

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Austin, Texas, 11-16 February, 2003

Tuesday, 11 February: 9:00 a.m.-6:00 p.m.; Wednesday, 12 February: 8:30 a.m.-12:30 p.m.; Sunday, 16 February: 8:30 a.m.-12:00 p.m.

Present: Joseph Boonin, Jim Cassaro (presiding), Michael Colby (recording), Laura Dankner, Alan Green, Laura Gayle Green, Neil Hughes, Nancy Nuzzo, Deborah Pierce, Michael Rogan.

Incoming Board members: Pauline Bayne, Richard LeSueur, Renée McBride

Guests: Linda Solow Blotner (VII.E), Jane Gottlieb (XII.A.), Rick McRae (IX.E), Gordon Rowley (VIII.B), Jim Zychowicz (XII.A)

The meeting was called to order by President Cassaro.

I. Approval of Agenda.

The agenda was approved with the following addition: 2007 and 2008 MLA Annual meetings (XV.D).

It was moved by Joe Boonin, seconded by Debbie Pierce and carried unanimously that the agenda be approved as amended. Motion

II. Recording Secretary's Report. Michael Colby

Colby mentioned that the question of when the minutes should be mounted on the web site had come up. It was decided to put three dates in the official calendar regarding the Board minutes for 1) draft sent to Board, 2) draft mounted on website and 3) draft on website made official after approval by the Board at its following meeting.

It was moved by Michael Rogan, seconded by Joe Boonin and carried unanimously that the minutes of the October 4-6, 2002 meeting (Columbus, Ohio) be approved as submitted. Motion

III. Parliamentarian's Report. Deborah Pierce.

Pierce noted that additions to the Administrative Handbook had been recently distributed via e-mail. She circulated copies of instances in the Handbook with conflicting information regarding the reappointment of the Treasurer/Executive Secretary. It was decided that the incoming Parliamentarian, Alan Green, would rewrite the text in the Administrative Handbook to clarify it, add a clause on the process if the Treasurer/Executive Secretary chooses not to continue in the office, and bring it before the Board for its Spring meeting.

Alan Green reported that A-R is making progress in updating the Activities Roster.

Profuse thanks were given to Debbie Pierce for stepping into this role and for her skillful handling of the duties.

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

Nuzzo distributed a rainbow of reports, including the Profit and Loss Budget vs. Actual for FY 2001-2002 (yellow) and FY 2002-2003 to date (green); Sales and Inventory reports for FY 2001-2002 and FY 2002-2003 to date (melon); MLA Investment Accounts totals for the same periods (mustard); MLA Endowment Accounts Principal (pumpkin); and a Membership Figures Comparison (gray).

A. Budget

The financial outlook is hopeful. Thus far in the fiscal year, Income is at \$310,314.01 or 82.38% of budget, with Dues Income at 102%, Sales at 78.65%, and Meetings at 78.89%. On the expense side, 57.63% of Management Services has been expended, 64.82% of Program, 48.58% of Other Member Services, and 43% of Publications, for a total to date of \$161,070.41 expended. Donations to date total \$5,738.00.

B. Sales and Inventory Reports

Nuzzo explained that these include historical data for amounts billed and total units sold prior to MLA's relationship with Scarecrow. From this point on, she will report only totals for amounts billed and units sold through Scarecrow. This will make it possible to calculate amounts due as honoraria to series editors. So far this year, 99 units have been sold for a total of \$2,778.93. In 2001-2002, the total was \$15,113.19. MLA receives 10-20% of this as royalty income, and a percentage of that is paid as honoraria to series editors (25%).

C. Investments and Endowments

As of 31 December 2002, the value of MLA's investment accounts was \$546,656.18, down \$43,772.78 from 31 December 2001. This change represents market losses offset by a deposit of \$5,000 to the MLA Fund in September 2002. As of Dec. 31, principal in the Notes Endowment fund stood at \$15,772.33. A major development effort at the Austin meeting will be to meet the second \$5,000 challenge for this fund.

D. Membership

As of 1 February 2003, MLA has 1821 members and subscribers, including 609 individual, 54 sustaining, 5 associate, 133 retired, 77 student, 18 honorary, 11 corporate patrons, 6 corporate members, 432 institutional members and 476 subscribers.

E. Other

Nuzzo has created a new template for budgeting with line numbers that correspond to those used in the QuickBooks chart of accounts. Laura Gayle worked with the accountants to file the 2001/02 tax return and submit 1099 forms. Laura Gayle acknowledged donations under \$100 made in 2002 and filed papers with the State of Texas resulting in tax-exempt status for MLA. The transition between the outgoing and incoming T/Exes has been smooth. They visited A-R in November and continue to be impressed by the service A-R provides. Nuzzo thanked Laura Gayle Green for her patient and gentle training.

The Board thanked Nancy Nuzzo for her report.

V. Vice President's Report. Laura Dankner.

Dankner reported that she had completed the checklist for chapter chairs, which was recently distributed via e-mail. Nuzzo commented that it might be better if the Membership Committee, rather than A-R, were notified of new chapter members. Laura Gayle Green also noted that it should reflect that chapter grants are paid to the chapters, not to the chapter treasurers. It was also decided that the deadline for receipt of chapter grants should be changed in the calendar to May 15. Dankner had attended three chapter meetings since the last Board meeting and notes that the Atlantic chapter is making good progress with local arrangements for the 2004 annual meeting. Plans were set for the chapter chairs breakfast to be held at this meeting. Jane Subramanian will take over as chair of the Ad Hoc Committee to Review Best of Chapters. Special thanks were expressed to Suzanne Moulton-Gertig for her service in this role.

Annual reports were received from the chapters and published in the Newsletter. A discussion ensued regarding reporting of chapter information. Dankner wondered if their annual reports best belong on the website; Nuzzo considered whether the statistical data from the reports should simply be added to the chapter information currently on the website; Cassaro noted that chapter officers should be listed in the Administrative Structure (and updated quarterly) with hotlinks made to the chapter section. Cassaro volunteered to oversee the creation of template for inputting chapter information on the website. Dankner commented that she has found her work with the chapters to be very rewarding.

VI. President's Report. Jim Cassaro.

A. Appointments.

Cassaro reported that he has made his final appointments as President and that the requisite letters have been sent. The Nominating Committee will be chaired by Michael Rogan and will include Kathy Abromeit, Brian Doherty, Jane Gottlieb, David Gilbert, Diane Ota and Yale Fineman. The Publications Awards Committee will be chaired by Debbie Campana and include Leslie Troutman and new appointee Manuel Erviti. A committee has also been appointed for the first Carol June Bradley Award; G. Dale Vargason will serve as chair, with members Edward Komara and Jane Edmister Penner. Jim Farrington has been appointed to the Epstein Award Committee. Incoming President Laura Dankner will need to make appointments to the Freeman and Gerboth Award committees, as well as the Ad Hoc Committee on MLA's

75th Anniversary. Search committees for Placement Officer and Publicity Officer will also need to be appointed.

B. RILM and RISM.

Cassaro has appointed a US RILM Office Long-Range Planning Task Force and noted that the President of the American Musicological Society has been less supportive than was anticipated. The task force met at the Columbus AMS meeting, where they discussed fund raising initiatives and identified potential donors. They hope to create an endowment to support the US RILM Office. AMS has approved another year of their funding support for the office.

Regarding the US office of RISM, Lenore Coral has sent Jim a file of all past minutes. Jim has made and sent copies to J. Peter Burkholder, current AMS President. US RISM has been active: Sarah Adams has ideas for new projects and Yale has begun cataloging the manuscripts they hold. A conference call between Cassaro, Burkholder and Peter Lefferts (also of AMS) will take place prior to the upcoming AMS Board meeting.

C. Legal Issues.

Kathryn Goldman has informed Cassaro that the tolling agreement was extended to the end of the month. The bank has offered a \$10,000 settlement, which Goldman thinks is not enough and sought permission from the Board to send the bank a complaint in an effort to raise the amount. She advises that litigation could be lengthy and costly. She would like to settle the issue by the end of the month. The Board agreed to let her file the complaint with the bank.

D. Other.

Congratulations were sent to Kurtz Meyers on the occasion of his 90th birthday. Jay Sonin of Music Hunter has increased his support level to a Corporate Patron and has instigated a program at this meeting whereby he will make a donation to MLA for every new MLA client. Jim has sent ten boxes of MLA files to Laura Dankner and two boxes of volumes of *Notes* to A-R to aid in the JSTOR project. Jim has also asked Dankner to contact Bonnie Jo Dopp about retention of presidential files in the archives and noted that the Archives Joint Committee with the University Of Maryland needs to be reconstituted.

Jim Cassaro thanked the Board for the honor of serving with them.

VII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow. It was lovely to see this effort moving forward nicely. It was noted that there is a new cover design and that a new volume in this series is expected to appear this spring. Jean Morrow will report back to Dankner about changes in the committee structure now that the series is launched.

Profuse thanks were extended to Jean Morrow for her work.

B. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic. *Music Inspired By Art: A Guide To Recordings* by Gary Evans has seen publication. Contracts have been signed for *Bibliographic Control of Music: a Retrospective Bibliography* and *Analyses of 19th and 20th Century Music*. The issue of royalty payments to editors is still to be resolved.

Thanks were given to Mark Palkovic for a job well done.

C. Music Cataloging Bulletin.

The Board reviewed the report submitted by Michelle Koth. Laura Gayle Green has been in touch with A-R about retaining a five-year back file of *MCB*. Nuzzo will ask A-R how many back issues they would like. There was discussion about the proposed added content. While there were budgetary concerns that a larger number of pages could increase mailing costs, it was noted that the added value could increase demand and the costs could be absorbed. The Board encouraged Koth to pursue her ideas and report to the Board for its next meeting what support (budgetary, etc.) she anticipates needing.

The Board thanked Michelle Koth for her work on this publication.

The Board reviewed the report on the index submitted by Kathy Glennan. It was noted that bolding the volume numbers and the use of a serif font (as previously decided) would enhance readability. It would be advantageous to announce availability of the index with the *MCB* invoice. As the index will be a Scarecrow publication and *MCB* is an A-R publication, the index could not appear on the *MCB* invoice. Perhaps A-R would agree to insert a flyer on the index with the invoice.

The Board thanked Kathy Glennan for her report.

D. Newsletter.

The Board reviewed the report submitted by Stephen Mantz. The Board discussed html and pdf versions of the *Newsletter*. Alan Green suggested that the *Newsletter* be retired and replaced by a news feature section on the website, which could be updated as the news breaks. Michael Rogan suggested that Alan should discuss this idea with Stephen Mantz, Alan Karass and Judy Pinnolis. Alan was in agreement, met with Mantz, Karass and Pinnolis and reported back to the Board. Pinnolis will look at increasing the visibility of the *Newsletter* on the front page. Mantz and Pinnolis will work together on an html template for submission of news items within the next year. Pinnolis will explore the use of a weblog system that would allow the *Newsletter* editor mount news directly on the website. Karass and Mantz are now better aware of the need for communication between the Publicity Officer and the Newsletter Editor, especially in the placement of breaking news and press releases on the web. One conclusion from these discussions was the decision to essentially maintain the *Newsletter* as it is (i.e. a web mounted equivalent of a print publication) for another year. The pdf version may be phased out. Mantz requires at least another year to work on major changes. The Board needs to be kept apprised of any changes with fiscal implications in time for the June Board meeting. For example, ceasing the pdf version would reduce expenses. Karass had expressed concerns about losing the print *Newsletter*, as it is quite useful for exhibits at conferences. Perhaps a downloaded edition could be displayed on a laptop instead.

The possibility of selling advertising in a web version of the *Newsletter* was raised. Concerns to be explored included: the impact of increased traffic on the server, any possible restrictions faced by 501(c) 3 organizations, the role of the Advertising Manager and coordination of web advertising with print advertising. Nuzzo will ask the accountant about tax-exempt status; Nuzzo, Pinnolis, Karen Little and Green will investigate the advertising issue and report on it for the next Board meeting. Further discussion of advertising was tabled until receipt of this report.

The distribution of annual reports was discussed. The question was raised as to whether they should simply be mounted as web files, as opposed to being formatted in pdf. Rogan suggested that Virginia Danielson and Renée McBride should discuss reporting with Mantz. Annual reports are one of the duties of a committee chair; McBride agreed to draft a committee chairs checklist.

Cassaro thanked Stephen Mantz for addressing these issues.

E. Notes.

The Board reviewed the report submitted by Linda Solow Blotner. Nuzzo reported that the contract with JSTOR was signed. Details on furnishing copies of back issues of *Notes* for scanning are still to be determined (e.g. will they be given or loaned). Loaned volumes are disbound for scanning and then rebound. JSTOR is looking for back volumes of other titles as well. This effort needs to be coordinated; Nuzzo will contact the Publications Committee about their willingness to assist in this.

Linda also met with the Board. She expressed her appreciation in working with A-R. She also noted that the reception at AMS came in under budget.

Regarding electronic access to *Notes*, she has found that different vendors include different content. Cassaro pointed out that the original contracts limited some of the content vendors would be allowed to provide. It may be time to renegotiate these contracts; the Publications Committee should be consulted. Linda will ask Jim Zychowicz for copies of the contracts.

A-R is creating business cards for the *Notes* staff. It has been discovered that the new MLA and *Notes* logos do not go together well. Linda is looking into a new *Notes* logo. There is a need for guidelines on which MLA publication outlet is the best suited for particular items. For example, *Notes* does not seem the most appropriate for CD listings.

Cassaro gave Linda Solow Blotner profuse thanks for her work—a visible and important part of the Association's outreach.

F. Technical Reports.

The Board reviewed the report submitted by Steve Wright. The Board was pleased to see the manuscript of *Cataloging Sheet Music* that was circulated. ALA would not agree to an in-kind compensation for printing excerpts from AACR2; the Board agreed to pay the \$580 requested. The Board looks forward to seeing the new edition of *Careers in Music Librarianship* in print. The proposal to print MLA Technical Report no. 9, *Shelflisting Music*, was discussed. **It was moved by Joe Boonin, seconded by Alan Green and carried unanimously that Scarecrow Press be allowed to print MLA Technical Report no. 9 on demand.**

Cassaro thanked Steve Wright for his thoughtful work.

Motion

G. Web.

The Board reviewed the report submitted by Judith Pinnolis and thanked her for her work.

VIII. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn and thanked her for her continuing work.

B. Convention Manager.

The Board reviewed the report submitted by Gordon Rowley, who met with the Board. Gordon reported that we were in good shape going into this meeting. Early registration exceeded the target and there were a large number of student registrants (24) and that 38 registrants are in their first three years in the profession. Pierce noted that the lowered student registration fee likely made a difference. Advertising in the program was down slightly, but exhibits were holding their own.

An invitation to host the 2007 meeting is needed. While the rotational plan would call for this meeting to be held in the East, this plan could be waived to take advantage of other opportunities that may arise, such as a joint meeting with another organization. Gordon has received cold calls from convention bureaus in several cities. Rogan reminded that the topic of the upcoming Town Meeting would be strategic planning for the annual meeting.

Rowley outlined a proposal that was discussed in the Finance Committee regarding the selling of inserts in the convention packets. Several exhibitors have been requesting this. It would allow exhibitors unable to be on site to have a presence at the meeting and it would be a source of additional income. **The Board unanimously approved the recommendation of the Finance Committee that inserts in**

Motion

- convention registration packets be made available on the following basis:**
- a. Exhibitors and non-exhibiting Corporate Patrons and Corporate Members: \$100**
 - b. All others: \$300**
 - c. Inserts shall be flat printed material with a maximum size of 11x13 inches.**

It was observed that the Convention Managers should function as ex officio members of the Program and Local Arrangements Committees. Nuzzo and Alan Green will change the Administrative Handbook and Administrative Structure to reflect this. The revision of the convention manual is in progress. It will be ready by the June Board meeting.

The Board applauded the Convention Manager for his work.

C. Placement Officer.

The Board reviewed the report submitted by Renée McBride and thanked her for her years of service.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass and thanked him for all of the great work he does for the Association.

E. Management Services.

Jim Zychowicz saw no need to report. All is running smoothly. Nuzzo noted that it is time to create procedures for requests to A-R for services. The Association needs to be aware of everything that A-R is being asked to do. **The Board unanimously approved the recommendation of the Finance Committee that all administrative requests to A-R should be routed through the Treasurer/Executive Secretary.**

Motion

IX. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Ruthann McTyre and Leslie Bennett. It was noted that ALA is interested in producing another poster. It was agreed that A-R should include the planned giving brochure when the next renewals are mailed. The Marketing Subcommittee's efforts were on track going into the convention.

Sincere thanks were given to Ruthann McTyre and Leslie Bennett for jobs well done.

B. Education.

The Board reviewed the report submitted by Deborah Pierce. A quote for production costs for the equipment maintenance video had been received at \$5000. The possibility of DVD format was reintroduced. Pierce will ask A-R if they are interested in DVD production and will ask Lenny Bertram if

he is still interested in creating the video. It would be preferable to have this information in time for the June budget meeting.

A total of 67 paid registrations were reported for the Information Literacy workshop scheduled as a preconference session; a surplus of \$2700 is anticipated. Plans are moving forward on the subject access workshop prior to the 2004 meeting. MOUG is interested in co-sponsoring, but has expressed concern about the inclusion of a public service aspect. The Board is interested in pursuing this workshop as it is.

The Board once again expressed its thanks and appreciation to Debbie Pierce.

C. Finance.

Fiscal Officer Neil Hughes reported on the meeting of the Finance Committee.

The Board unanimously approved the recommendation of the Finance Committee that the membership year be changed to coincide with the Association's fiscal year. This will, in effect, change the subscription year for *Notes* and will be transparent to the membership. (The *MCB* subscription year will remain the calendar year.) A constitutional amendment will need to be initiated; the Parliamentarian will put together the wording for the amendment.

Motion

The Board agreed with the recommendation of the Finance Committee to have the Parliamentarian change the wording in the Administrative Handbook, section V.H.4.d, regarding the Investments Subcommittee, to read in part "...two appointed members who do not serve as chair shall serve staggered two-year terms."

Rogan expressed concern with how Finance Committee matters are presented to the full Board.

The Board unanimously approved the recommendation of the Finance Committee that there be no dues increases for FY 2003-2004.

Motion

The Finance Committee is looking at registrants booking rooms outside of the conference room block and what the impact might be on the convention budget. There are concerns about tariffs and customs regarding the international border crossing that will be necessary for the meeting in Vancouver, British Columbia.

Awards amounts were recommended to remain the same as the previous year. Returns on the investments accounts have been low, impacting the amount available for the awards. **The Board unanimously approved the recommendation of the Finance Committee setting the amounts of the Association's awards for Fiscal Year 2003/04 at:**

Motion

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

The Board agreed with the recommendation of the Finance Committee that the Parliamentarian change section V.H.4.b of the Administrative Handbook to read: "The President customarily meets with the Finance Committee ex officio, and has a vote."

It was reported that, while the Association has an American Express account, business must be conducted with some firms who do not accept American Express. **The Board unanimously approved the recommendation of the Finance Committee that the Treasurer/Executive Secretary shall be authorized to open a corporate Visa account for the exclusive use of that office.**

Motion

1. Investments Subcommittee.

The funds are performing well in comparison to the market.

Joe Boonin expressed his appreciation in working with Fiscal Officer Neil Hughes over the past year.

D. Membership.

The Board reviewed the brief report submitted Sarah Dorsey. The committee will be involved in the recruitment and retention initiative. The work of the committee is moving forward nicely.

Cassaro thanked Sarah Dorsey for her report.

E. Program Committee.

1. Austin Program.

The Board reviewed the report submitted by Ken Calkins
Cassaro sincerely thanked Ken Calkins for stepping in at the 11th hour to chair this program.

2. Austin Local Arrangements Committee.

The Board reviewed the report submitted by David Hunter.
Cassaro sincerely thanked David Hunter for his extraordinary efforts

3. Crystal City Program.

Rick McRae met with the Board and distributed a report on the program for the 2004 meeting. Two speakers are committed for the program at this point with two more on hold. McRae would like to continue the tradition of focusing one plenary session on local music traditions and resources; for this program, these would be the Library of Congress and National Public Radio. Another session could deal with political activism in the library profession; a lobbyist for ALA is ready to speak. Rogan suggested that it would be helpful if McRae could be notified as to which amicus briefs MLA has signed on to; Cassaro suggested that Bonna Boettcher could furnish this information.

The topic of live internet connections at program sessions was raised and the Board acknowledged that it must be addressed in the convention budget for the 2004 meeting. It was noted that the impact will include the cost, which may be incurred at the hotel or borne in bussing to an institution off site. Gordon Rowley will be asked to provide costs for internet connections at future hotels, starting with the 2004 site, at the June Board meeting.

Cassaro and the Board thanked Rick McRae and look forward to the Crystal City/Washington D.C. meeting.

4. Crystal City Local Arrangements Committee.

The Board reviewed the report submitted by Catherine Dixon and Jane Edmister Penner. The Board acknowledged the need for an updated convention handbook. It was remarked that one of the LAC co-chairs should serve on the Program Committee if at all possible. The Board expressed its pleasure with the results of the LAC so far.

Cassaro sincerely thanked Catherine Dixon and Jane Edmister Penner. The Board is especially grateful to Catherine Dixon for stepping into her role in a time of need.

F. Publications.

Nancy Nuzzo read the report submitted by Publication Chair Karen Little. The JSTOR agreement has been completed.

Thanks were extended to Karen Little for her wonderful work.

X. Reports of Special Committees.

A. Administration.

The Board reviewed the report submitted by Robert Acker. The Board appreciated the infusion of new blood and interesting projects undertaken in the committee.

Cassaro thanked Robert Acker for keeping the committee visible and productive.

B. Bibliographic Control.

The Board reviewed the report submitted by Matthew Wise. It was noted that funding for the ALA liaisons was limited this year. Hughes commented that the liaison role should not be seen as a requirement for chairing a BCC subcommittee; there was also speculation as to whether liaisons could effectively only attend the annual meeting. Colby wondered if it would be helpful to reexamine the structure of the BCC. The Board recognized the need to readdress the issue of live internet connections in sessions at the annual meeting.

Matthew Wise was thanked for his work and the Board looks forward to hearing from him in the future.

C. Legislation.

The Board reviewed the report submitted by Bonna Boettcher. The Board discussed the request for an honorarium for the Copyright Website Editor. Given the visibility and number of hits to this site, there is a need for equality with other members of the Publications Committee. This would need to be an appointed position and it was wondered if a search would be necessary at this point. It was found preferable that Brian Cockburn continues. **It was moved by Joe Boonin, seconded by Michael Rogan and carried unanimously to institute an honorarium for the Copyright Website Editor and recommended to the Finance Committee that it be set at \$500 at the beginning of the 2003/04 fiscal year and that the Copyright**

Motion

Website Editor be made a member of the Publications Committee and that Brian Cockburn continue in the newly restructured position.

Joe Boonin asked if any thought has been given to moving the copyright website from James Madison University to the MLA server. **It was moved by Michael Colby, seconded by Michael Rogan and carried unanimously to move the copyright website to the MLA server and to grant the Copyright Website Editor access to update the material thereon.** Nuzzo asked if the Copyright Website Editor should be added to the Administrative Structure and received an affirmative answer.

Motion

The Board discussed the Statement on the Digital Transfer of Electronic Reserves. **It was moved by Michael Rogan, seconded by Alan Green and passed unanimously to approve the Statement on the Digital Transfer of Electronic Reserves.**

Motion

Cassaro and the Board thanked Bonna Boettcher for her report.

D. Preservation.

The Board reviewed the report submitted by Alice Carli. In noticing the appointment of a new chair to the committee, discussion ensued on how the policy on term limits should be applied in committees. It was agreed to change the wording in Administrative Handbook section V.A.3 to reflect that service on a committee does not preclude service as chair for up to four additional years.

The Board thanked Alice Carli for her report.

E. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet. The Board discussed the problem of how to identify which members work in public libraries. It was determined that four categories (academic, public, conservatory, other) should be printed on the renewal form where members can indicate which represents the kind of institution in which they work.

The Board thanked Stephen Landstreet for his report.

F. Reference and Public Services.

The Board reviewed the report submitted by Kathy Abromeit. The Board would like to see some outline of the training of music library support staff project and reiterated its request that the Personnel Subcommittee also be involved. It was observed that the program of this meeting shows some subcommittees presenting on the same topic. It might be desirable to find a way to bring these discussions together, possibly by consolidating the programs of various subcommittees, as the BCC has been doing. It was also noted that the programs planned looked interesting.

The Board thanked Kathy Abromeit for her work over the past years.

G. Resources Sharing and Collection Development.

No report was received. It was noted that the committee was presenting an interesting and provocative program on sharing music electronic environments at this meeting; it was appreciated that the resource sharing component of their charge was being addressed. Dankner stated that she would welcome updates on the committee's activities in reports to the Board.

This initiated a discussion on reporting to the Board. Dankner asked if there was a need to have the reporting structure outlined in the Administrative Handbook. Michael Rogan noted that this further demonstrates the need for a checklist for committee chairs. It was agreed that every committee should report to the Board for every Board meeting. Alan Green was charged to add wording in the Administrative Handbook regarding reporting, which currently applies to standing committees, to apply to all committees and editors.

XI. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.
See VI.B.

Cassaro thanked John Shepard for his report.

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

The Board reviewed the report submitted by Jane Penner.

Cassaro thanked Jane Penner for her sincere and thoughtful work.

C. MPO/MOLA/MLA.

No report.

D. RILM/US Office.

Also see VI.B.

The Board reviewed the report submitted by Dan Zager. Dankner expressed concern that the efforts of the US RILM Office Long-Range Planning Task Force would be competing with other fund-raising efforts in MLA. She was also concerned about giving the impression that this was an MLA effort and that AMS might consequently give less than full support. Laura Gayle Green noted that donations have already been made which are earmarked for the RILM endowment, so it would be ill advised to pull back on the effort at this point. Boonin expressed his agreement with Dankner's concerns and was also apprehensive with the enormity of the amount to be raised. Cassaro noted that AMS has not made an effort regarding RILM to date and that the situation requires some action to be taken. It was noted that the RILM's situation in the United States is different from that in any other participating nation. Pierce commented that an effort needs to start somewhere and this would be a good place. Rogan was of the opinion that even though the dollar amount and time frame proposed might not be ideal, it would be important to start now. We might need to rank this among our priorities. Perhaps there might be some room for negotiation on the amount and time frame. Perhaps MLA could commit to a smaller amount and call upon other organizations to make up the difference. Conceivably, the membership of the AMS might prove to be more responsive than the leadership has been. Cassaro explained that the long-term goal would be to release the supporting organizations from their current annual subsidies. It was agreed that Cassaro would continue to serve as a liaison to the task force and to keep the Board fully informed as to its progress. Nuzzo had questions on accounting: who would hold the money and how would decisions on where to invest it be made? Such questions are still to be decided. Further discussion was tabled for the June meeting.

Cassaro thanked Dan Zager for his report.

XII. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Jane Gottlieb, who also met with the Board. Jane brought to the Board's attention that ALA had a new Executive Director. She discussed the liaison's role at ALA meetings, which includes attending meetings of the ACRL Arts Section. Gottlieb encouraged outreach to dance and theater librarians. Cassaro suggested that the MLA Performing Arts Roundtable might be a possible draw for dance and theater librarians to MLA. Jane noted the importance of the MLA exhibit table at ALA, as well as the MLA@ALA social. These are venues that do attract new members to MLA, as well as new vendors. This should be borne in mind when constructing the budget.

Gottlieb noted that ALA is anxious to do another poster, following on the success of the Yo Yo Ma poster. She also reminded the Board that, as an ALA-affiliate organization, MLA could present programs at the ALA meeting. In the past, MLA has done programs on preservation and dance. Cassaro suggested two program ideas that might be good draws: copyright or sharing electronic materials.

Gottlieb raised the topic of minority recruitment. Jim Zychowicz joined for this discussion. Jane noted that MLA is the only ALA affiliate organization currently not focusing on minority recruitment. She presented some ways in which MLA could become involved. REFORMA could assist by translating MLA's brochures into Spanish. Scholarship programs might be a method that would increase MLA's visibility in library education programs and connect the recipient with MLA. Outreach to paraprofessionals was another avenue to explore. Renée McBride told the Board about Spectrum, which is an effort within ALA encouraging the participation of underrepresented minorities; Spectrum is interested in partnering with other organizations. The Black Librarians Caucus in ALA was also mentioned as a possible connection. Zychowicz spoke of a similar effort within the Music Publisher's Association. A great deal could be accomplished through outreach; *Notes* and the website are possible methods. A-R could assist by providing data, such as that on new or lapsing members. Alan Green suggested outreach at music education conferences, especially at the state level. Boonin mentioned that outreach could involve some of the MLA roundtables (e.g. Jewish Music, Social Responsibilities); outreach to MPA and MOLA would be worth pursuing as well. Laura Gayle Green observed that outreach could be made to younger populations, especially at the local level and that a translated brochure could be useful in this as well. Rogan suggested packaged programs that could be used by the chapters. Cassaro suggested the creation of a speakers bureau.

It began to become clear that the Board was interested in getting the Association involved in some kind of outreach effort, which would likely take the form of an ad hoc committee on recruitment and retention. Zychowicz offered that A-R could include a brochure with its catalog mailing, which reaches over 5000 addresses. Dankner felt strongly that the committee should have a connection with the

Membership Committee. Cassaro felt that the committee would need a broad connection, including Development, Public Libraries and other MLA committees. Nuzzo suggested that an ad hoc committee with a specific charge would have greater visibility than one placed under an existing committee. **It was moved by Joe Boonin, seconded by Neil Hughes and carried unanimously to establish an Ad Hoc Recruitment Task Force to effect greater visibility of the Association, recruitment and outreach to underrepresented populations, including younger people involved with or interested in music librarianship, and people involved in parallel or similar activities.**

Motion

Cassaro thanked Jane Gottlieb for her years of service on behalf of the Association.

B. NISO.

The Board reviewed the report submitted by Mark McKnight and expressed its appreciation in receiving reports on NISO. There is a need to identify an alternate representative to NISO. Mark should be approached to see if he would be interested in writing about NISO for the *Newsletter*.

Cassaro thanked Mark McKnight for his report and for keeping us up to date.

XIII. External Liaisons.

A. MOUG.

No report received.

B. Organizational Liaison Committee.

The Board reviewed the report submitted by Ruth Henderson. There was a discussion on what the information-sharing role of liaisons should be. The Board would like to see reports from individual liaisons and would like for them to appear in the *Newsletter*. The reports should go to the chair, who would share them with the Board. The Board reviewed the existing guidelines for organizational liaisons. The Board supports these guidelines and would like to see them implemented. Cassaro expressed concern that the information the liaisons share with other organizations about MLA should be up to date; it was agreed that this information should come from the Publicity Officer.

Ruth Henderson was thanked for her work.

XIV. Old Business.

A. Strategic Financial Planning Discussion

Invited Guests: Linda Solow Blotner, Bonna Boettcher, Ken Calkins, Jane Gottlieb, Ruth Henderson, Alan Karass, Karen Little, Mark McKnight, Rick McRae, Paula Matthews, Jean Morrow, Jane Edmister Penner, Judith Pinnolis, Gordon Rowley, John Shepard, Annie Thompson, Patrick Wall, Matthew Wise, Stephen Wright, Jim Zychowicz

Background

Cassaro opened this special meeting of the Board and invited guests to discuss strategic planning. A discussion on strategic planning began at the Fall 2002 Board meeting in Columbus, Ohio, where a template and timetable were drafted. Wider input is being sought from committee chairs, special officers and others. Additions and comments will be incorporated into the document, which will go before the Board again. Input from the Board meeting will also impact the document. The next phase will be implementation.

Names were not recorded along with the comments so that participants could feel free to express themselves. Topics broke down into three broad categories, with some overlap. These categories were technology, administration and the program.

Technology

Greater use could be made of the website and other technology. Membership transactions such as renewals and conference registration (at least for exhibitors, to start) were mentioned.

The relationship of the website to the *Newsletter* was discussed. News could be mounted and updated on the website as it happens, instead of waiting for the next issue of the *Newsletter* to appear. Weblog technology might be used. Archiving would be necessary. A monthly e-mail version of the *Newsletter* could be a possibility. It was noted that for promotion and tenure purposes, some institutions do not consider web publication as favorably as print.

More electronic publications could be explored. Heyer/Hill should soon be available as an electronic publication.

Administration

The effect of term limits on the organization was discussed. The question was raised as to whether terms for Board members are too short. Expertise might be lost. Members feel like they are just beginning

to fully understand their duties as their term ends. Program Chairs often feel the same way. Term limits usually restrict committee service to four years, yet most Board terms run just two.

MLA's entire committee structure might need to be rethought—does it reflect the current state of the profession? Currently, the roundtables reflect what the Administrative Structure doesn't address—is it too rigid and lack flexibility?

With development and fundraising, what are funds being raised for? It is important to increase the MLA fund. Funds could be used to take advantage of new web technology (e.g. weblog software) or to redesign the website. It was noted that MLA publications reach all members, including those unable to attend the meeting. The use of professional fundraisers could attract financial support from outside of the membership. A capital campaign could be considered, although any fundraising effort should keep the current economic climate in mind.

MLA needs to look at recruitment to the profession, especially among minorities. Both programming and fundraising could address the outreach issue. Outreach should be directed to other organizations (e.g. AMS), public libraries and library schools. Outreach could take the form of teleconferencing of a program session or preconference workshop. The Association should take a leadership role, connecting more closely with the chapters—the work of the Association could be more of a grassroots effort. It should also raise its public profile, perhaps through the sponsorship of a PBS broadcast.

MLA should be a player in shaping the profession. It should promote the expertise of the membership, possibly through a speakers bureau, teleconferences or a traveling program or exhibition. It should work to keep music librarianship viable as a profession and fight the trend towards generalization in libraries, perhaps by connecting with other subject-oriented library organizations. MLA should consider lobbying in Washington, D.C. It should monitor ALA's lobbying efforts for salaries and other issues. MLA should be more concerned with recruiting leadership.

Program

There is a demand for live internet connections at program sessions. There are financial implications; perhaps there could be corporate sponsorship.

The growth of the meeting is not limited to roundtables; committees and other sessions are increasing. This has a major impact on the kind and number of hotels that can be considered for a meeting. Connections must be preserved outside of the annual meeting; the work must go on, through email, online chat, etc. Committee charges should be reexamined to see if all committees need to meet or have programs at the annual meeting.

Would the effort required for a major restructuring of the meeting be worthwhile? National meetings could alternate with regional meetings. But the burden of radical change would fall upon the existing leadership, which is all done on a volunteer basis.

How should the program be selected? How does a younger member find a way to participate in the program? Some kind of competitive system could be tried in selecting papers and program sessions. Perhaps a limited amount of time could be set aside for roundtables and the roundtable coordinators could decide which program ideas warrant a slot. A perception exists that committees are compelled to present programs annually and not on an as needed basis. The structure appears to be driving the program, when the opposite might be better. There can be a problem in bringing new concepts which don't fit into the existing structure into the program. Currently, such topics often enter through the roundtables. Both subject and professional needs should be served, balancing the musicological with librarianship. The program should be timely and practical; should a "hot topic" session slot be provided for each annual program, with the content determined later than regular program planning currently permits?

Cassaro thanked all those present for their time, ideas and participation.

The Board sees the necessity of keeping the discussions ongoing. Rogan will issue a report collating all the information that has been gathered regarding program planning. This will include input from the Town Meeting as well as other comments solicited and received over e-mail and other venues. The report is due by April 15, 2003. In discussion on how to share the report with the membership, Rogan was asked to contact Pinnolis about making it available on the website. A *Notes* article might serve as a final report on the process, just as with Plan 2001. The Board agreed that it was important to keep the momentum from this meeting. The process could be phased in and there should be an effort to implement some changes in time for the 2004 meeting. Perhaps the suggestion to schedule times but not rooms for the smaller committees could be implemented. Another Town Meeting will be planned for the 2004 meeting. The topic will be financial strategic planning.

B. Legal Issues.

See VI.C.

C. Bylaws Revision Committee Report.

Cassaro reported that he now has a copy of the Articles of Incorporation, which is not a very extensive document and is lacking in detail. Pierce reported on a discussion she had with Jim Farrington. Farrington is concerned that 1) the person who examined the by-laws is no longer in our counsel's office, 2) her review was done without access to the Articles of Incorporation and 3) he still has many questions about the revision. Discussion looked at the options of moving the registered office and the complexity of completing a revision of the by-laws and bringing it to the membership for a vote. It was noted that much of what appears in the existing by-laws is policy and practice that better belongs in the Administrative Handbook. It was decided to ask our legal counsel, Kathryn Goldman, to look at the by-laws and to suggest 1) an office in D.C. to serve as our registered office and 2) what by-law revisions are actually necessary. Budgetary implications will need to be known for the Spring Board meeting. Richard LeSueur was appointed liaison from the Board to the Bylaws Revision Committee.

XV. New Business.**A. Chamber Music America.**

The Board reviewed the report submitted by John Shepard. The question of appointing an organizational liaison to Chamber Music America was raised and referred to the Organizational Liaisons Committee. Dankner suggested that MLA could offer to present a program at a future Chamber Music America meeting. Chamber Music America should definitely be invited to exhibit at the 2004 MLA meeting.

The Board thanked John Shepard for his proactive reporting in bringing this organization to the attention of MLA.

B. Spring Board Meeting: Madison, WI.

The Spring Board Meeting will take place June 6-9 in Middleton, Wisconsin at the offices of A-R Editions. The Finance Committee will meet starting Friday afternoon, June 6, with the first full Board meeting on Saturday morning, June 7. Nuzzo will send the meeting dates to MLABD-L.

C. Fall Board Meeting.

The Board heard an invitation to meet in Davis, California with interest. The Fall Board meeting will take place October 9-12. The Finance Committee will meet starting on October 9, with the full Board meeting from 2:30 pm on Friday, October 10.

D. 2007 and 2008 MLA Annual meetings.

Chicago has been raised as a possible site for the annual meeting. The Northeast Chapter is also willing to consider hosting the 2007 meeting. Dankner suggested that the perception of a requirement for the Local Arrangements Committees to host a reception should be changed. It can be a burden in certain areas and making it optional might make hosting the meeting less daunting. She also mentioned that the Society for American Music has been contacted about the possibility of a joint meeting.

XVI. Adjournment

It was moved by Michael Colby, seconded by Michael Rogan, and carried unanimously to adjourn the meeting at 10:55 a.m.

Motion

Respectfully submitted by Michael Colby, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Service on a committee should not preclude service as chair for up to an additional four years (X.D).
2. Inserts to the convention program may be sold (VIII.B).
3. Membership year changed to coincide with the Association's fiscal year (IX.C).
4. Copyright Website Editor to receive honorarium (X.C).

5. Statement of Digital Transmission of Reserves approved (X.C).
6. Every committee to report for each Board meeting (X.G).
7. Ad Hoc Recruitment and Retention Task Force established (XII.A).

Appendix II. List of Actions to be Taken.

<u>Action</u>	<u>By whom</u>	<u>By when</u>
1. Rewrite text in the Administrative Handbook to bring before the Board regarding the reappointment of the Treasurer/Executive Secretary to resolve conflicting information	Green	June meeting
2. Revise text in the Administrative Handbook to reflect current practice of allowing President to vote in the Finance Committee	Pierce	Done
3. Put three dates in the official calendar regarding the Board minutes for 1) draft sent to Board, 2) draft mounted on website and 3) draft on website made official after approval by the Board at its following meeting	Nuzzo	Soon
4. Contact Bonnie Jo Dopp about retention of presidential files in the archives	Dankner	Soon
5. Reconstitute Archives Joint Committee With The University Of Maryland	Dankner	Soon
6. Inquire with A-R as to how many back issues of Music Cataloging Bulletin they would like	Nuzzo	Done
7. Investigate advertising on the website and report at Spring Board meeting	Nuzzo, Little, Green & Pinnolis	June meeting
8. Query accountant about impact of web advertising on the Association's tax-exempt status	Nuzzo	June meeting
9. Create a draft of a checklist of duties for committee chairs	McBride	Soon
10. Ask Publications Committee to coordinate effort to gather back issues of <i>Notes</i> for JSTOR	Nuzzo	Done
11. Mail planned giving brochure with membership renewals	A-R Editions	June
12. Ask Lenny Bertram if he's still interested in producing a video on A/V equipment	Pierce	June meeting
13. Ask A-R if they would be interested in DVD production of the equipment video	Pierce	June meeting
14. Propose wording for by-laws amendment to change membership year to coincide with fiscal year	Green	June meeting

15.	Change wording in Administrative Handbook section V.H.4.d to reflect two-year terms for the two appointed members of the Investments Subcommittee	Pierce	Done
16.	Submit an outline of the training of music library support staff project to the Board	RAPS chair	June meeting
17.	Change wording in Administrative Handbook section V.A.3. to reflect that service on a committee does not preclude service as chair for up to four additional years	Pierce	Done
18.	Open a corporate Visa account for the Association	Nuzzo	Soon
19.	Add wording in the Administrative Handbook regarding reporting, which currently applies to standing committees, to apply to all committees and editors	Green	Soon
20.	Provide costs for live internet connections in meetings at future conference hotels, starting with 2004 meeting	Rowley	June meeting
21.	Change Administrative Handbook and Administrative Structure to show Convention Managers as ex officio members of Program and Local Arrangements Committees	Green & Nuzzo	Soon
22.	Report to the Board on the progress of the US RILM Office Long-Range Planning Task Force	Cassaro	June meeting
23.	Ask legal counsel to look at by-laws and to suggest 1) home for registered office in D.C and 2) necessary revisions. Identify any budgetary implications for 2003/04 FY budget	Dankner	Soon
24.	Add Richard LeSueur to Administrative Structure as liaison to By-Laws Revision Committee	Nuzzo	Soon
25.	Invite Chamber Music America to exhibit at the 2004 meeting	Thompson	Soon
26.	Issue a report collating all the information received from the membership on program planning	Rogan	April 15, 2003
27.	Send dates for upcoming Board meetings to MLABD-L	Nuzzo	Done
28.	Oversee addition of template for inputting chapter information on the website	Cassaro	Soon
29.	Complete revision of the Convention Manual	Rowley and Thompson	June meeting