment.

- b. Posters.

A full report on the posters that will be available at the 2001 NYC meeting will be provided to the Board for the June meeting. The posters will be budgeted through the MLA Shop. The poster campaign will be a joint effort between ALA and MLA and will be similar to other ALA poster campaigns. ALA will produce the posters and MLA will purchase them for sale at the NYC meeting (MLA will keep the surplus above cost). The subcommittee is also investigating storage tubes for the posters. The NYC Local Arrangements Committee and ALA liaison are aware of the poster campaign.

Dorsey and the subcommittee were warmly thanked for their wonderful work.

Profound thanks to Dankner and the committee for an excellent job.

B. Education.

The Board reviewed the report submitted by Lois Kuyper-Rushing, chair, and met with Allie Goudy, chair of the Outreach Subcommittee.

1. Workshop.

Short likes the idea of finding a way to hold a workshop during the meeting. The committee should also feel free to propose a workshop for the NYC meeting during the usual pre-conference time slot. Perhaps a topic could be selected that would appeal to local area librarians as well as members from the other performing arts organizations that will be in attendance.

2. Poster Session.

The session scheduled for Louisville sounds wonderful. It would be nice to be able to leave the presentations up for a while after the session ends, if this is feasible.

3. Ask MLA session.

Matthews asked Board members to attend so they may participate in this year's session devoted to the MLA budget and funds. (It will not, however, focus on fundraising.)

4. Library school directory.

The directory is still a useful publication. Boettcher suggested limiting the paper production for future editions.

5. Outreach.

Goudy has compiled a list of paraprofessionals that read MLA-L. She noted that cost is a big factor limiting participation in MLA and chapter activities. She feels that MLA members need to go out of their way to mentor paraprofessionals and make them feel comfortable at meetings. Goudy would appreciate insights and suggestions from the Board. Some Board members noted that distinguishing library staff by using terms such as paraprofessionals and support staff seems counterproductive to this initiative. Walker recommended focusing on outreach efforts at the chapter level. MLA needs to reach out to people locally, rather than expecting them to come to MLA meetings.

The Board thanked Goudy and the subcommittee for the good work.

The Board thanked Kuyper-Rushing and the committee for an excellent job.

C. Finance.

- Budget.

Quist reviewed the program for the Louisville Ask MLA session. Among the items that will be included for discussion in the session are: K&A, an overview of the MLA budget, use of the MLA Fund, and the upcoming budgeting process.

Board members made several suggestions concerning the preparation of the FY 2000/01 budget (which will be approached from a fresh perspective from the ground up, and no longer use budget lines as place holders): (1) revise the budget request form, (2) ask officers and committee chairs to supply programmatic information in the budget requests outlining what they hope to accomplish, and (3) develop a committee chair orientation program.

It was also noted that there may be a shortfall in this year's convention budget.

2. Statement to the Membership.

The Board unanimously approved the recommendation of the Finance Committee to accept the recommendation of legal counsel, Kathryn Goldman, and that the prepared statement be read to the membership at the Business Meeting.

3. Honoraria.

There has not been sufficient time to recommend any changes to honoraria or the contract with K&A. The committee will look carefully at these items at the Bowling Green board meeting.

4. Membership database.

A question has been raised concerning the sale of member work phone numbers to vendors. The database is not currently configured to support this. **The Board unanimously approved the recommendation of the Finance Committee that the MLA membership database be set up so that work phone numbers can be extracted and made available for sale or rental to vendors.**

5. Relationship between Finance Committee and the MLA Board.

As the meetings are now scheduled, the committee at times makes decisions on programmatic issues that should be considered by the Board prior to budgetary considerations. A change in the meeting schedule may be able to address this concern. Board members are encouraged to think about this issue and past board members should send comments to Matthews.

6. Relationship between the Finance Committee and Investments Subcommittee.

The channels for communication should be reexamined for clarity and improvement. Is there a discrepancy between the charge of the group and current practice? Are there term limits for membership in place as there are for other committees and subcommittees within the Administrative Structure? Farrington will work with Oderwald to have the Administrative Handbook distributed to new Board members.

7. Investments Subcommittee.

The Board reviewed the report submitted by Richard Burbank, chair, and a Use of the MLA Fund statement prepared by Short, Bennett, Curtis, and Farrington. Curtis distributed a chart projecting growth compounded at 10% per year from 1993 through 2013.

The Board unanimously approved the recommendation of the Finance Committee that in order to support the programs of the Association, the Board may approve the use of the MLA Fund as follows: the December 31 value of the MLA Fund over the past three calendar years is averaged. Five percent of that average or \$25,000 (whichever is greater) may be used. Short suggested that a history of this recommendation should appear in the newsletter. The Board supports this suggestion. Quist will write the article and include data from the subcommittee's report. Curtis noted that MLA's investments earnings are currently surpassing the predictions outlined on his graph.

Burbank, Curtis, and the subcommittee were thanked for keeping the Board abreast of the Association's investment activities.

Many, many thanks to the Fiscal Officers and committee for their excellent work during this difficult year.

D. Membership.

The Board reviewed the report submitted by H. Stephen Wright, chair.

Board members observed that the revenue implications of the suggested changes should be known before adopting this proposal. How many new members would need to be added to make this proposal

revenue neutral in its affect on the budget? A decision would need to be made at this meeting in order to incorporate the changes in the 2000 renewal process. Troutman suggested postponing a decision until management data can be generated. Goudy noted that the Outreach Subcommittee has also been discussing various alternatives to the current dues structure. Walker suggested Goudy forward the group's recommendation through the Membership Committee. Matthews mentioned that the Membership Committee is going to be working with Karass to prepare for the Toronto meeting. MLA may want to reconsider trying to draw members from groups such as AMS because of the difference in programmatic material offered at professional meetings. **It was moved by Leslie Bennett, seconded, and defeated with nine no votes, that the Board accept the recommendation of the Membership Committee to change the MLA dues structure as follows: Current student members who upgrade to full membership status upon obtaining a professional position should have the option to pay dues in a graduated plan over the first four years of their professional careers. The plan would include a \$10 increase each year, as follows: first year, \$45; second year, \$55; third year, \$65; fourth year, \$75.** The committee is encouraged to gather data. The Board supports the direction the committee is moving in, however, the timing for this proposal is not right.

The committee was warmly thanked for its recommendation .

E. Program.

1. 2000

a. Program.

The Board met with Ruthann McTyre, chair, and reviewed her report.

Concerning the issue of increasing honoraria for plenary speakers, the Board would like a specific recommendation from the Program Committee.

McTyre and the committee were thanked for their wonderful work on the program and Sha Towers was recognized for work on the program website.

b. Local Arrangements.

The Board reviewed the report submitted by Paula Hickner and Karen Little, co-chairs. The Board thanked Hickner, Little, and the LAC for a wonderful job on coordinating a terrific meeting.

2. 2001

a. Program.

The Board met with Michael Rogan, chair, and reviewed his report.

Rogan observed that the Dance and Theatre Librarians have been invited to this meeting. A lot of discussion among MLA members has already occurred at the Louisville meeting on how to make the programming inclusive for 2001. He will send out a reminder on MLA-L. He hopes it encourages groups to plan early as they will be departing from typical programming. Rogan recommends scheduling two plenaries and is encouraging MLA groups to develop programs rather than hold business meetings so that there will be a variety of sessions to attend. The LAC opening plenary at NYPL will focus on documenting the performing arts in the present and future and will cover a wide range of areas such as theatre on film and tape, sound archives, performers and celebrities. Two ideas have been proposed for the second plenary. The first suggestion which has numerous roundtables support is an open panel discussion with famous local artists. This would be an easy low-tech program and would encompass a broad representation across the musical arts, including the state of music industry in the world today. The LAC would be willing to make contacts. The second suggested topic is a recognition of the 500th anniversary of music printing covering the spectrum of what has happened and where it is headed. This presentation could involve corporate participation. A-V costs will probably be significantly higher in NYC. Rogan should have a detailed proposal ready for the Board to consider at the spring meeting so that budgetary implications can be considered. Gottlieb will talk to Karass about doing advance press releases for wider distribution. The meeting should also be publicized at the Toronto meeting.

Troutman, coordinator of the Plan 2001 Implementation Task Force, has proposed an Ask MLA session to the Education Committee which would wrap up the culmination of the Plan. It may also end up as an open session sponsored by the task force. Vandermeer suggested that this session should

be scheduled for later in the day so that the other organizations can schedule meetings during this period, if desired, and so that a reception could follow to celebrate the occasion.

Rogan noted that roundtables do not have an opportunity talk among themselves. Bennett will give Rogan her roundtables e-list to enhance communication.

Rogan was thanked for the fine report.

b. Local Arrangements.

The Board met with Jane Gottlieb and John Shepard, co-chairs, and reviewed their report. The Board is thrilled with how much the committee has accomplished.

(1) Registration.

K&A will be handling pre-conference registration. Volunteers to work at the conference registration table have been identified. Badge production needs to be clarified. The Marketing Subcommittee has been informed that the registrant packet will include a tote bag. LAC should work with Don Roberts on the convention budget. Though it would be desirable to offer a lower registration fee for this meeting (such as \$70 for the 70th anniversary), fluctuating the rates from year to year is probably not wise. Gottlieb has talked to Roberts about the possibility of offering a special two-day registration rate. Hotels typically plan on a 6-8% no show for room bookings. MLA does not typically experience such a high rate of no-shows which is why some MLA members were bumped the first night at the Louisville meeting.

(2) Fundraising.

The LAC manual may need to be revised and streamlined. Matthews should be advised of gifts so that she can send acknowledgments. Outreach efforts to corporate exhibitors and follow-up invitations to become corporate members need to be coordinated, as well as the listing of opportunities for sponsoring and giving, with development activities so efforts are not duplicated. (See sections IX.B.2. and X.A.2.)

(3) Logistical issues.

LAC will provide assistance to those conference attendees requiring special accommodations. The Board and LAC need to be aware of and extend appropriate support and courtesies to all the special guests that will be in attendance.

Gottlieb, Shepard, and the Local Arrangements Committee have done a fabulous job. Warm thanks to all.

F. Publications.

The Board met with Nancy Nuzzo, chair, and reviewed her report.

1. *Notes* millennial issue.

Shirley Lambert at Scarecrow will submit a bid within the time frame outlined.

2. Inventory.

Lambert will withdraw the Croissant. Matthews would not encourage giving it away as the work is dated. The remaining copies should be offered to the author before discarding them. Other titles are also under consideration for withdrawal.

3. Electronic publishing.

A working group has been assigned to look at policies and the server issue. The *MLA Newsletter* will be mounted as a PDF file. It may also be feasible to support ads. The group also needs to look at the issue of archiving electronic publications in consultation with the Archives Committee (see sections VIII.D., VIII.G.5., and XIII.B.).

4. Brochures and logo.

Various committees and officers will be consulting with the Publications Committee on the issue of brochures in the coming months (see sections V.C.8., IX.D.1., and X.A.5.)

Another working group has been assigned to define criteria for a new logo by June and a design will be commissioned over the summer. Farrington will share the criteria at the June Board meeting. Matthews will not officially appoint either working group.

5. JSTOR/Project MUSE.

Fourteen people attended the open forum. Morrow brought the issue up with the Resource Sharing and Collection Development Committee. That committee didn't think it was necessary to create a list of journals since a core list has already been composed for IIMP. The core list should be prioritized. There was some question as to from whom the list should come. Matthews suggested that the Publications Committee may be the appropriate group. Nuzzo will share with relevant RaPS groups and ask all concerned with these issues to report back to her.

6. Contracts.

This will probably be the year MLA's attorney reviews all the publication contracts. Enormous thanks to Nuzzo and the committee for their excellent work.

XI. Special Committees.

A. Ad Hoc Task Force on Plan 2001 Implementation.

The board reviewed the report and addendum submitted by Leslie Troutman, interim coordinator, and discussed them with her. The addendum is a distillation of the report, summarizing the action items from the Visibility Document. Her recommendation is that the items not be viewed as additional charges to the committees and officers. Matthews will send the items out for consideration and then follow up on them. Regarding the action items under the heading Board, Bennett will prepare something on item no. 1 for the board to consider at the June meeting and Troutman can bring up the remaining three items for discussion at that time.

Troutman stated that the Association is well underway or has completed every initiative listed in *Plan 2001*. She wondered how MLA should celebrate the end of the Plan. She is investigating the possibility of scheduling an Ask MLA or open forum to review MLA's many accomplishments over the past five years.

Troutman and the task force were thanked for keeping the Association and Board current on *Plan 2001* activities through this final year.

B. Administration.

The Board reviewed the report submitted by Deborah Pierce, chair.

1. Automation.

The Board discussed the importance of the revised Automation Requirements for Music Information document and expressed the need for it to be made available as soon as possible. Members wondered who the document's target audience was and if it would address recent developments in user interfaces and metadata.

2. Facilities.

Board members commented that it is nice to see new facilities showcased at the annual meeting and looks forward to hearing more about the group's activities.

3. Personnel.

The Board discussed the interviewing workshops and made some suggestions which Matthews will share with the subcommittee chair.

4. Statistics.

The Board discussed the most recent questionnaire that was distributed this past fall and made several comments that may assist the subcommittee in planning future surveys: (1) define the goal of the survey, (2) consider access vs. holdings issue, (3) mail or web distribution may be more effective than via e-mail, (3) timely membership accessibility to results is very important, (4) solicit from membership the types of data they need, and (5) can the data be used to establish benchmarks for institutional comparisons.

Pierce, the committee and subcommittees were warmly thanked for their fine work.

C. Awards.

No report.

D. Bibliographic Control.

The Board reviewed the report submitted by Linda Barnhart, chair.

The Board had no suggestions for changes to the proposed action items related to the Music Thesaurus Project Form/Genre Terminology Working Group and the revised charges.

The committee, subcommittees, working groups, and liaisons were thanked for the excellent informational report and Barnhart was thanked for her exceptional leadership over the last several years.

E. Legislation.

No report.

Coral was thanked for her wonderful work on this year's plenary devoted to copyright issues.

F. Preservation.

The Board reviewed the report submitted by Marlena Frackowski, chair.

The Board thanked Frackowski and the committee for the informative update.

G. Public Libraries.

The Board met with Anna Seaberg, chair, and reviewed her report.

Of primary concern is finding volunteers to man the MLA exhibit at the PLA meeting in Charlotte this spring. Seaberg and Karass and will try to find MLA members from the region. PLA has asked the committee to present a one and one-half day workshop at their meeting in Chicago in 2001. The committee plans to work with the Mountain-Plains chapter to develop the workshop.

Seaberg and the committee were thanked for their good work.

H. Reference and Public Services Committee.

The Board reviewed the report submitted by Kathleen Abromeit, chair.

The committee and subcommittees were warmly thanked for their continuing fine work.

I. Resource Sharing and Collection Development.

The Board met with Bill Coscarelli, chair, and reviewed his report.

The committee's idea to assess the interest in and feasibility of a MLA website devoted to providing links to subject-related resources was considered. It was observed that this plan could support initiatives outlined in *Plan 2001*. After a lengthy discussion, the Board recommended that the committee consult with Web Editor David Gilbert, Publications Committee Chair Nancy Nuzzo, and other related groups such as RaPS, to explore the various issues related to mounting such a project, and then, if desired, forward a proposal for the Board to consider at the June meeting.

Coscarelli and the committee were thanked for the interesting proposal.

XII. Search Committees.

A. Assistant Convention Manager.

The Board met with Kathy Glennan, chair. The committee also included Susan Hitchens and Michael Rogan. **It was moved by Ned Quist, seconded, and carried unanimously, that the Board accept the recommendation of the search committee that Gordon Rowley be appointed Assistant Convention Manager, effective July 1, 2000.**

Profound thanks to Glennan and the committee.

B. Executive Secretary.

The committee has been appointed (see section VII.B.) and is working on developing a position description.

C. Notes Editor.

The Board met with Deborah Campana, chair. The committee also included Don Krummel, Nancy Nuzzo, and Dan Zager. **It was moved by Jim Farrington, seconded, and carried unanimously, that the Board accept the recommendation of the search committee that Linda Solow Blotner be appointed Notes Editor, effective with the production of the December 2000 issue.**

Brava to Campana and the committee.

D. Technical Reports Editor.

The committee has been appointed (see section VII.B.).

XIII. Joint Committees.

A. AMS, Joint Committee on RISM.

No report.

B. Archives.

The Board reviewed the report submitted by Jane Edmister Penner, chair.

MLA Archives Curator, Bonnie Jo Dopp, reported that the committee is working with K&A on developing a retention schedule and is developing submission/weeding guidelines for committee chairs. She noted that the committee needs to re-address the archiving of electronic publications (see sections VIII.D. & VIII.G.5.) as well as investigate the feasibility of creating a MLA Archivist position, especially in light of the attorney's recent statement that some types of materials in the archives could be weeded, if desired (see section V.J.4.). Dopp will transfer MLA records recovered from Academic Services to the University of Maryland so that Vandermeer can access them, however, she will not forward them to the archives at this time.

Penner, Dopp, and the committee were thanked for the fine report.

C. MLA/MPA/MOLA.

No report.

D. RILM/US Office.

No report.

XIV. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Jane Gottlieb.

The Board is enthusiastic about the article Gottlieb is preparing for *American Libraries* and very much appreciates knowing she plans to donate her remuneration to MLA. It was suggested she talk to Hartig and Karass about receiving overruns of the *MLA Newsletter* for the exhibit table.

Profuse thanks to Gottlieb for her excellent report and work.

B. NISO.

No report.

XV. External Liaisons.

No report.

XVI. Roundtables.

See section VII.C.

XVII. Old Business.

A. Charge for Report Gatherer. Bonnie Jo Dopp and Leslie Bennett.

Discussion tabled for the June Board meeting.

B. Support of IAML meeting in San Francisco.

The Board reviewed the letters submitted by Sherry Vellucci, President, IAML-US.

The Board briefly discussed the invitation to MLA from IAML-US to join them in planning the 2002 meeting in Berkeley, California. The Board tabled discussion on this topic until more information is provided concerning the type of support needed.

C. Transition to K&A.

The Board reviewed the transition to date. Items that need further attention include: a review of all of the MLA's contracts by the attorney; a review and update of the By-Laws/Constitution; database refinements to meet the Association's information needs; a records management/retention policy; identification of the best location(s) for material periodically distributed to new members; a clarification of Executive Secretary and Treasurer roles; clarification of the communication paths among officers, K&A, and MLA membership; and working through a new budget procedure.

XVIII. New Business.

A. Internal Schedule of Board Meetings.

The Board will discuss this at the June meeting (see section X.C.5.).

B. Location and Date of Future Board Meetings.

1. Spring 2000.

Bonna Boettcher has invited the Board to Bowling Green for its June 7-11 meeting. Many thanks to Boettcher for hosting this meeting.

2. Fall 2000.

Several sites were suggested. A decision on the location should be made by the end of March.

3. Spring 2001.

The meeting will take place at the annual meeting in New York City, February 20-25.

C. Review of By-Laws and Constitution.

Discussion tabled pending review of documents by attorney and work on Executive Secretary position description by the search committee.

D. Roles for Executive Secretary and Treasurer.

The Executive Secretary Search Committee will be reviewing and revising the position descriptions, as needed.

E. 2004 Annual Meeting Invitation.

It was moved by Jim Farrington, seconded, and carried unanimously, that the Board accept the invitation to hold the 2004 meeting in Washington, D.C., pending satisfactory hotel arrangements. The Library of Congress, in cooperation with the Atlantic Chapter, will host the meeting. The Library of Congress is eager to reach out to MLA, and the new chapter is excited about the opportunity to support this proposal. (See also section IX.B.3.)

XIX. Adjournment.

President Matthews was thanked for the wonderful job she did over this very difficult year. Outgoing Board members Roberta Chodacki, Robert Curtis, Bonnie Jo Dopp, Ned Quist, and Diane Parr Walker were thanked for all their wonderful contributions and exceptional service. **It was moved by Diane Parr Walker on this, the occasion of her 31st Board meeting, seconded, and carried unanimously, that the meeting be adjourned at 12:05 pm, Sunday, February 27, 2000.**

Submitted by Roberta Chodacki, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Membership database set up so that work phone numbers may be extracted for rental or sale. (X.C.4.)
2. MLA Fund may be used to support programs of the Association, as specified. (X.C.7.)

Appendix II. List of Actions to be Taken.

<u>Action</u>	<u>By whom</u>	<u>By when</u>
1. Review Admin. Structure for errors. (V.J.2.)	Board	soon
2. Relay recommendation to Cockburn & chapter chairs. (VI.B.)	Walker	soon
3. Review Board comments & recommendations with committee chairs, editors, and special officers. (VIII.-XI., XIII.-XIV., XVII.-XVIII.)	Matthews	soon
4. Review the 1992 Equipment Request policy. (IX.B.5.)	Farrington	soon

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| 5. Determine feasibility of exhibiting at IAML-Edinburgh. (IX.D.4.) | Finance Cmte | soon |
| 6. Conflate MLA & Convention calendars and include task related to including information about corporate membership to prospective exhibitors. (X.A.1.) | Boettcher | for next FY |
| 7. Confer with attorney re: tax deduction information. (X.A.3.) | Boettcher | soon |
| 8. Send comments to Matthews re: relationship between Board & Finance Cmte. (X.C.5.) | Past Bd members | soon |
| 9. Distribute Administrative Handbook to new board members. (X.C.6.) | Farrington & Oderwald | soon |
| 10. Write article re: use of MLA Fund for newsletter. (X.C.7.) | Quist | soon |
| 11. Prepare a response to item one under Board on ITF Addendum. (XI.A.) | Bennett | soon |