

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
New York, New York, 20-25 February 2001

Tuesday, 20 February: 9 a.m.-12:30 p.m., 2 p.m.-5:15 p.m., 6:30 p.m.-8:10 p.m.; Wednesday, 21 February: 8:30 a.m.-12:30 p.m.; Sunday, 25 February: 9 a.m.-11:55 a.m.

Present: Leslie Bennett, Bonna Boettcher, Jim Cassaro, Jim Farrington, Laura Gayle Green, Allie Goudy, Lynn Gullickson (recording), Neil Hughes, Paula Matthews (presiding), Elizabeth Rebman, Michael Rogan, Brad Short, Leslie Troutman, Phil Vandermeer.

Guests: Linda Solow Blotner, Bill Coscarelli, Lenore Coral, Laura Dankner, Stephen Davison, Sarah Dorsey, Alan Karass, Jane Gottlieb, Renee McBride, Ruthann McTyre, Don Roberts, Gordon Rowley, John Shepard, Cheryl Taranto.

The meeting was called to order by President Matthews.

I. Approval of Agenda.

Phil Vandermeer proposed the following corrections:

VIII.C. Music Cataloging Bulletin (Lorimer)

VIII.F. Technical Reports (Wright)

IX.E. Executive Director (Oderwald) – struck from the agenda

It was moved by Jim Farrington, seconded by Jim Cassaro, and carried unanimously that the agenda be approved with the amendments.

Motion

II. Recording Secretary's Report. Lynn Gullickson.

It was moved by Phil Vandermeer, seconded by Jim Cassaro, and carried unanimously that the minutes of the October 6-8, 2000 meeting (St. Louis, Missouri) be approved as submitted.

Motion

III. Parliamentarian's Report. Jim Farrington.

Farrington addressed issues concerning the legality of the ballot for the constitutional amendment to merge the Executive Secretary and Treasurer positions. Farrington confirmed that the ballot was indeed legal.

Farrington revised the *MLA Administrative Handbook*, incorporating those changes agreed upon at the last Board meeting from the Reports Gatherers, the results of the constitutional ballot, and cleaning up the electronic document with regard to fonts, layout, and file format. He conflated sections II.F. and II.G in order to reflect the duties of the merged position; it is anticipated that this new section will need to be modified by future Parliamentarians in consultation with the Treasurer/ Executive Secretary as the exact responsibilities of the position solidify. Farrington noted that section II.F.5, regarding honorarium, reimbursement, and per diem, needs to be addressed by the Finance Committee. Currently the text reads "The Treasurer/Executive Secretary is reimbursed for expenses... requests for reimbursement... are submitted to the Treasurer/Executive Secretary." It is recognized that there needs to be checks and balances in place.

Assistant Parliamentarian Goudy updated the *Activities Roster*. She compared the *Activities Roster* with the *Administrative Structure* and compiled a list of committee vacancies. Goudy also reported on the history of the Gerboth Award.

IV. Treasurer's Report. Laura Gayle Green.

The Treasurer's Report was distributed at the meeting, including the 2000/2001 Third Quarter Profit & Loss Report as of 19 February 2001. The 2000/2001 Second Quarter Balance Sheet Report as of 31 December 2000 was distributed via the Web. Reports of the MLA Fund, Awards Funds, and Money Market Accounts as of December 2000 were also distributed via the Web.

In general, there has been a pretty good stream of income with the many subscriptions from vendors as well as the conference registrations. Unfortunately many things have been mis-booked by Kimball & Associates and some subscriptions do not necessarily correlate correctly with the membership database. Deposits are almost current; the credit card information is being prepared for A-R to process. Investments are following the market.

Otherwise Green reported that she has been working on massive database clean-up, coordinating the transition with Bonna Boettcher and A-R Editions and learning QuickBooks software intricacies. She also prepared the 1099 forms.

Troutman asked about MLA's tax-exempt status in New York. Green said it was approved the previous Thursday. Cassaro asked if MLA could also be exempt from local city taxes. Green did not know, but she would further investigate the matter.

Green inquired if transition costs should be tracked. Currently transition costs are incorporated into already existing budget lines.

A. Profit & Loss.

Net ordinary income was reported at \$97,054.14 and total net income was reported at \$105,454.64. Green reported that the organization is currently in good financial health.

Green reported that there were mis-bookings in lines 2.07 (Other) and 2.0742 (Advertising). Line 3.01 reports convention income at \$133,661.74, although other donation checks are forthcoming. Line 3.011 reports \$75,330.00 in registration income, however many credit card registrations still need to be processed. No comparison numbers are available yet.

Green discussed concerns with line 6.03 (Treasurer). Separate lines will need to be created in order to assure accountability to the organization. A motion from the Finance Committee was presented later in order to address the situations (See X.C.)

Hughes inquired about conference registration. Boettcher and the Local Arrangements Committee reconstructed work done by Kimball & Associates and handled membership in addition to conference registration responsibilities. Conference attendees with registration problems should contact Boettcher, Green, or Matthews.

Green noted that the University of Missouri-Kansas City has been very supportive of the Music Library Association with regard to the time necessary for Green to fulfill her duties as Treasurer during this unusual period in the Association's history.

V. Executive Secretary's Report. Bonna Boettcher.

The Executive Secretary's Board Report, Business Meeting Report, and MLA Sales and Inventory Report (1 July 2000-31 January 2001) were distributed via the Web.

A. Elections.

In November, ballots were mailed to the membership to elect three new Members-at-Large. 1,060 ballots were mailed; 484 returned and 483 counted, resulting in a return rate of 45.6%. One ballot was postmarked after the 11 December deadline and was not counted. No spoiled ballots were received.

New Board members were added to MLABoard-L on 31 December 2000.

Once again, Patricia Falk, of Bowling Green State University, served as election teller. Boettcher thanked her for her assistance in counting and verifying ballots. Again, portions of the election were close, so in addition to the spreadsheet, several hand counts of the ballots were run as well.

Goudy will check on ballot returns for similar organizations. It was speculated that some members join MLA for the *Notes* subscription and they are not interested in voting privileges. Hughes added that the voting culture of the organization might change with the implementation of the recommendations of the Ad Hoc Task Force on Term Limits.

B. Membership.

Since 1 January 2001, 25 new personal members, new institutional members, and one new corporate patron have been processed. A-R Editions has been instructed to send appropriate issues of *Notes* to new members.

The membership/subscriber database reflects the following numbers:

Individual	883	Institutional	964
Sustaining	42	Corporate Member	11
Associate	5	Corporate Patron	9
Retired	139		
Student	70	Subscriber Only	425
Honorary	17		

The membership/subscriber numbers are current as of 15 February 2001. There are questions outstanding regarding the institutional and subscriber numbers.

C. Publications.

The report focuses on the period 1 July 2000 through 31 January 2001.

1. Index and Bibliography Series.

Michael Fling's *Musical Memorials*, Volume 29 in the series, will be available soon. 24 copies were sold from the backstock during this time period, resulting in billings of \$479.50. Profits of backstock sales are split 50/50 with Scarecrow as part of the contract.

2. Technical Report Series.

One new title, the Griscom millennial edition of *Notes*, has been published and a second, the Maple and Morrow volume on collection development policies, will be available within a few days. 81 units in this series were sold, generating income of \$1,740.98.

3. Other.

Among the other publications, four copies of *Music Librarianship in America*, six copies of the *Cumulated Cataloging Decisions*, two copies of the *Music Cataloging Bulletin Index* (Volume 5) and nine copies of the *Notes* index were sold.

For those who are interested, A-R Editions stores back issues of *Notes*; MLA pays a per-pallet storage fee and is billed back for any shipping and handling charges. Because they have been busy incorporating issues sent from Kimball & Associates, there is not a final inventory of *Notes* issues from A-R Editions. Boettcher instructed Jim Zychowicz to delete all but 25 copies of any issues of *Notes* older than the current volume plus the preceding two. This is per the agreement worked out by Boettcher and Dick Griscom last year.

4. MCB Subscriberships.

The database reflects 749 *Music Cataloging Bulletin* subscribers. However, there are still problems with MCB coding in the database.

5. *Directory of Library School Offerings in Music Librarianship*, 7th Ed.

One or two copies sold during the fall.

6. Membership Handbook.

See XVII.A.

D. Contributions.

During calendar year 2000, sustaining members increased and contributions have been strong. Jane Gottlieb was profusely thanked for her efforts toward increasing the number of sustaining memberships. Contributions break down as follows:

Sustaining members	42 (up 10)	\$3,150.00**
Unrestricted	40 contributions/1 patron	\$4,510.50
Duckles	8 contributions	\$230.00
Epstein	17 contributions	\$970.40
Freeman	24 contributions	\$980.00
Gerboth	15 contributions	\$569.50
MLA Fund	73 contributions	\$4,138.25
	(general)	

Total contributions: \$11,398.65/\$15,536.90

MLA now has Corporate Patrons and Corporate Members.

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

E. Convention Program.

Michael Rogan and Maureen Buja devised a new, improved way to handle the convention program. Many thanks were expressed for the beautiful end product.

F. Other.

1. Letterhead.

No new letterhead will be generated until the announcement of a new Treasurer/Executive Secretary. Farrington will send a Quark version of the letterhead with the new logo to A-R Editions. Matthews suggested the new letterhead include only institutions and not mailing addresses for a cleaner physical appearance. Vandermeer agreed.

2. Administrative Structure.

Updates to the Administrative Structure were received from Matthews.

However, a revised version is still pending due to Boettcher's Netscape Mail crash in early February.

3. Other.

Eight mailing lists of various sizes were rented. Only two required labels; the rest were handled either via diskette or as an e-mail attachment. Troutman inquired if it is possible to know if a mailing list, which has been rented, is re-used. Boettcher responded that she changes each rental by

including one name (such as the relative of a Board member) in order to serve as a checkpoint. She also emphasizes the single-use aspect of the rental agreement with each customer.

Label files were supplied to Globe Mail for the January and December *MCBs*. Labels were supplied to A-R Editions for the March issue of *Notes*. Labels were supplied to President Matthews for the membership mailing.

Boettcher handled the paperwork for 114 claims for *Notes*, far more than from October through mid-January last year. There have been many problems with subscriptions for *Notes* and the *Music Cataloging Bulletin*. Extra copies of the *MCB* should be forwarded to Brad Short. Boettcher spoke on the phone with at least 30 different EBSCO representatives. Boettcher received and sorted twice-weekly FedEx mailings from Kimball & Associates. In general, Boettcher responded to countless e-mail messages during the transition from Kimball & Associates to A-R Editions.

Boettcher received, copied, and pre-processed more than 300 conference registrations. Tremendous thanks and praise were given to the 2001 NYC Local Arrangements Committee for taking on the responsibilities of the conference registration at such a late date.

The database is in much better shape than in December when it was handed over from Kimball & Associates. There are still problems, but there are more problems with institutional memberships than individual memberships. It is unclear what Oderwald used for a database in January 2000.

Boettcher traveled to Madison, Wisconsin for the successful negotiations visit with A-R Editions.

Volume 56 of *Notes* has not been sent in for copyright registration yet. Boettcher is waiting for the copyright copies from A-R Editions. Gratis subscriptions also still need to be added back into the database.

Boettcher authorized Green to renew MLA's membership in ALA, and also MLA's domain name ([.musiclibraryassoc.org](http://musiclibraryassoc.org)). Troutman inquired about the domain name problem. Web Editor David Gilbert bought the two questionable domain names, which now point to the MLA web site.

Boettcher thanked Bowling Green State University, especially the Libraries and Learning Resources, for their support and understanding of the time necessary for her to fulfill her duties as Executive Secretary during this unusual period in the Association's history.

VI. Vice President's Report. Jim Cassaro.

Cassaro participated in the New York/Ontario meeting at Cornell University. He also hosted the Atlantic Chapter meeting in Pittsburgh; next year's meeting will be in Charlottesville, Virginia.

Cassaro attended the Joint Archives Committee meeting held at the University of Maryland in October.

Cassaro compiled Chapter annual reports for the *MLA Newsletter*. There were some difficulties in getting responses from some of the Chapter Chairs. Troutman noted that *MLA Newsletter* Editor Linda Hartig is holding the publication of the annual reports for the next issue or she will publish them separately.

Cassaro will host the Chapter Chair Breakfast in New York.

Cassaro continues to work on determining the feasibility of merging the IAML-U.S. organization with MLA. More information will be available for the spring Board meeting and a final report is expected at the 2002 Las Vegas meeting.

It was suggested that the Plan 2001 Town Meeting Report might serve well as a final report from the Ad Hoc Task Force on Plan 2001 Implementation. The Board expressed general agreement with this idea.

VII. President's Report. Paula Matthews.

Boettcher, Matthew, and Rogan participated in a three-minute radio interview about the 2001 MLA meeting in New York, which was broadcast on Wednesday, 21 February.

Matthews reported on the trip to Madison, Wisconsin to finalize the contract with A-R Editions. Matthews reassured the Board about the general good spirit and integrity of the new colleagues at A-R Editions.

Goudy inquired about Jane Gottlieb's suggestion that the Board revisit other management initiatives such as development, publicity, and outreach. Matthews responded that additional initiatives are not yet financially realistic for MLA.

Matthews attended the Grove's reception with Jane Gottlieb on 5 January 2001. A publicity photo was taken of them with Michael Tilson-Thomas.

Nominations for the Library of Congress Preservation Committee on Recorded Sound were discussed. All, some, or none of the recommendations may be accepted.

Matthews noted that Jessie Ann Owen, the current president of the American Musicological Society, is attending the MLA meeting in New York.

Matthews commended the Ad Hoc Task Force on Term Limits for their excellent work.

Matthews looks forward to the report from the Ad Hoc Task Force on Honoraria chaired by Renee McBride. Other Task Force members are Pat Fiskien, Dick Griscom, and Jean Morrow. It is hoped that there will be a recommendation by the spring Board meeting.

Jim Farrington is chairing the Review of the Bylaws and Constitution Committee. Other committee members include Robert Curtis and Dan Zager. They are working in conjunction with the MLA lawyers. A final report is expected at the Las Vegas meeting in 2002.

Matthews reported that there are currently five active searches. There are four candidates for the Index and Bibliography Editor, eight candidates for the MLA Web Editor, six candidates for the *Music Cataloging Bulletin* Editor, seven candidates for the Placement Officer, and three candidates for the Treasurer/Executive Secretary position. Hopefully all the searches will be completed by the business meeting on Saturday. Next year there will need to be search committees appointed for the Newsletter Editor and Convention Manager positions.

Work continues between MLA and its lawyers and accountants with regard to licensing and publication contracts. The lawyers also reviewed MLA's contract with A-R Editions and made only a few legal word changes.

The Board is scheduled to meet with Yale Fineman at 7:30 a.m. on Friday, 23 February. Fineman will present a proposal for MLA's web site. Under consideration will be the development of a gateway to which the membership would contribute. The model would be similar to the web site currently maintained at Indiana University. Bill Coscarelli will present to the Board a different approach to the same issue later in the week.

MLA has a new bank account in Madison, Wisconsin, although all assets do not reside there yet. The Association is in good financial health now.

There are approximately 200 additional MLA members recorded this year. Sustaining members number 42 in large part thanks to Jane Gottlieb's efforts. Matthews noted that the Finance Committee does not recommend a dues increase at this time.

Matthews complimented the successful Project Muse efforts.

VIII. Editors' Report.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

In response to the Board's question last fall, the Editorial Board recommends that the official name of the series be the *MLA Basic Manual Series*. The title would be consistent with the titles of the organization's other series: *MLA Index and Bibliography Series* and *MLA Technical Reports*. It would be helpful to receive approval of this title or other suggestions as soon as possible.

Mark McKnight has signed a contract and agreed to submit his final manuscript for *Classification of Music* no later than 1 July 2001. The manual is anticipated to be approximately 120 pages in length. However, there are indexing concerns. The Editorial Board decided that professional level indexing is needed and requested \$350 to cover the costs. Cassaro noted the need to consider setting precedents and contractual obligations.

It was moved by Jim Farrington, seconded by Leslie Troutman, and carried unanimously to authorize MLA to fund \$350 for a professional level indexer for the McKnight/Scarecrow publication.

Motion

Alice Carli will sign her contract shortly and expects to submit her manuscript for *The Binding and Care of Music* by 30 June 2001. It is estimated that this manual will number approximately 160 pages.

Michael Fling has agreed to write *Library Acquisition of Music*. He submitted a comprehensive outline to the Editorial Board in January 2001.

Leslie Troutman has agreed to write the manual on reference. The contract will be signed during the New York meeting.

Kathleen Abromeit, Stephen Fry, Gregg Geary, and Laura Snyder are the contributing authors for the manual on *Library Instruction*.

During the annual meeting in New York, the Editorial Board plans to make final decisions about the next several manuals in the series and will give a full report to the Board at its spring meeting. The Board expressed confidence in the Editorial Board's ability to do its job and identify appropriate authors for the individual manuals. Cassaro inquired where Board approval comes into the process for specific publications. Vandermeer noted that the *Administrative Handbook* states that editors have the authority to make recommendations to the Board for final approval. Matthews temporarily postponed the discussion. Cassaro suggested that the language in the *Administrative Handbook* be revisited.

Many thanks were extended to Jean Morrow for her excellent work.

B. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth.

Michael Fling's *Musical Memorials for Musicians* is in production and will be available March 2001. The title has potential for sales outside the library market, especially to performing groups, presenters, radio stations, and other persons or organizations that program music. Consequently, a promotion plan will be developed in coordination with Shirley Lambert at Scarecrow Press.

Work continues on a discography of music inspired by art compiled by Gary Evans. A plan is in progress to request formal permission from the Board at its next meeting to publish the book.

Thanks are due to Nancy Nuzzo, Paula Matthews, and other Board members for working out the new contracts with Scarecrow Press. The "camera-ready" contract for the Basic Manual Series has been used as a model. Matthews extended thanks to the lawyers for their critical contributions to the contracts.

Several other potential projects are in the process of being discussed. Boettcher inquired about the Wenk project; Matthews responded that it is still outstanding.

Matthews heartily thanked David Farneth for the work accomplished during his term as Editor of the Series.

C. Music Cataloging Bulletin.

The Board reviewed the report submitted by Nancy Lorimer.

Phil Schreur resigned as Editor in October 2000. Nancy Lorimer was appointed Interim Editor through the February meeting when a new Editor will be appointed. The transition was smooth and the publication is current.

It is anticipated that the average issue length will increase during the next year. The Library of Congress has been making some major subject heading as well as Pinyin changes.

Kathy Glennan continues to work on a cumulative index for the *MCB*. Currently she is working on the compilation and index of reported changes to the M schedule and the compilation of changed/new LCSH entries. The intended publication date for the index is September 2001. Troutman inquired how the index would be published. Boettcher replied that it would be published separately. Kathy Glennan plans to attend the Publications Committee meeting in New York to discuss more specific plans regarding the format of the publication.

A major concern over the last several months has been the delivery of the *MCB* to subscribers. The problems with missing or very late issues should be resolved with the transition from Kimball & Associates to A-R Editions. Farrington noted the need to revisit the idea of the *MCB* as an electronic publication.

Matthews thanked Nancy Lorimer heartily for her willingness to serve on such short notice during a time of need.

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig.

Concerns about the *MLA Newsletter* as an online-only publication have subsided and the membership seems to have adjusted to the new format. However, Linda Hartig suggested printing about 800 copies and sending them to people who would be willing to pay an extra \$10 per year to have the print delivered as a possible alternative. The consensus was that 800 printed copies would be too many.

Several suggestions have been made to turn the *MLA Newsletter* into a fully functional electronic resource with live links. Wayne Curtis, the layout person, is able to accommodate the necessary changes, but the costs per issue would approximately double from \$600 to \$1,200. The entire design of the newsletter would also need to be reconsidered. Farrington thought it was a good point to make the newsletter a truly electronic publication, however, he noted that it would affect how people reproduced it in hard copy. Cassaro responded that the electronic publication costs would still total about one-third of the print costs. Troutman enumerated the electronic costs such as layout, live links, etc. Matthews requested

that a budget proposal be submitted for the spring Board meeting so that the Board would have the opportunity for a full programmatic discussion. The idea should also be discussed in the Publications Committee.

The Chapter Webmasters will be meeting with the Chapter Newsletter Editors during the New York meeting. The major topic of discussion will be the mounting of chapter newsletters on chapter web sites.

Linda Hartig requested that a search committee be appointed to find her successor since she is in the process of completing her fifth year of service. Cassaro will appoint a search committee. It is hoped that a new Newsletter Editor will be appointed at the Las Vegas meeting.

Matthews sincerely thanked Linda Hartig for her years of dedicated service.

E. Notes.

The Board reviewed the report submitted by Linda Solow Blotner.

A number of changes in the *Notes* editorial staff are anticipated during the next year.

Laura Snyder has resigned as the Music Received Editor and Jack Knapp has been appointed as the new editor beginning with the December 2000 issue. Eunice Schroeder will be resigning as the Book Review Editor with the December 2001 issue and David Gilbert will be her successor. Amanda Maple and Mark McKnight will soon be ending their tenures as Assistant Editors. Charles Peter Turner will be appointed as the Assistant Editor to replace Mark McKnight and he will begin his term in June 2001; several candidates are currently under consideration to succeed Amanda Maple. A search is underway for a new Editor for the Music Price Index Column due to the untimely death of Calvin Elliker. Rebecca Littman has also expressed her desire to step down as Editor of the Books Recently Published column. Farrington suggested that MLA membership be required for new editorial staff. The Board agreed and expressed some concern about non-MLA members serving on the *Notes* staff and strongly encouraged them to become full-fledged MLA members.

The Gaylord Music Library at Washington University has agreed to continue Nathan Eakin's work with the Necrology Index. Paul Hahn will be credited for the column, which will appear in the June 2001 issue. Farrington inquired if it was still necessary to print the Necrology Index in *Notes* since it is already available online. Vandermeer concurred. Cassaro will suggest to Linda Solow Blotner that the Necrology Index no longer be printed.

The editorial staff has received a lot of e-mail communication regarding plans for reviewing *New Grove II*. There will be two separate reviews both scheduled for the December 2001 issue appearing in the book review and digital media review columns.

Discussion is also underway regarding different ways to expand the Music Received column in order to include more publishers as well as more music. Farrington suggested that the Music Review column be expanded as well. Linda Solow Blotner suggested that reviews could go online about six weeks in advance of publication and then be taken down when the print issue becomes available.

A working meeting will be held in New York between the editors of the *Notes* review columns and the two Assistant Editors. Agenda items include style sheet issues, procedures involved with electronic editing, columns which might become exclusively electronic, budget issues arising from very recent changes to electronic editing, role of assistant editors, guidelines for authors and reviewers, especially about copyright in connection with the electronic accessibility of *Notes*. Green noted that the full adoption of electronic editing is fiscally good news.

During her meeting with the Board, Linda Solow Blotner inquired if a *Notes* questionnaire could be included with the dues renewal notice. Green asked if the questionnaire would go to both individual and institutional members; Linda Solow Blotner responded individual members only. Matthews responded that budgetary implications would need to be considered. Matthews also thought it would make sense for the questionnaire to go through the Publications Committee. Linda Solow Blotner will be in touch with Cassaro regarding this issue.

Matthews thanked Linda Solow Blotner for her work.

F. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

Steve Wright advised Scarecrow Press on some questions regarding the front matter for *Guide to Writing Collection Development Policies for Music* and he will meet with Shirley Lambert in New York to discuss future directions for the series.

Steve Wright is also working with Lois Schultz in order to salvage the sheet music guidelines, which the late Calvin Elliker was in the process of editing. As the former editor for the series,

Vandermeer added that this project needs a lot of work. Boettcher inquired if someone could assist Lois Schultz. Matthews and Cassaro will talk with Steve Wright about possible scenarios to bring about its completion.

Discussions regarding ideas for future Technical Reports are underway with several potential authors. Specific proposals are anticipated later in the year.

Music Librarianship at the Turn of the Century was released in late 2000.

Matthews thanked Steve Wright for his thoughtful work.

G. Web.

No report.

Profound thanks were extended to David Gilbert for his hard work and significant contributions during his term as MLA Web Editor.

IX. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

Billings to date for the first two issues of *Notes*, volume 57, total \$13,380, 45% of the advertising revenue goal for the year. At this time last year the billings for advertising totaled \$11,178.

New advertisers running ads in these two issues of *Notes*, volume 57, include:

Mary Chan and Jamie Kassler of University of New South Wales

Arnoldo Forni Editore

Douglas Frank Chorale

Marston Records

University of North Carolina Press

Returning advertisers whom ran ads in these two issues include:

Archival Products

Gale Group (formerly Primary Source Media)

IDC Publishers

In December 2000 solicitation letters were sent to 35 companies that have not advertised in *Notes* but exhibited or advertised in the program of the combined meeting in Toronto. This was to reinforce the work of Alan Karass, who was kind enough to distribute advertising rate cards to the exhibitors while in Toronto. These efforts yielded two new advertisers for the March 2001 issue of *Notes*, with others planning to advertise in a future issue.

Laura Gayle Green and Bonna Boettcher are well aware of the billing problems experienced while working with Kimball & Associates, and have been very helpful in addressing them as best they could under the circumstances. Improvement is anticipated in the reestablishment of billing procedures with the new business office.

The campaign for advertising in the 2001 *MLA Membership Handbook* will soon be underway, offering a 10% discount to those companies that advertise in both the June 2001 issue of *Notes* and the 2001 *Handbook*.

Vandermeer suggested that advertising on the MLA web site should be explored.

Matthews responded that it is important to keep Susan Dearborn in the regular loop of communication. Cassaro noted that non-profit standards should also be kept in mind.

Profound thanks were extended to Susan Dearborn for her excellent work.

B. Convention Manager.

The Board reviewed the report submitted by Don Roberts.

Don Roberts and Gordon Rowley reported that their primary activities for the past five months has revolved around the 2001 meeting and identifying a conference site for the 2005 meeting. Gordon Rowley obtained competitive bids from three drayage firms and negotiated a flat cost rather than a per table rate for exposition services in New York, which reduced costs and greatly assisted in the budgeting process. Roberts and Rowley met with members of the Grand Hyatt staff and drayage firm representative in December to discuss matters related to the New York meeting.

Gordon Rowley also rebuilt the mailing lists for potential exhibitors and advertisers into Microsoft Word mail-merge files. The end product resulted in almost 400 letters to potential exhibitors and advertisers with personalized addresses and individually printed envelopes. He also instituted a new practice of sending a preliminary confirmation via e-mail as reservations for exhibits were received. As of 27 January 2001, 77 exhibit tables had already been sold. It is projected that the total will be closer to 80 with an approximate net income of \$38,000.

Advertising income totaled \$3,950. 22 firms will be represented in the conference program.

Several foreign as well as domestic firms expressed interest in paying their exhibit fees by charging them to a credit card. MLA may wish to consider offering this option in the future. Another suggestion is to develop a set of electronic forms for reserving exhibit tables or ordering advertising since most firms provide an e-mail address. The speed and convenience of e-mail would improve communications. Green noted that the current policy regarding the use of credit cards by exhibitors may be changed, however, MLA would lose about 2.25% due to processing fees. Obviously this results in larger amounts of income when handling larger amounts of money. Green added that the necessity of a secure server for MLA remains an important issue. Gordon Rowley noted that there is not an overwhelming desire being expressed for the use of credit cards, but it is an increasingly important issue. Matthews recommended that no specific action be taken at this time.

Scheduling and accommodating performance groups has presented problems for the Convention Managers. A recommendation to establish a policy concerning performance groups and banquet entertainment was made. It was suggested that proposals be submitted to the Program Chairperson in accordance with the MLA calendar. Troutman expressed support for small performance groups. Issues to consider include space, potential fees, and set-up time. Matthews reminded the Board that there are similar issues with groups such as the CIC, IAML, RLG, etc. Vandermeer suggested that appropriate policies be developed since it is a broader issue and affects various groups, which are not official organs of MLA. Farrington suggested that larger ensembles such as the Chicken Singers and the Big Band perform alternate years. Vandermeer noted that hotel accommodations serve as an additional factor and the requests vary in nature. Short suggested that a date be established after which no more requests can be made, however, the Board generally agreed that this idea would present other problems since there needs to be some flexibility regarding additional meetings. Vandermeer inquired if outside groups pay if they order equipment for their meetings. Vandermeer also asked if there would be fewer problems in Las Vegas next year since the union regulations will be quite different than in New York. Roberts clarified that additional expenses occurred in the banquet's band contract (food, security, etc.) Matthews remarked that the Convention Manager and the Program Chair need Board support to decline requests. Matthews asked that Bennett, Rogan, and Troutman meet with the entire Program Committee and develop a recommendation, which addresses all the issues to be presented to the Board. Matthews noted that alternating the larger performance ensembles might be a good idea, but she would prefer to wait for a formal recommendation.

The Convention Managers made 2005 conference site visits to Portland, Oregon and Vancouver, British Columbia, Canada 11-15 January 2001. Discussions were held with representatives from the Portland Oregon Visitors Association and The Greater Vancouver Convention and Visitors Bureau. Proposals were received from nine hotels in Vancouver and four hotels in Portland. Bennett noted that several exhibitors expressed problems they experienced participating in the *Musical Intersections* conference in Toronto, although she thought Vancouver would be a better location for the 2005 meeting for a variety of reasons.

Don Roberts has been in conversation with Midwest and Southeast Chapter officers regarding the possibility of hosting the 2006 annual meeting. A preliminary proposal has been received from the Southeast that Memphis be considered as a potential site. Gullickson added that Laura Probst is working with the Midwest Chapter to develop a proposal for the annual 2006 meeting to occur in Chicago or Columbus, Ohio.

Matthews asked about ideas regarding MLA members staying at the conference hotel. Don Roberts reiterated that it greatly helps MLA financially when members do so. Vandermeer added that it helps to keep registration fees lower. Green noted that registration fees would have been \$35 higher per person if the minimum hotel requirements had not been met in New York.

Don Roberts reported that the registration was currently at 459, although that does not include one-day registrants.

Matthews thanked the Convention Managers for their diligent work.

C. Placement Officer.

No report.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass.

Staffing the MLA exhibit table at conferences, especially ALA, continues to be a concern. The visibility of MLA is extremely important. The Board particularly encourages committee

chairs, committee members, liaisons, colleagues, and the general membership to willingly volunteer whenever possible.

Alan Karass also requested an increase in the travel budget so that the Publicity Officer could travel to more exhibits. Matthews suggested that the increased budget request be realistic.

Farrington inquired if it would be desirable for ALA to exhibit at MLA since MLA exhibits at ALA. Matthews replied that ALA Executive Director William Gordon would be investigating various reciprocal possibilities throughout the New York meeting. Matthews also noted that ALA-affiliates get exhibit tables for half-price.

Matthews heartily thanked Alan Karass for his enthusiasm and accomplishments.

X. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Laura Dankner.

Due to problems with Kimball & Associates, it is difficult to ascertain exactly who has joined to date and at what level. As of 25 January 2001, the tally for corporate membership stands at nine corporate patrons and eight corporate members. Jane Gottlieb has called for discussion about preparing a hybrid brochure/fact sheet to give to prospective corporate members. The Development Committee will discuss preparing such a document and standardizing procedures.

Plans for sustaining membership include giving lapel pins with the old corporate logo to all sustaining members attending the meeting in New York thanks to Jane Gottlieb's offer to add these to registration packets. Goudy suggested that the membership mailing include the various contributor levels. Boettcher is currently investigating the possibility of automatic checking withdrawal vs. monthly credit card charges.

The Development Committee is awaiting implementation of the new corporate logo before proceeding with the design of a planned giving brochure as well as other brochures. Matthews noted that all brochures go through the Publications Committee. Farrington observed that there is no official liaison between the Publications and Development Committees; however, the Executive Secretary, Treasurer, and Publicity Officer serve in an ex-officio capacity.

2000 was a banner year for fund-raising due in no small part to donations by the Epsteins and substantial revenue from the Shop merchandise, Silent Auction, and donations received at the meeting. Tracking of individual donations to MLA, year-by-year and fund-by-fund, has assisted in the creation of cumulative data from 1994 to 2000. It is suggested that other avenues of fund-raising begin to be considered such as grants. Goudy suggested that a software package designed for such purposes be used. Goudy is more than happy to recommend various software packages.

Vandermeer inquired if any thought has been given to provide funding for the Development Chair to attend relevant seminars. Bennett responded that it has been deemed too expensive in the past with regard to potential gains. Vandermeer suggested that individuals involved in development activities should become more acquainted with development techniques and practices. Goudy noted that there are several resources available including development listservs. Matthews noted that Laura Dankner has spoken with two consultants about various ideas. In general the Board agreed that planned giving and endowed funds are very important as well as branching out into new fund-raising directions. Matthews suggested that it would also be a good idea for the Development Committee to work in conjunction with the Local Arrangements Committees in the future.

Laura Dankner will conclude her term as Chair of the Development at the end of the New York meeting and Ruthann McTyre will be her successor. Pauline Bayne, Leslie Bennett, and Sarah Dorsey will also be concluding their terms as committee members. Bonna Boettcher and Laura Gayle Green will also conclude their terms as ex-officio members.

The Board reviewed a report submitted by incoming Development Committee Chair Ruthann McTyre. McTyre outlined her priorities for the Development Committee. McTyre would like to focus on younger and newer members of MLA as part of a Development Committee program in partnership with the Membership Committee. Initial steps include filling current committee vacancies with "junior" members as well as discussing the possibility of monthly installment plans. The exploration of grant applications is on the agenda in addition to continuing the efforts in increasing corporate and sustaining memberships.

At the conclusion of the New York meeting, Leslie Bennett as Chair of the Marketing Subcommittee will succeed Sarah Dorsey. Debbie Herman-Morgan and Jennifer Ottervik will rotate off

the subcommittee. Bonna Boettcher, Laura Dankner, Ruthann McTyre, and Laura Gayle Green will all conclude their terms as ex-officio members as well.

The Yo-Yo Ma poster will be available at the MLA Shop during the New York meeting. Matthews suggested that a picture of ALA Executive Director William Gordon with the poster be taken for inclusion in an upcoming issue of *American Libraries*. Sarah Dorsey expressed concern regarding the allotted space for the MLA Shop in New York. It should be given a more prominent position for fund-raising reasons. It was suggested that these issues be raised with the Convention Managers.

The Marketing Subcommittee reported that the Silent Auction received many wonderful donations from exhibitors, which will significantly enhance the attractiveness of this fun and fruitful fund-raising activity.

Heartfelt thanks were expressed to Laura Dankner for her years of dedicated service as Development Committee Chair. Matthews commended incoming Development Chair Ruthann McTyre for her enthusiasm.

B. Education.

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

Ruthann McTyre organized “The Successful Music Librarian: One Size Does Not Fit All” as the “AskMLA” session for the New York meeting. Kathy Abromeit orchestrated the Poster Session program for the New York meeting.

Timothy Cherubini is working on the 2001 issue of the *Directory of Library School Offerings in Music Librarianship*, 7th Ed.

Agenda items for discussion at the committee’s business meetings in New York include pre-conference topics, Ask MLA topics, *Directory* progress, committee membership, the future of the poster session program, and the outreach program.

Deborah Pierce (University of Washington) will take over as Committee Chair at the conclusion of the New York meeting.

Lois Kuyper-Rushing was warmly thanked for her tenure of service.

C. Finance.

The Board unanimously approved the recommendation of the Finance Committee to ratify the contract with A-R. **Motion**

The Board unanimously approved the recommendation of the Finance Committee, with the Treasurer abstaining, that the Board support financially the transition to the new position of Treasurer/Executive Secretary in the following ways: **Motion**

- a. upgrading the current version of Quickbooks and providing training and reference materials for its use;
- b. contracting with Hertzbach to establish proper financial reports and practices for non-profit organizations throughout the period of transition to A-R;
- c. instituting on-line banking; and
- d. considering other resources that the Treasurer/Executive Secretary may request.

The Board unanimously approved the recommendation of the Finance Committee that all requests for payments over \$50,000 be countersigned by the President or Vice-President/Past-President, and that all requests for payment by the Treasurer/Executive Secretary to the same be countersigned by the President or Vice-President/Past-President as part of the normal procedures of checks and balances. **Motion**

The Board unanimously approved the recommendation of the Finance Committee that any overage in a summary of the operating budget that exceeds \$250 be approved by the President, the Vice-President/Past-President, and the Fiscal Officer, with subsequent ratification by the Board at its next meeting. Troutman inquired how the figure of \$250 was determined. Short replied that it was an arbitrary figure. Bennett asked what should be done if a summary line was already overspent. Short responded that it is too late to respond to those situations. **Motion**

The Board unanimously approved the recommendation of the Finance Committee that there be no dues increases for FY 2001-2002. Farrington inquired about the purpose of the motion. Short responded that the Finance Committee is charged to review dues annually and officially report to the Board. Matthews noted that it is important to know exactly what the operating budget will be. **Motion**

The Finance Committee accepted the draft version of the *Fiscal Policies Handbook*. Neil Hughes will continue the work.

The official duties of the Assistant Fiscal Officer include:

- a. taking minutes at Finance Committee meetings; and
- b. updating the *Fiscal Policies Handbook*.

The Finance Committee is unable to anticipate the funding issues regarding the *Membership Handbook* until there is more information from A-R Editions. There was some concern about fiscal implications. Matthews suggested that further discussion be tabled until it is possible to look at the issue holistically under agenda item XVIIIA.

The new Treasurer/Executive Secretary is charged with analyzing all management transition costs and reflecting them in a new budget line. The current Treasurer will assist with the process. Some numbers are inflated in the profit and loss columns because of transition costs.

The Finance Committee anticipates a healthy budget with a potential surplus. If the final numbers at the spring Board meeting warrant it, the MLA Fund will be replenished.

The Fiscal Officer will charge the Investments Subcommittee to: 1) provide the Board with investments reports prior to each Board meeting; and 2) create a coherent investment policy based on the *Fiscal Policies Handbook*.

1. Investments Subcommittee.

The Board reviewed the report submitted by Richard Burbank.

The Board also reviewed the various investment fund spreadsheets for the Fidelity, Parnassus, and Calvery Money Market accounts.

	<u>The Numbers</u>	
MLA Fund:	\$554,691.00	Total, December 31, 2000
	-\$8,604.00	Earnings amount
	-1.4%	Earnings percent
	-\$70,386.00	Change amount
	-11.3%	Change percent
Awards Fund:	\$148,148.00	Total, December 31, 2000
	-\$1,927.00	Earnings amount
	-1.3%	Earnings percent
	-\$748.00	Change amount
	-0.5%	Change percent
MLA Fund & Awards Fund (combined and including unrestricted donations)	\$702,839.00 -\$10,531.00 -1.4% -\$71,134.00 -9.2%	Total, December 31, 2000 Earnings amount Earnings percent Change amount Change percent

The above *Change amount* and *Change percent* show earnings (+ or -) plus donations and withdrawals.

Comparisons: MLA Earnings: -1.4% S&P 500: -10.1% Dow: -6.2%

2000 Review

The Dow fell 6.2% breaking a nine-year winning streak and represented the Dow's worst calendar year since 1981. The S&P 500 fell 10.1%- its worst year since 1977. But both indexes gave up less than one-sixth of what they made when they tripled between 1995 and 1999. The NASDAQ declined a startling 39%. The Russell 2000 fell 4.2%. All of these declines reflected an adjustment in stock prices to more sustainable levels. World economic growth slowed, yet still achieved a growth of 5.3%.

MLA's portfolio declined both in value and performance due to three withdrawals from the MLA Fund (\$17,000 in March, \$22,000 in May and \$27,000 in November, totaling \$66,000), and the poor showing of the financial markets. The result for MLA of the highly publicized Y2K was a change of -9.2%. The donations to MLA in 2000 came to \$12,054 -- \$4,218 to the MLA Fund, \$2,675 to the Awards Fund, and \$5,161 in unrestricted donations.

The Investments Subcommittee reviewed MLA's risk levels in mid-year and decided to recommend the 1999 risk levels. The Board rejected the recommendation, preferring a more

conservative position for the MLA Fund. FPAS subsequently made some changes to the allocations in the MLA Fund.

Diversification & Performance

MLA Fund: With the exception of the Parnassus Income Trust Equity Income Fund (a “socially responsible” mutual fund), the MLA Fund is invested with Fidelity Portfolio Advisory Services (FPAS). The first column below shows the end-of-year percentages of the MLA Fund’s two accounts. The second column shows the 2000 performance percentage of both. All figures are rounded off:

	<i>% of MLA Fund</i>	<i>2000 Performance</i>
FPAS	88%	-1.6%
Parnassus Income Trust	12%	+6.0%

Awards Fund: Here also, the second column of FPAS shows the performance percentage of the Awards Fund for the entire year. The CSIF (Calvert Social Investment Fund) Balanced Fund and the CSIF Money Market Fund comprise the “socially responsible” components of the Awards Fund; the money market fund protects the Awards Fund by guaranteeing income.

	<i>% of Fund</i>	<i>2000 Performance</i>
FPAS	52%	-1.6%
CSIF Balanced	32%	-2.4%
CSIF Money Market	16%	+5.7%

2001 Outlook

While most economists do not expect a full-blown recession this year, they warn that the risk of recession is substantially higher than it has been in many years. Strong consumer spending and business investment are diminishing, in part, due to high-energy costs and interest rates that increased through the end of 2000. A growth rate for 2001 between 3% and 4% is considered reasonable because it would likely keep unemployment low without fueling inflation. There seems to be no consensus among economists, however, about how well the economy will perform in 2001. The Federal Reserve Board’s January 2001 half-point interest rate cut, along with additional cuts that may take place, could serve to keep the American economy healthy.

MLA’s investment portfolio decreased in 2000.

The Investments Subcommittee has been charged with producing three investment reports during the next year and developing a coherent investment policy.

2. Draft of MLA Fiscal Policy.

The Board reviewed the draft of the *Music Library Association Fiscal Policies*. MLA’s accountants, Hertzbach and Associates, recommended that the Association create a formal fiscal policy. A first step in that direction is to gather together all current and past Fiscal policies (from the *Handbook*) and motions (from past Board minutes) in order to make sense of the various fiscal issues throughout MLA’s history. The Assistant Fiscal Officer, in consultation with the Treasurer, was charged with creating this document prior to the February 2001 Annual Meeting in New York. (See Minutes, 10/2000, X.C.)

D. Membership.

The Board reviewed the brief report submitted by recently appointed Chair Sarah Dorsey (University of North Carolina-Greensboro). Sarah Dorsey also met with the Board in person.

New initiatives include expanding the diversity of the Membership Committee itself by recruiting a public librarian, a new member, and possibly a paraprofessional as committee members.

It was requested that the kind of library one works in be added to the membership renewal forms. The Committee would like to track this information in order to determine recruitment needs. Green asked that the relevant information be forwarded to her as soon as possible.

Matthews thanked Sarah Dorsey for her enthusiasm.

E. Program Committee.

1. New York Program.

The Board reviewed the report submitted by Michael Rogan.

The print version of the program was created in Quark. Rogan strongly recommends to the Board that this technology continue to be used in producing the printed version of the

conference program. Wayne Curtis, the graphic artist who works with Linda Hartig, uses Quark to layout the *MLA Newsletter*. Rogan could work with him to establish a template for the conference program. Future Program Chairs, Local Arrangements Chairs, Treasurer/Executive Secretaries, and Convention Managers would still create the program content, but they could send files to Wayne Curtis to be laid in according to the template. There would probably be a one-time modest fee for designing the template. Annual production charges for the conference program would probably be equally modest. The timeliness of program content was greatly helped and lead-time was reduced from two months to two weeks. Short asked for details regarding the exact costs. Rogan deferred to the Local Arrangements Committee for specifics. Matthews suggested the additional costs would be worth the results and perhaps it could serve as an idea for the Development Committee. Rogan noted that advertisers are increasingly interested in the possibility of providing digital copy as well.

Matthews sincerely thanked Michael Rogan for his extraordinary efforts.

2. New York Local Arrangements Committee.

Jane Gottlieb and John Shepard reported to the Board in person.

The Local Arrangements Committee raised over \$45,000, which does not include many generous in-kind contributions. Jane Gottlieb suggested that it might be a good idea for MLA to follow up on these new contacts in the future. She noted that the exhibitors have been particularly supportive. Many discounts were also made available for conference attendees.

The performers for the Plan 2001 Concert at the CUNY Graduate Center received a modest honorarium. The commissioned piece was received as a special gift to MLA.

The conference program design was commissioned. It was noted that there is an addendum to the program. The issue of an additional addendum for exhibitors was raised.

Matthews noted that the Joint Archives Committee is concerned about conference programs being sent to the MLA Archives at the University of Maryland. Jane Gottlieb will prepare a conference bag specifically for inclusion in the MLA Archives.

Matthews expressed profound and heartfelt thanks to the Local Arrangements Committee for their good spirits and quickness to help with the conference registration on such short notice. Additional thanks were given for the plethora of information provided for conference attendees regarding special events, restaurants, and sightseeing options.

3. Las Vegas Program.

The Board reviewed the report submitted by Stephen Davison. Stephen Davison also met with the Board in person.

Matthews reassured Stephen Davison that there is freedom to pick speakers and performers. Rogan reminded him to be careful about signing contracts with hidden costs.

Regarding the plenary sessions, Matthews recommended that both programs not be local in nature. One possibility would be to work with the Legislation Committee to formulate a digital issues session regarding concerns such as Napster, streaming audio, etc. Vandermeer also offered the idea of a presentation on new facilities.

Matthews thanked Stephen Davison for his careful work.

4. Las Vegas Local Arrangements Committee.

Cheryl Taranto met with the Board in person.

Cheryl Taranto reported on fund-raising activities to date. Matthews noted the importance of acknowledging sponsors in the conference program.

The Local Arrangements Reception will be held at the Liberace Museum.

There will be a sightseeing tour to Hoover Dam.

Matthews reminded Cheryl Taranto that a firm report would need to be submitted for the spring Board meeting and a final report issued for the fall Board meeting.

Green asked about tax-exempt status procedures for Nevada. Cheryl Taranto will be in touch with further details.

Matthews expressed enthusiasm and thanks for the plans already underway.

F. Publications.

The Board reviewed the report submitted by Publication Chair Nancy Nuzzo.

Agenda items for the committee's business meetings in New York include electronic publishing (archiving, PDF vs. HTML, options regarding member/subscriber-only access, etc.); permission to reprint articles (official policy vs. case-by-case); guidelines, policies, etc. for publications; and

brochures. The Board expressed particular interest in the important issues surrounding electronic publishing. Troutman inquired about the history of the issue regarding the permission to reprint articles. Boettcher replied that current practice allows authors to retain the copyright for articles printed in *Notes*. Publishers need permission to reprint articles. Matthews noted that clarifications regarding this issue also need to be made regarding electronic publishing.

An outstanding concern is the need for a single listing of all MLA publications (including Chapter publications) and how to get them. Bennett noted that this has been a particularly difficult issue with regard to Chapter publications. Another remaining issue is to work out a good way to handle out-of-stock titles in the series.

JSTOR will consider music titles for inclusion in its product in about one year. There will be a meeting with JSTOR President Kevin Guthrie on Friday, 23 February, 3:30-5 p.m.

Many editorial changes will be taking place soon. Phil Schreur stepped down as *MCB* Editor in the fall and Nancy Lorimer is serving as Interim Editor. David Farneth (Index and Bibliography Editor), David Gilbert (Web Editor), and Linda Hartig (Newsletter Editor) will all be resigning from their positions during the next year. Steve Wright recently began his tenure as Technical Reports Editor.

Jim Zychowicz (A-R Editions) will join the Publications Committee in their New York meetings.

Thanks were extended to Nancy Nuzzo for her wonderful work.

XI. Reports of Special Committees.

A. Ad Hoc Task Force on Plan 2001 Implementation.

The Board reviewed the report submitted by David Farneth.

The 2001 Concert and Reception will take place at the CUNY Graduate Center on Friday, 23 February, 6 p.m. to celebrate the completion of Plan 2001 Implementation. The concert will feature the world premiere of *In Time's Unfolding*, a solo-piano work composed by Chester Biscardi for the event in honor of the Association. A champagne/wine reception will follow in the CUNY cafeteria. The sponsors of the event include RILM International, ASCAP, and the Kurt Weill Foundation.

The Task Force will have two business meetings in New York. The form of the final report will be discussed and Board approval will be sought at the June 2001 Board meeting. Linda Solow Blotner has agreed to print the final report in *Notes*, if approved by the Board.

Many, many thanks were extended to David Farneth and Leslie Troutman, who served as Interim Coordinator, for their diligent service to the Association in this important effort.

B. Administration.

The Board reviewed the report submitted by Deborah Pierce.

The Automation Subcommittee submitted a proposal to change its name to Integrated Library Systems Subcommittee. **It was moved by Farrington and seconded by Troutman to accept the Automation Subcommittee proposal to change its name.** While the Board was sympathetic to the idea of changing the Subcommittee's name, the Board expressed preference that the Subcommittee review its charge before doing so. Matthews noted that committees do not rewrite their charges; it is the President's responsibility. All facets of library automation should be considered. **It was moved by Vandermeer, seconded by Cassaro, and unanimously approved to table the discussion.**

Motion

Motion

Vandermeer inquired about activities of the other three subcommittees. Matthews suggested that the charges for all the subcommittees be reviewed; perhaps the structure of the Administration Committee could be collapsed into fewer subcommittees. Cassaro expressed the need for more focus.

Matthews thanked Deborah Pierce for her work.

C. Awards.

The Board reviewed the report submitted on the Dena Epstein Award Recipients for 2001. Awards will be presented at the annual business meeting.

D. Bibliographic Control.

The Board reviewed the report submitted by Matthew Wise.

Mark Scharff will be stepping down as Chair of the Authorities Subcommittee after five years of service. The Bibliographic Control Committee recommended to the Board that Terry Simpkins be appointed as the successor.

Several subcommittee members will be completing their terms of service at the conclusion of the New York meeting. Several appointment recommendations will be forthcoming.

The Bibliographic Control Committee remains interested in the future of the publication of the sheet music guidelines, especially with the untimely death of Calvin Elliker. The Committee would appreciate being kept apprised of its status.

The Board continues to encourage ALA representatives to assist with staffing the MLA exhibit table and cooperate with the MLA Publicity Officer.

Matthews thanked Matthew Wise for the wonderful report and spectacular work of the Bibliographic Control Committee.

1. SDC Update.

The Board reviewed the report submitted on behalf of the Subcommittee on Descriptive Cataloging.

E. Legislation.

The Board reviewed the report submitted by Lenore Coral.

Mary Davidson attended the Future of Music Coalition Conference in Washington D.C. in January. The primary agenda item was to create a more active role for the performing artist in the business and law of music publishing and the copyright law.

MLA signed on to a document promulgated by the Digital Futures Coalition to express the concerns of educators and librarians with the possible negative impact of the Digital Millennium Copyright Act on First Amendment issues.

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

The Board highlighted the importance of keeping the web site current regarding relevant legislative issues.

Matthews thanked Lenore Coral for her report.

F. Preservation.

No report.

G. Public Libraries.

No report.

H. Reference and Public Services.

The Board reviewed the report submitted by Kathy Abromeit.

Subcommittee Chairs (Charles Reynolds, Alan Green, Connie Mayer, and Suzanne Eggleston) and RAPS Chair Kathy Abromeit have begun a dialogue regarding the structure of RAPS to determine if the subcommittee structure is reflective of public services in music libraries today. The Board applauded this effort and looks forward to a report with the results of the discussion.

Charles Reynolds, Alan Green, and Suzanne Eggleston will all be stepping down from their positions as subcommittee chairs at the conclusion of the New York meeting. Marty Jenkins will become the new chair for the Electronic Resources Subcommittee; Mary DuMont will become the new chair of the Reference Performance Subcommittee; and Paul Cary will become the new chair of the Bibliographic Instruction Subcommittee.

The Board thanked Kathy Abromeit and all the subcommittees for their sincere and thoughtful work.

I. Resources Sharing and Collection Development.

No report.

J. Nominating.

Leslie Bennett is Chair of the Nominating Committee and reported to the Board in person regarding its progress. She asked the Board for guidance as to how to proceed. Matthews reiterated the importance of developing a geographically diverse slate.

Hughes clarified that the Board approves or rejects the entire slate of candidates; citation awards are considered separately. Bennett solicited recommendations for citation awards; names should be forwarded to Leslie Bennett. It is helpful to provide as much information as possible regarding special nominations. Matthews noted that citation awards do not need to be awarded every year.

K. Ad Hoc Task Force on Term Limits.

Matthews remarked that the Final Report of the Ad Hoc Task Force on Term Limits was received by the membership with profound gratitude. Matthews received 80 responses to her e-mail message on MLA-L regarding the call for committee participation. The committee response was quite different and even difficult at times. Matthews stated that it is necessary to reduce the number of exceptions made regarding committee appointments. It was also noted that there may be a conflict of

interest if Board members simultaneously serve on committees. Beth Christensen and Allie Goudy will work together to bring a proposal to the Board.

XII. Search Committees.

A. Executive Secretary/Treasurer.

The Board met with Dianne Parr Walker, chair. Other committee members included Jane Gottlieb and Dick Griscom.

The search committee initially recommended two candidates.

It was moved by Jim Farrington, seconded by Leslie Bennett, and unanimously carried, that the search committee return to the Board with the recommendation of one name for the position.

It was moved by Jim Farrington, seconded by Leslie Bennett, and carried with eight yes votes and one abstention, that the Board accept the recommendation of the search committee to appoint Laura Gayle Green as the Treasurer/Executive Secretary. The Board pledges its support to Laura Gayle Green during the transition period.

Profound thanks to Dianne Parr Walker and the entire committee.

B. Placement Officer.

The Board met with Pat Fiskens, chair. Other committee members included Jerry McBride and Paul Orkiszewski.

It was moved by Allie Goudy, seconded by Jim Farrington, and carried unanimously, that the Board accept the recommendation of the search committee to appoint Renee McBride as the Placement Officer.

Motion

Profound thanks to Pat Fiskens and the entire committee.

C. Web Editor.

The Board met with Karen Little, chair. Other committee members included David Gilbert, Debbie Herman-Morgan, and Rebecca Littman.

It was moved by Jim Farrington, seconded by Leslie Bennett, and unanimously carried, that the Board accept the recommendation of the search committee to appoint Judy Pinnolis as the Web Editor.

Motion

Profound thanks to Karen Little and the entire committee.

D. MCB Editor.

The Board met with Neil Hughes, chair. Other committee members included Linda Barnhart, Nancy Nuzzo, and Gerry Ostrove.

It was moved by Leslie Troutman, seconded by Phil Vandermeer, and carried with seven yes votes and one abstention, that the Board accept the recommendation of the search committee to appoint Mickey Koth as MCB Editor.

Profound thanks to Neil Hughes and the entire committee.

E. Index and Bibliography Editor.

The Board met with Eunice Schroeder, chair. Other committee members include Richard Jones, Mark McKnight, and Brad Young.

It was moved by Allie Goudy, seconded by Phil Vandermeer, and unanimously carried, that the Board accept the recommendation of the search committee to appoint Mark Palcovic as the Index and Bibliography Editor.

Profound thanks to Eunice Schroeder and the entire committee.

XIII. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by Lenore Coral.

John Howard will report to the committee in New York on a RISM meeting held in Paris on 9 February. The special subcommittee hopes to move RISM Series AII to a web-based system utilizing a format similar to MARC for transporting data. AMS provided funding for John Howard's attendance.

Matthews thanked Lenore Coral for her report.

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

The Board reviewed the report submitted by Jane Penner.

The Joint Committee met 24 October 2000 in College Park, Maryland. In addition to monitoring the addition of material to the Archive, the following topics were discussed: Board-L correspondence, collection guidelines, Epstein Award research, collection biographies and oral histories of MLA members, archiving of the *MLA Newsletter* and other MLA publications, collection of presentation

handouts, Don Krummel's papers, and meeting schedules. The Board also reviewed the minutes from the meeting. The Board discussed the differing viewpoints regarding the retention of Board-L correspondence (i.e., legal vs. archival). Vandermeer said that the Committee expressed the desire for the Board to revisit the issue. Two separate issues were identified: 1) not sending current Board-L correspondence, and 2) destroying previous Board-L correspondence. Vandermeer noted that once material is forwarded to the University of Maryland, it becomes the property of the University. Boettcher asked who signed that agreement. Troutman asked about the location of the agreement. A discussion of archival practice ensued. Gullickson recollected the discussion that took place in Bowling Green and reviewed the minutes. Matthews will send a letter to the Joint Committee. It was noted that paper files have been selectively forwarded over the years as well.

Matthews thanked Jane Penner for her sincere and thoughtful work.

C. MPO/MOLA/MLA.

No report.

C. RILM/US Office.

No report.

Matthews suggested that the budget be examined. Perhaps the creation of a RILM Fund could be a new Development Committee initiative.

XIV. Representatives to Other Organizations.

A. ALA.

Jane Gottlieb reported that ALA Executive Director William Gordon would be in attendance at the New York meeting. William Gordon is especially interested in ALA affiliate organizations such as MLA.

Regarding outreach activities, the Theater Library Association (TLA) has expressed interest in keeping in touch with the Music Library Association; Jane Gottlieb noted that TLA would be present in San Francisco in June for the 2001 annual ALA meeting. However, it has been more difficult to discern the interest of the Dance Librarian Group, which is an ACRL Committee and a more diffuse organization.

Jane Gottlieb reminded the Board that MLA may put on sessions at ALA and asked the Board to consider coordinating a program in the future with TLA or the Dance Librarians Group.

There have been problems with staffing the MLA table at ALA. However, Jane Gottlieb expressed the importance of MLA's visibility at ALA. Many of the exhibitors for the 2001 MLA meeting were contacted at previous ALA meetings and many of the visitors at the exhibit table are other exhibitors. Matthews agreed that MLA's visibility at ALA is extremely important and she suggested the Membership Committee get involved in the promotion of staffing the MLA exhibit.

The new president of ARLIS, Dan Starr, is also interested in more visibility at ALA. It would probably be a good idea for MLA to continue to nurture ties with ARLIS.

Matthews profoundly thanked Jane Gottlieb for her extraordinary efforts on behalf of the Association.

B. NISO.

The Board reviewed the report submitted by Lenore Coral.

An invitational Forum on Library Statistics and Performance Measure was sponsored by NISO on 15-16 February. Lenore Coral attended on behalf of MLA. Topics of discussion included how to count electronic materials, how to measure quality of service, and how reference statistics are currently collected.

Bennett inquired about the International Standard Music Number. Lenore Coral responded that it is being used in most European countries.

Mark McKnight will succeed Lenore Coral as the NISO representative.

Matthews thanked Lenore Coral for her report.

XV. External Liaisons.

A. MOUG.

No report.

However, a discussion ensued about developing a model similar to ALA's affiliate organizations. Perhaps it would grant special status to outside organizations as well as strengthen their visibility and relationships with MLA. Other groups that might benefit from such a structure would be IAML-U.S. and RLG. Matthews suggested that further discussion of this idea occur with ALA Executive

Director William Gordon. It was also noted that there are advantages for MLA as well from these organizations.

B. Organizational Liaison Committee.

The Board reviewed the report submitted by Ruth Henderson.

With the retirement of Steve Fry, Stephen Davison is the new liaison to the Film Music Society and Renee McBride is the new liaison to the International Association of Women in Music.

Matthews noted that she will follow-up with Ruth Henderson about reciprocity issues such as exhibits, hotel rooms, etc.

Ruth Henderson was thanked for her work.

XVI. Roundtables.

Four roundtables are up for renewal: American Music, Bibliography, Contemporary Music, and Large Research Libraries. Six letters of support need to be sent to President Cassaro by 15 May in order to be renewed for an additional four years. They need to be written letters mailed with a stamp.

XVII. Old Business.

A. Membership Handbook.

Troutman reported on her activities regarding an electronic membership handbook. She sent a message to MLA-L on the topic before Thanksgiving. There were 60-75 messages in response, which ran the gamut. Troutman noted that the American Musicological Society mounted their electronic directory on 6 February and it was taken down promptly on 7 February, which generated more commentary on the subject on MLA-L. The Society for Ethnomusicology web site was suggested as a possible successful model with a members-only section. Troutman stated the need for a searchable database. Some hard copies would probably need to be made available for segments of the membership. The question of copyright was raised. A directory cannot be owned, but a membership handbook can be. Potential legal ramifications must be considered. Technical issues concerning a secure server must also be addressed. It remains critical to continue to solicit membership input regarding this important topic. Discussions with the Publicity Officer and the Publications Committee revealed the desire for an official membership handbook. Other feedback has been mixed.

Matthews noted that the issue of an electronic membership handbook is on the Publications Committee agenda in New York and a formal recommendation will be forthcoming. However, a decision must be made regarding the membership handbook for this year. Although the Finance Committee has not allotted money specifically for this project, money is available. Boettcher noted that Jim Zychowicz said it would be possible to create a smaller scale publication with lower quality paper. The labor-intensive nature of the project remains an issue. Matthews reminded the Board the MLA is required to produce the constitution and bylaws, but the Administrative Structure, Awards, etc. could be omitted. Boettcher asked about the inclusion of institutional and corporate members. Farrington thought the indexes are important. Rogan suggested distribution via an electronic file. Cassaro suggested a print version alternate years. It was determined that the handbook should be produced in April because of the necessary production time.

Cassaro will ask A-R Editions to estimate the cost for a membership handbook which includes only individual and corporate members as well as the constitution and bylaws; perhaps a total of only 75 pages. Another idea presented was to publish only the preferred address. Green expressed concern about a handbook being printed after dues renewals have been distributed.

B. IAML US/MLA.

Short expressed the need for an investigative committee to represent all sides of the potential merger issue. Matthews noted that nothing will happen without a vote of approval by the MLA membership.

C. Transition from K&A.

Important transition dates include the database to A-R Editions on 26 February, the A-R Editions' move to new office space on 9 March, and the full transition of MLA business to A-R Editions' new headquarters on 15 March. Until 15 March, ties with Kimball & Associates will not be completely severed. It was noted that there is much printed material with the Kimball & Associates address on it, so it will depend on the goodwill of Kimball & Associates to forward such items. Boettcher noted that the *MCB* has been sent continuously with the Canton return address.

D. Honoraria.

Renee McBride reported to the Board in person. Responses and suggestions have been solicited from various individuals and organizations such as the Society for Music Theory, the Society of

Ethnomusicology, the College Music Society, and the American Musicological Society. The Society of American Music has no honoraria. ARLIS has provided the fairest comparison thus far.

Immediate plans are to follow up with organizational contacts and specific officers. The data needs to be quantified.

Matthews encouraged the final report to be general in nature and to provide broad recommendations rather than overly specific ones. Vandermeer noted that serial vs. irregular publications should be kept in mind. Rogan reminded the group that there is a separate budget process, which is distinct from honoraria, for covering incurred costs. Troutman noted that the conference budget is also set apart from the operating budget. Renee McBride inquired what percentage does honoraria comprise of the operating budget; it was determined to be about seven percent.

Matthews thanked Renee McBride for the progress to date on this important issue.

E. Review of Bylaws and Constitution.

Cassaro observed that the wording in the Bylaws and Constitution needs to be changed to Treasurer/Executive Secretary.

XVIII. New Business.

A. Annual Meeting 2005.

The Convention Managers made site visits 11-15 January to nine hotels in the Vancouver area and four in Portland. Local MLA members also participated in the site visits (Barbara Rhyne, Beverly Stafford, and Betty Woerner in Portland and Kirsten Walsh and Terry Horner in Vancouver). The recommendation of the Convention Managers is for the Board to authorize negotiations with two hotels in Vancouver. Preferred conference dates are 23-26 February 2005. It was noted that the CAML Board is interested in the possibility of meeting in conjunction with MLA if Vancouver is chosen as the 2005 conference site. Potential concerns include currency fluctuations and customs formalities for exhibitors. The currency concerns are considered less problematic at this time than the Canadian customs regulations, which caused several problems for exhibitors at the *Musical Intersections* conference in Toronto. However, the Convention Managers met with a Canadian customs officer who claimed that if a customs broker was used and the proper forms were used, there should be no problems. The customs broker acts as the drayage firm and delivers all shipments to the hotel. The customs officer then clears the material in the exhibit hall when the exhibitors are present. Federal Express is also the preferred carrier for shipping exhibits to Canada.

Vandermeer noted that the currency fluctuations work in our favor. Bennett noted that the hotels in Portland are rather removed from the city's center and public transportation is not as good; Vancouver has more available local help and there are more places to go, places to eat, etc. Matthews noted that Roberts spoke with exhibitors in Toronto. Troutman seconded the idea of working with a customs broker to address exhibitors' problems.

Vancouver is the preferred choice of the Convention Managers for a conference site because of better hotel facilities, more flexibility, more opportunities, better restaurants, and more local arrangements assistance. However, the risks involved would be the currency fluctuations and potential exhibitor problems. There were mixed reports from the exhibitors at the Toronto conference. The key to avoiding such problems appears to be to working with a customs broker. Troutman noted that Vancouver might require a little more organizational effort. Short inquired about the bond issue. Roberts did not raise the question in any of the conversations held thus far. Bennett replied that there would be about a \$3,000 bond issue. Rowley said a letter to the customs broker would need to be completed. Bennett inquired about the Silent Auction and the MLA Shop. Matthews suggested that the Silent Auction could be optional or virtual. Concerns about the exhibitors' issues should be forwarded to the Convention Managers.

It was moved by Leslie Bennett, seconded by Leslie Troutman, and carried unanimously to accept the recommendation of the Convention Managers for Vancouver to serve as the host of the 2005 meeting pending successful hotel negotiations. Discussion involved the need to make a special effort to speak with the smaller exhibitors. Exhibitors with questions should contact Don Roberts.

Motion

B. Gerboth History.

The Board reviewed the thorough report submitted by Member-at-Large Allie Goudy.

The relatively few applications and the wording of the eligibility requirements for the Gerboth Award have been on going issues since the Award's inception. Past Gerboth Award Committees have loosely interpreted the requirements so that the intent of the Award would be honored, but candidates who didn't quite match them could still be considered. Applicants must have an M.L.S. (or equivalent) to be considered "professional" and this was part of the original intent of the award. Students,

paraprofessionals, and others who were not librarians with an M.L.S. were intentionally eliminated. Any extensions of the time frame for the award past the “six or seven” years that Janice Gerboth agreed to should be discussed with her.

In the process of researching the history of the award, Goudy determines that the two proposed revisions submitted by Alan Green (Walter Gerboth Award Committee Chair) would not fall into the spirit of the award. While the award could be extended by a few years more in the profession, it should not be too many. It was noted that the award does not have to be given annually. Goudy also clarified that candidates do not need to be a *music* librarian.

Troutman suggested that there needs to be creative ways to encourage research in music librarianship.

Cassaro inquired about the relationship of Janice Gerboth to the award. The general recollection seemed to be that Gerboth’s colleagues began the endowment for the award. Melva Peterson thinks that Gerry Ostrove worked with Janice Gerboth to establish the award. Goudy did not know exactly what kind of documentation existed on this matter.

It was moved by Phil Vandermeer, seconded by Allie Goudy, and carried with eight yes votes and one no vote that the timeframe for the Gerboth Award be expanded up to seven years pending further review of documentation.

Motion

C. MLA Web issues.

Bill Coscarelli submitted a report to the Board about the possibility of the University of Georgia Libraries hosting an aggregating site of evaluated music links for the Music Library Association. The Web project proposal is in development. The University of Georgia would benefit by developing a prototype that could be used for other projects. MLA’s benefit would be no additional costs. There would need to be some kind of logo, which acknowledges the University of Georgia as the host site, but there would be no local links. The entire MLA membership could be involved depending on one’s subject expertise. There could be an editorial board for oversight purposes. Input would be needed on a controlled vocabulary structure.

Bennett inquired if users would need an ID. Bill Coscarelli said no.

Hughes asked if it would be possible to submit forms electronically to the Web Editor. It was thought that this would be possible, although one could apply as a contributor so that one could immediately see how the additions appear on the site.

Matthews asked Cassaro how he would like to proceed. The appointment of a group within MLA to bring a formal proposal to the Board was discussed. Cassaro thought it would be best for the existing Resource Sharing/Collection Development Committee led by Mark Germer to develop a recommendation for the spring Board meeting. Matthews and Cassaro will also consult members of the Reference and Public Services Committee.

Matthews thanked Bill Coscarelli for presenting this project idea to the Board.

D. Search Timetable for Newsletter Editor.

It was decided to first complete the active searches. There will be many talented yet unsuccessful candidates from these searches who should be encouraged to apply for the Newsletter Editor position.

E. Spring Board meeting/Fall Board meeting (2001).

The spring Board meeting is tentatively slated for 6-10 June 2001 in Madison, Wisconsin. Tentative dates for the fall Board meeting are 26-30 September; place TBA.

It was moved by Jim Farrington, seconded by Leslie Bennett, and carried unanimously carried to adjourn the meeting at 11:55 a.m.

Motion

Respectfully submitted by Lynn Gullickson, Recording Secretary.