

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Las Vegas, Nevada, 17-22 February, 2002

Sunday, 17 February: 8:30 a.m.-10:00 p.m.; Monday, 18 February: 8:30 a.m.-12:00 p.m.; Friday, 22 February: 8:30 a.m.-12:00 p.m.

Present: Jim Cassaro (presiding), Michael Colby (recording), Allie Goudy, Laura Gayle Green, Neil Hughes, Paula Matthews, Deborah Pierce, Michael Rogan, Leslie Troutman, Phil Vandermeer.

Incoming Board Members: Joe Boonin, Virginia Danielson, Laura Dankner, Alan Green

Guests: Linda Solow Blotner (VII.E), Ken Calkins (IX.F), Jane Gottlieb (IX.C), Jessie Ann Owens (XII.A,D), Don Roberts and Gordon Rowley (VIII.B), Patrick Wall and James Zychowicz (VIII.E)

The meeting was called to order by President Cassaro.

I. Approval of Agenda.

The agenda was approved with the following additions: MLA program issues (XVII.B) and Treasurer/Executive Secretary search (XVII.C).

A. Ratification of Board actions made at the Princeton meeting, Sept. 2001

It was moved by Michael Rogan, seconded by Allie Goudy and carried unanimously that the actions of the Board at the September 21-22, 2001 meeting (Princeton), accomplished via conference call be approved.

Motion

II. Recording Secretary's Report. Michael Colby.

It was moved by Leslie Troutman, seconded by Neil Hughes and carried unanimously that the minutes of the September 21-22, 2001 meeting (Princeton, New Jersey) be approved as submitted.

Motion

III. Parliamentarian's Report. Allie Wise Goudy.

Goudy reported that it has been a very quiet year for the Parliamentarian. She noted that Debbie Pierce would be serving on the by-laws review committee.

IV. Treasurer/Executive Secretary's Report. Laura Gayle Green.

A. Profit & Loss.

Laura Gayle Green passed out reports regarding income for dues and subscriptions (\$148,610.00) and the conference (\$57,760.00, not including exhibits). A-R is currently still booking income; here is the overview for largest budget lines: During MLA's fiscal year covering 1 July 2000 to 30 June 2001, the total Revenues and Gains were \$355,426 while the total expenses were \$512,591, making for a deficit of \$157,591. A withdrawal of \$95,000 was made from the MLA Fund in May 2001 to make up for the end of fiscal year cash flow deficit, while the other deficits can be attributed in part to investment losses because of the market.

Donations to the Awards and Endowments totaled \$5,983 in FY 2000/2001, with some of the conference donations appearing in the first quarter of FY 2001/2002, due to moving duties regarding check and credit card processing from the Treasurer/Executive Secretary to the MLA Business Office. The value of the MLA Awards investments was at \$144,833 as of 30 June 2001 and the value of the MLA Fund was at \$455,822 as of 30 June 2001. These investments are down from \$150,535 for Awards and \$591,495 the previous June 30. Income information should be available from A-R in about two weeks.

B. Business Office.

From her perspective as Treasurer/Executive Secretary, the A-R staff have taken MLA light years ahead towards MLA's Plan 2001 with providing quality services and information that will make committee work more effective, and thus allow the MLA leadership to focus more on the "big picture" and MLA's future. In working with A-R, revenue leaks are being plugged: We have an accurate record of who our members and subscribers are; issues of MCB are no longer being sent to non-subscribers; claims problems inherited from K&A are being cleaned up; a placement service subdatabase has been generated and A-R

sends labels to Renée McBride monthly. Matt at A-R can generate a variety of reports from the membership database fairly easily. Small mailings (such as to honorary members) are easier to produce now.

C. Elections.

1090 ballots were mailed, 436 were cast, five were rejected because they were postmarked beyond the deadline. The return rate was 40%.

D. Membership.

MLA members stand at 1909 as of 6 February 2002. There are eight Corporate Patrons, six Corporate Members, 639 individual members, 452 institutional members, 132 retired members, 66 student members, three life, five associate, 44 sustaining, and 20 honorary. There are 493 institutional subscribers to *Notes*.

E. Publications.

The Music Library Association Technical Reports series sold 404 volumes in 2001. The Music Library Association Index and Bibliography series sold 164 volumes in 2001. And the Music Library Association Basic Manual Series has its first title, *Music Classification Systems* by Mark McKnight, at press with 85 backorders requested! 523 subscriptions to the Music Cataloging Bulletin were reported as of 21 February 2002.

Copyright was filed for *Notes* volume 57. Forms for three of the four issues came back registered, Green will follow up to see what happened with the fourth issue.

F. Other activities and Business.

Green discovered that she had archived over 10,000 messages from MLABD-L or regarding MLA business since 1999. The forwarding order from the Canton and McLean addresses have been renewed at least three times. The Canton bank account has been closed out and the McLean account with Sun Trust is in the process of being closed out. Attempts to receive non-profit status in Nevada were not successful. Appropriate forms and procedures for filing tax on MLA Shop and Auction sales were obtained. Deposits for the Las Vegas and Vancouver hotels were taken care of. The MLA tax return will be filed in another two weeks; it was a bit late due to delays in booking income and questions from Hertzbach. 1099 form information was mailed to Hertzbach, who completed the forms. Forms were mailed to the recipients and the IRS by 25 January.

The Board thanked Green for her report.

V. Past President's Report. Paula Matthews

Matthews reported that she has shipped the Presidential files to Jim Cassaro and a box to the MLA Archives. Since the last board meeting, she has paid visits to the Pacific Northwest and Midwest chapters. Matthews has been printing out and mailing the *Newsletter* to eleven members who lack internet access; perhaps this is a task that A-R could assume. Matthews also spoke on Oliver Strunk at a conference in Rome.

Much concern has been expressed about the *MLA Handbook*. Matthews reported that Nancy Nuzzo would hold an open meeting on the *Handbook* at this conference. Past Executive Secretaries will be on hand to present the history of the *Handbook*.

Paula reflected on the challenging Board meeting held at Princeton. She noted that the Association needs to thank Princeton University for the services and facilities they provided for that meeting.

Paula also noted that the Board should look at how to redeem the American Express membership award points we have been accruing.

A. Chapter Chair's Breakfast

Matthews reported on the agenda for the breakfast. The chapters are not doing a good job in communicating current information to the MLA website. Additionally, Danker noted that information on the websites of individual chapters is often not up-to-date as well. The deadline for chapter grants is April 16, 2002, proposals are to be sent to Laura Dankner. Two chapters had successful submissions for the Best of Chapters presentation at this conference. There will be a discussion of chapter membership handbooks; several chapters currently have online versions. There will also be discussion on the feasibility of getting A-R to report to the appropriate chapters when new members join the national MLA.

President Cassaro and the entire Board expressed their most profound thanks to Paula for her unwavering leadership of MLA in an exceptionally difficult period.

VI. President's Report. Jim Cassaro.

A. Roundtables.

Cassaro reported that sufficient letters were received to renew the following roundtables: American Music, Bibliography, Contemporary Music and Jewish Music. Also, the Composers and Performers Roundtable was newly established. Roundtables currently up for renewal are: Jazz and Popular Music, Research in Music Librarianship, Video, Large Research Libraries, Social Responsibilities and Women in Music. The procedure for renewal continues to require six written letters received by May 15; e-mail expressions of support will not fulfill the requirement.

B. Appointments.

Patricia Stroh has been appointed as program chair for the 2005 meeting in Vancouver.

There are still some appointments outstanding. Letters of thanks to donors giving over \$100 have gone out. Invitations to the donors reception at this meeting were sent; the new corporate member logo will be unveiled and the *Notes* endowment fund will be announced. Michael Ochs has donated \$10,000 in seed money, to be matched by the membership within two years. The Board would welcome a RILM endowment in the near future.

A new subcommittee to the Legislation Committee has been appointed. Its charge is to keep the copyright section of the MLA website up to date. The membership is: Brian Cockburn (chair), Mary Prendergast, Brad Short, John Andries, Dennis Clark, Cynthia Porter Marshall, Lisa Shiota and Kathleen Haefliger.

Other appointments made include the Nominating Committee, which will be chaired by Phil Vandermeer. Other members include: John Shepard, Roberta Chodaki-Ford, Stephen Davison, Jean Morrow, Suzanne Moulton-Gertig and Paul Cauthen. New chairs and members were also appointed to the Epstein, Gerboth, Freeman and publications awards committees.

C. Management Services.

An addendum to the A-R contract was signed assigning them most of the financial accounting responsibilities for the Association. They will begin issuing our quarterly financial and budgetary reports.

A-R has been monitoring the royalties from electronic distribution of *Notes*. The *Notes* contract with A-R has been updated; they are now handling all copyright clearance forms and tear sheet distribution.

D. Legal action.

Legal issues with Citizen's Bank regarding their cashing of forged checks are moving forward quickly. MLA's tolling agreement with the bank has been extended by 60 days to April 1, 2002. Kathryn Goldman, the attorney representing MLA, has successfully met every argument put forward by the bank. The bank is now looking for additional documents that might reveal that more than the known \$150,000 was diverted from MLA's accounts. As approved by the Board, Cassaro has signed an agreement with counsel which grants the law firm 1/3 of the settlement (minus costs). This seems to be moving quickly to closure and the Association stands to benefit from the action. Paula Matthews commented that pursuing this case will demonstrate that the Association was in fact defrauded; she further noted to the Board that Ned Quist deserves thanks for referring Kathryn Goldman for legal advice.

President Cassaro expressed his heartfelt thanks and appreciation to the outgoing Board members for their magnificent service over the past two years.

VII. Editors' Report.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow and expressed their pleasure with the cover design for the series. The first volume in the series, *Music Classification Systems* by Mark McKnight, is now in press. It is important to see that copies will be on display at ALA annual in Atlanta.

Profuse thanks were extended to Jean Morrow for her excellent work in getting this series off the ground.

B. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic. A proposal for a new title in this series could come after this meeting. Suggestions are needed for someone to work on an update of the Arthur Wenk's *Analyses of 19th and 20th Century Music*. Other titles are being pursued.

It was moved by Paula Matthews, seconded by Leslie Troutman and passed unanimously that permission be granted to publish *Bibliographic Control of Music: a Retrospective Bibliography*.

The Board expressed its thanks to Mark Palkovic.

Motion

C. Music Cataloging Bulletin.

The Board reviewed the report submitted by Michelle Koth. Her report included a proposal to centralize the production and distribution with A-R Editions. Allie Goudy raised the question of electronic distribution; this would be dependent upon the Association establishing a secure server.

It was moved by Phil Vandermeer, seconded by Allie Goudy and approved unanimously that production and distribution of *MCB* be centralized with A-R Editions.

Motion

The board thanked Michelle Koth for her work and expressed appreciation for her initiative evident in the proposal.

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig. Obtaining annual reports and information on officers and meeting dates from the chapters is a continuing problem. There was much discussion regarding whether the reports should be in the *Newsletter* or simply mounted on the website. Matthews urged all to review the report of the Ad Hoc MLA Chapter Committee, chaired by Roberta Chodacki Ford.

It was agreed that the Vice-President/Past President will gather the chapter annual reports prior to the annual meeting. These will be reviewed by the Board and forwarded electronically to the Newsletter and Website Editors and published in the Newsletter as space allows.

The Board sincerely thanked Linda Hartig for her years of dedicated service, for her patience and understanding and for shepherding the publication to an electronic format.

E. Notes.

Cassaro reported that A-R is monitoring the royalties for electronic distribution of *Notes* (e.g. Project Muse).

The Board met with *Notes* editor Linda Solow Blotner. The Board discussed the proposed reception for *Notes* contributors at meetings of the American Musicological Society. While there was support for increasing the visibility of MLA at AMS, there was concern about contributors to *Notes* from other societies, such as The Society for Ethnomusicology or the Society for American Music. Paula Matthews suggested the MLA members attending AMS also be invited. Blotner will research the costs of holding a reception; since the discretionary fund is taking place of some of the operating budget, it would not be a good source for funding.

Blotner reported that working with A-R continues to be a pleasure. She and A-R are working on shorting the lead time to production. She is looking at the "Trends in the Price of Music Monographs and Scores" article; she will be working with Christine Clark at Theodore Front for cost per title data for printed music.

Laura Gayle Green noted that the Board was interested in seeing the entire Hertzbach audit in an upcoming issue. Blotner believed that it could be done. Green will send the text of the audit to Blotner electronically.

Work needs to be done on the *Notes* section of the website; Blotner has been receiving requests from the link that would better be directed to other *Notes* editors, as well as other non-*Notes* requests. Blotner will work with Pinnolis on this. Alan Green asked about corrections to electronic versions of *Notes*. Blotner reported that she had been in contact with Project Muse and was informed that their policy to link to the correction in a subsequent issue.

No proposal on an online version of *Notes* will be forthcoming in the near future. No consensus arose from the recent survey. Given the benefit of more timely dissemination of reviews, perhaps they could go up earlier than print publication when we have a secure server. There might be contract issues.

Laura Danker will follow up submissions by winners of the Best of Chapters competition.

Submissions to *Notes* by the winners might better be a recommendation than a requirement. The Board was in favor of moving the "Publications Received" column to the web.

The Board thanked Linda Solow Blotner for her work, with special thanks to the *Notes* staff and the Publications Committee for their work on electronic submissions and for pursuing electronic publication.

F. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

There was concern over the lack of proposals. The original intent of the series was to bring topics to print quickly. Perhaps some of the sessions on digital audio at this conference could lead to publications in the series. Matthews reported that many have found the *Guide to writing collection development policies*

for music by Amanda Maple and Jean Morrow to be extremely useful. There was concern about the exceedingly long time the sheet music title has been in process.

Cassaro will get in touch with Wright to request a cutoff date for the sheet music volume and to pursue someone to edit the new edition of *Careers in Music Librarianship*.

The Board thanked Steve Wright for his thoughtful work.

G. Website.

The Board reviewed the report submitted by Judith Pinnolis. The Board is pleased with the work of the Advisory Group; it is important to keep the membership of it rotating. Pinnolis is working with the Archives Committee on archiving the information on the website. There is a need for a redesign of the website; links between the information in the Administrative Structure and the committee information would help keep the data current and in sync. There was discussion about who is responsible for reporting this information. Committee chairs are responsible for reporting this information to the webmaster; they need to be made aware of this responsibility. Michael Rogan mentioned that there is a need for mentoring committee chairs and that a descriptive handbook for chapter chairs' responsibilities would be useful.

There was discussion on distributed access to some information on the website. Perhaps the BCC model could be followed, for example, giving mounting rights to other individuals for certain sections, such as the necrology and the conference program information.

The Board thanked Judith Pinnolis for her work.

VIII. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

Laura Gayle Green observed that there needs to be better communication between Shirley Lambert and Dearborn in getting current advertising from Scarecrow. Profound thanks were extended to Susan Dearborn for her excellent work.

B. Convention Manager.

The Board met with Convention Managers Gordon Rowley and Don Roberts and reviewed the managers' report. Rowley reported that all was going smoothly with the hotel staff. The hotel has been very accommodating and even increased the room block; 113% of our room block is committed. As a result, there will be no charge for meeting rooms. Exhibits and advertising have sold well, although exhibits were slightly under budget. The discount for corporate members and donors will need to be taken into account when planning the convention budget in the future. Rowley noted that we had signed with Freeman Decorating for exhibit services and there are two years left to the three-year contract.

There was a lengthy discussion on the procedures for performing groups at the meeting. Problems articulated included: when groups are not provided for in the program there is no space allocated; equipment is not budgeted; there is no one with responsibility for coordinating. There was consensus that music at the meeting is desirable. It was agreed that deadlines for performing groups would need to be added to the Official Calendar. Information on arranging for performing groups needs to be added to Program Chair's Handbook; Michael Rogan volunteered to update the handbook and bring it to the next Board meeting. Part of the problem is that attendees are not aware of the complexities of organizing the annual meeting. Two possible ways of informing the membership were suggested, an "Ask MLA" session on planning the conference and/or information published in the *Newsletter*.

The convention managers noted that equipment continues to be a challenge. Thus far it has been attempted to limit meetings with equipment needs to one room over two days, as there are more requests for equipment it will no longer be possible to contain the needs to two days. Equipment is expensive and may also harbor personnel charges. Accommodating equipment requests will mean that it will not be possible to decrease registration fees in the near future. Don Roberts also commented that it would be necessary to pay for exhibit space in the future, as the size of our conference does not justify free exhibit space from many hotels.

The Board reviewed a proposal from the Convention Manager changing the pattern of duties for the Convention Manager and Assistant Convention manager. The concern was that under the current arrangement the person who exhibitors and advertisers deal with changes every year.

It was moved by Michael Rogan, seconded by Paula Matthews and pass unanimously that the newly appointed person would serve as Assistant Convention Manger for two years, followed by two years as Convention Manager. This would mean that the same person would consistently manage exhibits and advertising for two years in a row before the next person takes on this role.

Motion

Cassaro and the Board thanked the Convention Managers for their diligent work.

C. Placement Officer.

The Board reviewed the report submitted by Renée McBride. Paula Matthews wondered if it was necessary for the Placement Officer to be on the Publications Committee. It was also mentioned that Placement Officer might make a good author for *Careers in Music Librarianship*.

The Board offered profuse thanks to Renée McBride for an incredibly well done job.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass. The Board expressed its appreciation for his revamping of the MLA exhibit table.

The Board found Alan Karass a pleasure to work with and offered its sincere thanks.

E. Management Services.

1. A-R Editions

Patrick Wall and James Zychowicz of A-R Editions met with the Board. The Board expressed its pleasure with the services provided by A-R thus far. Cassaro noted that the arrangement with A-R is moving the Association in the direction outlined in Plan 2001. There has been good communication with and response from A-R, as well as helpful suggestions coming from A-R.

Patrick Wall commented that things have been going well from A-R's perspective. A-R has taken on bookkeeping tasks; while they are still working on the process, they feel they are well grounded in their role. They have been in touch with Hertzbach and expect to be up to date within four to six weeks. Jim Zychowicz noted that February 9 marked the one-year anniversary of the contract with A-R.

A-R is updating the membership database regularly and feels that it is in good shape and that subscription information is accurate. They can track actions and produce an accounts receivable report. The database is tweaked continually. MLA needs to keep the membership informed about A-R's services to the Association; perhaps a membership section could be developed on the website. Members should feel free to call A-R whenever necessary regarding their membership.

A-R has a subscription claims policy in place and there are far fewer claims than when they took this over a year ago. They are updating addresses from information on postal returns. The Publications Committee will discuss a secure website at their meeting; this committee is also looking at brochures (which will be printed by A-R). Publications are going well and the March issue of *Notes* is off the presses and should be on display in the exhibits. A revised version of the letter to jobbers and institutions will be needed for this fiscal cycle.

Wall and Zychowicz invited the Board to hold their meeting at A-R in June.

2. Hertzbach and Associates

Laura Gayle Green gave an overview of the audit conducted by Hertzbach and Associates. She noted that this was only the second professional audit of the Association's books ever conducted. Details of the audit included total assets and liabilities, revenues and gains, expenses, cash flow and investments. Michael Rogan commented that this information should be published for the membership.

IX. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the reports submitted by Ruthann McTyre and Marketing Subcommittee chair Leslie Bennett. The Board looks forward to the upcoming brochure on planned giving and on hearing ideas for the recognition of long-term members. A-R was asked and agreed to payment for the brochure in the next fiscal year; it will be mailed out with the mid-May dues renewal. Comments on the copy included: three color green instead of blue, some copyediting was needed, the contact information needs to refer to the website, the back panel should note other giving opportunities and the need for a signature line. **It was moved by Paula Matthews, seconded by Philip Vandermeer and passed unanimously that the Planned Giving brochure be published.** The Marketing Subcommittee is urged to work with Local Arrangement Committees on fund-raising for annual meetings. Cassaro will notify Ruthann McTyre to go ahead with the brochure. The Board expressed its thanks to Ray White for writing the brochure copy.

Motion

Heartfelt thanks were expressed to Ruthann McTyre and Leslie Bennett.

B. Education.

The Board reviewed the report submitted by Deborah Pierce. There was discussion on the proposed topics for a preconference workshop to the Austin meeting. The equipment maintenance

workshop need not be hands-on; there is the possibility of funding from the Texas State Library Association (this would likely require opening it up beyond MLA meeting attendees). Another topic dealt with communication in libraries, this might also be transformed to focus more on information literacy or on time management. Danker commented that it would be good to connect with the appropriate MLA committees, i.e. the Administration committee in this instance. The proposed workshop on Latin American music, in fact, will now likely be the content for the meeting of the World Music Roundtable.

The question arose as to whether someone is needed to compile a new edition of the Directory of Library School Offerings. Cassaro and Pierce will confer on this.

Deborah Pierce was warmly thanked for her report and for doing double duty in chairing this committee.

C. Finance.

1. Committee report.

a. Dues

The Finance Committee discussed membership categories. Past-President Matthews will ask the Membership Committee to look at the number of retired members (recently estimated by the Treasurer/Executive Secretary and A-R to be 132) and include a suggestion from the Finance Committee that they consider creation of a “Notes-free” category of membership, which is often requested by retired members.

The Board unanimously approved the recommendation of the Finance Committee that membership dues not be increased for Fiscal Year 2003-2004. Motion

b. Fiscal Policies Handbook

The Board unanimously approved the recommendation of the Finance Committee that the Board approve the Fiscal Policies Handbook with the understanding that it will be mounted on the MLA Website pending approval of a secure server so that it is not available to non-members. Motion

The Board expressed its great appreciation to Neil Hughes and Philip Vandermeer for their hard work on the handbook.

c. Management Services

The Finance Committee has been monitoring A-R Editions’ performance as the Association’s professional management and has nothing but praise for their consummate professionalism. Finance Committee members cited: their willingness not only to take on new duties as they perceived a need but to follow through in an accurate, thorough, and timely manner; their comprehension of MLA’s *raison d’être*; frequent and clear communication; and the fact that our professional auditors, Hertzbach & Co. P.A., have found no anomalies or misrepresentations.

d. Convention

The Board unanimously approved the recommendation of the Finance Committee that members’ travel companions at annual meetings be welcome at receptions or program sessions without charge. Motion

There was discussion about what the policy is for presenters who are not members of MLA. Allie Goudy asked if they should be required to pay registration fees. Michael Rogan noted that the policy regarding presenters for plenary sessions is covered in the Program Chair’s Handbook. There was a perceived need for further discussion on the issue of presenters.

The Board unanimously approved the recommendation of the Finance Committee that the Board accepts the recommendations from the Convention Manager regarding: 1. Cancellation of any exhibit reservation; 2. Cancellation of any order for conference program booklet advertising; 3. Multiple registrations for exhibitors. Motion

e. Repaying the MLA Fund

The Board unanimously approved the recommendation of the Finance Committee that the Board establish the practice henceforth of taking, when financially feasible, 50% of any surplus from the convention budget and 25% of any surplus from the operating budget and applying it to the MLA Fund. Motion

The phrase “when financially feasible” was added as a friendly amendment to the motion. Cassaro commented that all funds recovered from the legal action against Citizen’s Bank would not necessarily go into the MLA Fund, although they could. He also noted that the passage of this motion establishes a policy that will continue beyond the repayment of the MLA Fund. Rogan asked how budget surpluses had been used in the past and Cassaro replied that they had been used to get through cash flow cycles.

f. Budget

The Board unanimously approved the recommendation of the Finance Committee for approval of the overage in line 6.06 of the budget (travel for the Vice President/President-Elect/Past President). **Motion**

Matthews noted that some of the expenses booked to this line may be from charges incurred at the Board meeting at Princeton.

g. Awards

The Board unanimously approved the recommendation of the Finance Committee setting the amounts of the Association's awards for Fiscal Year 2003 at: **Motion**

Epstein:	\$4000.00
Freeman:	\$1750.00
Duckles:	\$ 500.00
Gerboth:	\$1000.00
Hill:	\$ 250.00
O'Meara:	\$ 100.00
Special achievements:	\$ 500.00

This represents a \$500 increase in the Epstein award; the rest remain the same as in Fiscal Year 2002.

h. Honoraria

Because a search is in progress for a new Treasurer/Executive Secretary, the amount of the honorarium had to be set at the Las Vegas meeting in order for the search committee to be able to advertise.

The Board unanimously approved the recommendation of the Finance committee that the honorarium for the Treasurer/Executive Secretary be set for Fiscal Year 2003 at \$5000.00. **Motion**

The Board offered its thanks to Philip Vandermeer for his great service as Fiscal Officer.

2. Investments Subcommittee.

Jane Gottlieb, chair of the Investments Subcommittee, met with the Board. She presented a summary of the history, charge and membership of the subcommittee. In meeting with the Finance Committee to discuss the future of the Investments Subcommittee, it was determined that there needs to be a closer relationship between the subcommittee, the Finance Committee and the Board. The recommendation of the Finance Committee is that the subcommittee returns to its constituency as stated in the Administrative Handbook, with some changes. This would include: there would be two appointed members with staggered four-year terms, all ex-officio members would be voting members, the past Fiscal Officer would serve as chair. The subcommittee should look at risk levels at each annual meeting. Documentation for investments would reside in the office of the Treasurer/Executive Secretary.

In discussion, Phil Vandermeer commented that this would make the subcommittee more functional; he also noted that Gottlieb would continue as chair through the end of the fiscal year. Gottlieb said that the new structure would result in the subcommittee members being better informed.

The Board unanimously approved the recommendation of the Finance Committee that following the Las Vegas meeting, the Investments Subcommittee be configured as follows: **Motion**

Eight members, comprising:

- **All five members of the FC (President, Vice President/Pres. Elect/Past Pres., Fiscal Officer, Assistant Fiscal Officer, and Treasurer/Executive Secretary) as voting members of the subcommittee except for the T/Ex, who shall be a non-voting member;**
- **Three MLA members appointed by the President, one of whom shall be the immediate past Fiscal Officer, who shall generally serve as chair for one year; the two appointed members who do not serve as chair shall serve staggered four-year terms. All three appointed MLA members shall be voting members of the subcommittee.**

Cassaro will put out a call for additional members to the subcommittee at the business meeting. Paula Matthews asked that Gottlieb take the Board's gratitude to the subcommittee for their service, noting how important it had proved to be to have an investments fund on which to draw in troubled times.

The Board expressed its thanks to Jane for her service and for her willingness to meet with the Board.

D. Membership.

The Board reviewed the report submitted by Chair Sarah Dorsey.

It was noted that the Membership brochure still needed some copyediting. A signature line for credit card payments needs to be added as well.

It was moved by Paula Matthews, seconded and passed by a vote of six in favor and three nays, that a run of 1000 copies of the Membership brochure be printed in three colors at the estimated cost of \$1329.

Motion

The Board thanked Sarah Dorsey for her enthusiastic efforts.

E. Nominating Committee

F. Program Committee.

1. Las Vegas Program.

The Board thanked the Stephen Davison, chair, and his committee for their work.

2. Las Vegas Local Arrangements Committee.

The Board thanked Cheryl Taranto, chair, and her committee for all their work.

3. Austin Program.

The Board met with committee chair Ken Calkins.

The Board would like to see a fleshed-out draft of the program by the June Board meeting. Calkins was urged to explore a possible session on the recording industry in Austin. The idea of a third plenary session is currently out of favor. Pierce relayed a concern from the Education Committee that the Poster Session be placed where it can be left up longer. There should be another Ask MLA; the one at this meeting was well received. The tie in with the plenary at this conference was especially appreciated.

Cassaro will send Calkins a copy of the Convention Managers Handbook. Calkins was advised to keep in touch with the potential performing groups, as well as the coordinator of the Composers and Performers Roundtable, for their equipment and space needs.

The Board sincerely thanked Ken Calkins for his efforts.

G. Publications.

The Board met with Publication Chair Nancy Nuzzo. Nuzzo remarked that some series editors have noticed a discrepancy in how the Association's name appears in titles of series: MLA vs. Music Library Association. The committee is in favor of the membership brochure.

Following the open forum on the Membership Handbook, the committee recommends that the MLA obtain a secure server for its website. Once there is a secure server, the committee recommends that the Membership Handbook be made available both online and in print. There was no support for a PDF version online. There is support for geographic and institutional indexes for individual members only. Topics that came up in the open forum also include members designating type of library, noting preference for mailing address, keeping the binding and appearance of the handbook and the inclusion of MLA appointments and offices in the MLA database—it would be optimal if this information could then generate the Administrative Structure. Updates could be regularly scheduled, perhaps quarterly. Nuzzo will write up the discussion for publication in the *Newsletter*.

There are questions about the editors' honoraria. They receive 25% of royalties, but is this in perpetuity for publications produced during their terms of office? Contracts on electronic distribution of publications will be handled by A-R. The contract with Project Muse requires a 60% discount to print subscribers. A-R suggests that we could get around this by changing our institutional subscriptions to institutional memberships. MLA will consider sending a local representative to the Project Muse meeting in Baltimore in April.

It was moved by Leslie Troutman and unanimously approved that the Board accept the recommendation of the Publications Committee that MLA contract with A-R to produce both a print and an online version of the Membership Handbook, the latter to be mounted on a secure server (not in PDF format).

Motion

Start up costs and details such as individual passwords will need to be worked out.

Thanks were extended to Nancy Nuzzo for her wonderful work.

X. Reports of Special Committees.

A. Awards.

The Board acknowledged receipt of Ruth Inman's letter of thanks for the support of the Epstein Award in her research project.

B. Administration.

The Board reviewed the report submitted by Robert Acker.

Cassaro is working on filling the open positions referenced in the report. The appointment of co-chairs to the Statistics subcommittee should not be considered a precedent. In note of the report of the Music Library Facilities subcommittee, there was some discussion about how to inform members of recent renovations. The *Newsletter* and the website were suggested as possible means.

The Board thanked Robert Acker for his work.

C. Bibliographic Control.

The Board reviewed the report submitted by Matthew Wise.

The Board thanked Matthew Wise for his report and the work of the Bibliographic Control Committee.

D. Legislation.

The Board reviewed the report submitted by Bonna Boettcher.

Cassaro reported that he had added MLA's support to the two amicus briefs, one addressing the Copyright Term Extension Act and the other on the Digital Millennium Copyright Act, as requested the Legislation Committee. There was some concern about the information on the Copyright Website. Matthews noted that the information had been previously passed by the Board.

The Board thanked Bonna Boettcher for her report.

E. Preservation.

The Board reviewed the report submitted by Marlena Frackowski. It is time for a new chair to be appointed to this committee.

The Board thanked Marlena Frackowski for her report.

F. Public Libraries.

The Board reviewed the report submitted by Anna Seaberg.

The Board was especially pleased to hear from this committee and thanked Anna Seaberg for her report.

G. Reference and Public Services.

The Board reviewed the report submitted by Kathy Abromeit.

Paula Matthews inquired as to the relationship of the Ad Hoc Working Group on the MLA Guidelines for the Preparation of Music Reference Works to this committee. A proposal for a new structure to this committee will be presented to the Board in June.

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

H. Resources Sharing and Collection Development.

No report.

XI. Search Committees.

A. Assistant Convention Manager/Convention Manager.

The Board met with Judy Tsou, chair. The committee also included Don Roberts, and Sarah Adams. **It was moved by Philip Vandermeer, seconded by Leslie Troutman, and carried unanimously, that the Board accept the recommendation of the search committee that Annie Thompson be appointed Assistant Convention Manager, effective July 1, 2002.**

Motion

The Board thanked Tsou and the committee for their work.

B. Newsletter Editor.

The Board met with Deborah Campana, chair. The committee also included Michael Colby and Nancy Nuzzo. **It was moved by Philip Vandermeer, seconded by Paula Matthews, and carried with one abstention that the Board accept the recommendation of the search committee that Stephen Mantz be appointed Newsletter Editor, effective July 1, 2002.** The Board asked Campana to express to Mantz their desire that he step down from the Automation Committee now and step down from the Outreach Subcommittee at the end of his term as chair.

Motion

The Board thanked Campana and the committee for their work.

XII. Joint Committees.

Cassaro remarked that the Board rarely receives any reporting back from these organizations.

A. AMS, Joint Committee on RISM.

No report.

Jessie Ann Owens, president of the American Musicological Society joined as a guest for discussion on both RISM and RILM (see XII.D). It was noted that communication between the committee and both associations could be improved. The purpose of the committee is to have one MLA and one AMS person in charge, with an advisory committee. Cassaro and Owens will attend an upcoming RISM meeting.

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

No report.

C. MPO/MOLA/MLA.

No report.

D. RILM/US Office.

The Board reviewed the report submitted by Dan Zager. It was observed that MLA has never received a financial report from RILM. There was a desire to see some long-term planning from the US RILM Office, which could help to ensure its continuance. Owens expressed her concern about providing access to RILM for non-affiliated scholars, a group which makes up a substantial portion of the AMS membership. A possible joint MLA/AMS meeting on electronic dissertations was proposed.

The Board thanked Dan Zager for his report.

XIII. Representatives to Other Organizations.

A. ALA.

The Board met with Jane Gottlieb, ALA Representative. Jane commented ALA Executive Director William Gordon has been quite effective in working with affiliate groups. His tenure is ending and Jane suggested that MLA send him an expression of thanks for his support. Jane will draft a letter and forward it to Cassaro. Jane reported that ALA affiliates are posting information on their activities to the ALA-Affiliate listserv; she will forward relevant postings to MLA-L. Jane stressed the importance of an MLA presence at ALA meetings and thanked Alan Karass for his organization of the MLA display at the recent ALA Midwinter meeting. She noted that Gordon Rowley was also in attendance and that he made contact with several potential exhibitors at future MLA meetings.

Cassaro announced that MLA had contributed to ALA's litigation against the Children's Internet Protection Act.

Jane also reported on the ACRL Arts Section, whose meeting she attended. The Section is involved in some efforts of interest to MLA: their outreach efforts as part of their Membership Survey, the goals of the Arts Standards Committee and the Dance Committee survey.

Jane's report noted the publication of *A Core Collection in Dance*, edited by Mary Edsall. Paula Matthews remarked that MLA members should be encouraged to purchase it. A letter of congratulations should be sent to Mary Edsall and MLA should consider exhibiting this publication.

Jane remarked on Scarecrow Press's generosity in supporting the MLA gathering at ALA. MLA attendees at ALA appreciate the Board's support for this event, which attracts both former MLA members and potential exhibitors.

ALA is working on salary issues in librarianship. ALA is exploring changing their organizational status from 501(c)3 to 501(c)6 in order to allow political lobbying.

Laura Danker asked if there had been an inquiry from the Public Libraries Association about MLA presenting a program at one of their meetings. There is currently no liaison to PLA from MLA. Gottlieb mentioned that, as an affiliate, MLA is entitled to present a program at ALA, something that has not happened in recent years. Danker mentioned that it would be good to notify the Education Committee of this. Paula Matthews commented on Laura Bush's initiative to recruit new librarians and that the Personnel Subcommittee should be monitoring this. Matthews also remarked that some Government Documents librarians are concerned about information being removed from the Government Information Service and asked Jane if she could keep the Board informed about this.

Gottlieb also acknowledged the work of the Bibliographic Control Committee representatives to ALA. The Board's continued support appears to be a good investment of MLA's money. Jane asked the Board to send any thoughts regarding MLA's relationship with ALA to her.

The Board offered their sincere thanks to Jane Gottlieb for her resolute efforts on behalf of MLA.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

The Board was very pleased to have a written report from this representative and thanked Mark McKnight for his report.

XIV. External Liaisons.

No reports.

XV. Roundtables.

See also section VI.A.

Leslie Troutman met with the roundtable coordinators at this meeting. There were requests for honoraria for speakers and for photocopy expenses. It was noted that there is no funding in the MLA budget for roundtables.

Conference attendees reported enthusiasm for the roundtable sessions. All but two of the roundtables featured presentations, rather than discussion sessions.

There was a comment that there is no set reporting structure to the Board from roundtables. Cassaro will write to the roundtable coordinators requesting reports and their plans; this will be due in time for reporting at the June Board meeting.

There was some discussion about the New Members Roundtable. Given the nature of its constituency, does it make sense for it to be part of the roundtable structure (e.g. requiring renewal letters). It was suggested as well that first time attendees get an invitation to the New Members meeting in their registration packet. It was suggested, but not acted upon, that New Members might be better placed under the aegis of the Membership Committee.

XVI. Old Business.**A. Membership Handbook.**

See IX.G.

B. Review of Bylaws and Constitution.

The following questions were raised concerning the review of the bylaws: Does the Board want to pursue this issue further? Does it continue to make sense that the constitution remains based in the District of Columbia? Cassaro noted that he has a copy of the original articles of incorporation and will send the original to the MLA Archives, while sending copies to MLA's legal counsel and to the Treasurer/Executive Secretary. He will also confer with counsel about the legal and financial implications.

More in-depth discussion of this topic was tabled until the June Board meeting.

Deep gratitude was expressed to the committee for the tremendous amount of work they have accomplished to date.

C. MLA Web Issues

See section VII.G.

D. Affiliate Organizations.

See XIII.A.

E. Endowment Funds.**1. RILM****2. NOTES**

See VI.B.

XVII. New Business.**A. Annual Meeting 2006.**

The Board reviewed an invitation from the Southeastern Music Library Association to host the 2006 annual conference in Memphis, Tennessee.

It was moved by Philip Vandermeer, seconded by Paula Matthews, and carried unanimously to accept the recommendation of the Convention Managers for Memphis to serve as the location of the 2006 meeting pending successful hotel negotiations.

Motion

Cassaro urged the Board to starting thinking about possible venues for the 2007 and 2008 meetings.

B. MLA program issues

The Board reviewed the document prepared by Michael Rogan on the Program Booklet. The Board was in agreement with his suggestions. The report should go to the Program Chairs, the Local Arrangements Committee and the Convention Manger.

The Board applauded Rogan for his initiative.

C. Search for Treasurer/Executive Secretary

Laura Gayle Green has been serving as first Treasurer, then in the combined office of Treasurer/Executive Secretary since 1998 and will be stepping down in the next fiscal year. A search committee is being appointed, with Paula Matthews to chair. The timetable is to advertise the position in the *Newsletter* with interviews to be held at the Spring Board meeting in Madison. The search committee will make a recommendation to the Board at the end of the Madison meeting. The training of the new Treasurer/Executive Secretary will commence at the Fall Board meeting, with the new officer taking over at the annual meeting in Austin.

The Board reviewed the announcement for the position. It will be send over Board-L for final comments and run in the March Placement Service Job List.

D. Spring Board Meeting.

The spring Board meeting is tentatively slated for 7-10 June 2001 in Madison, Wisconsin. It was noted that the AMS Board holds its Fall meeting at the site of the upcoming convention; MLA may consider this practice. Tentative dates for the fall Board meeting are 3-6 October; Alan Green invited the Board to meet in Columbus, Ohio.

XVIII. Adjournment.

It was moved by Leslie Troutman, seconded by Philiip Vandermeer, and carried unanimously to adjourn the meeting at 11:55 a.m.

Motion

Respectfully submitted by Michael Colby, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Appointment of Copyright Subcommittee to Legislation Committee. (VI.B)
2. An addendum to the A-R contract signed assigning them most of the financial accounting responsibilities for the Association. (VI.C)
3. Vice-President/Past President will gather the chapter annual reports prior to the annual meeting. These will be reviewed by the Board and forwarded electronically to the Newsletter and Website Editors and published in the Newsletter as space allows. (VII.D)
4. MLA members' travel companions at annual meetings are welcome at receptions and program sessions without charge. (IX.C.1)
5. The membership of the Investments subcommittee is defined as specified. (IX.C.2)

Appendix II. List of Actions to be Taken.

	<u>Action</u>	<u>By whom</u>	<u>By when</u>
1.	Send thanks to Princeton for their support of the Fall Board meeting	Cassaro	Soon
2.	Display <i>Music Classification Systems</i> at ALA annual	Karass	June
3.	Research costs of holding reception at AMS	Blotner	Soon
4.	Send text of audit to Blotner, electronically	L.G.Green	ASAP
5.	Establish final date for Sheet Music volume with Steve Wright	Cassaro	Soon
6.	Update the Program Chairs Handbook	Rogan	June
7.	Revision of letters to jobbers and institutional subscribers to <i>Notes</i>	A-R	June
8.	Mailing of brochure on planned giving	A-R	Done
9.	Notify McTyre to proceed with planned giving brochure	Cassaro	Done
10.	Notify Dorsey about copyediting needed for membership brochure	Cassaro	Soon
11.	Send Calkins copy of Convention Managers Handbook	Cassaro	Soon
12.	Report on discussion Membership Handbook and secure server to Newsletter editor	Nuzzo	Done
13.	Possibly send an MLA representative to the Project Muse	Cassaro	Before April
14.	Attendance at RISM meeting with Jessie Ann Owens	Cassaro	TBA
15.	Set up joint MLA/AMS meeting on electronic dissertations	Cassaro	TBA
16.	Letter of thanks to ALA Executive Director William Gordon to Cassaro	Gottlieb	Soon
17.	Letter of congratulations to Mary Edsall on the publication of <i>A Core Collection in Dance</i>	Cassaro	Soon
18.	Notify Education Committee that it is entitled to present a program at ALA meetings	Gottlieb?	Soon
19.	Write the roundtable coordinators requesting reports and their program plans, with responses to be reported at the June Board meeting	Cassaro	Soon
20.	Send MLA Articles of Incorporation: original to Archives, copies to MLA's legal counsel and Treasurer/Executive Secretary	Cassaro	Soon

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|-----|---|---------|--------------|
| 21. | Confer with legal counsel regarding legal and financial implications of by-laws | Cassaro | Soon |
| 22. | In-depth discussion of by-laws review | Board | June meeting |
| 23. | Send Rogan's report on program planning to Program Chairs, the Local Arrangements Committee and the Convention Manger | Rogan | Done |
| 24. | Advertise Treasurer/Executive Secretary position in <i>Newsletter</i> | Hartig | March 3 |
| 25. | Advertise Treasurer/Executive Secretary position in Job List | McBride | Soon |