

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Arlington, VA, 9-11, 15 February, 2004

Tuesday, 10 February: 9:00 a.m.-6:00 p.m.; Wednesday, 11 February: 8:30 a.m.-12:30 p.m.; Sunday, 16 February: 8:30 a.m.-12:00 p.m.

Present: Pauline Bayne, Joseph Boonin, Jim Cassaro, Michael Colby (recording), Virginia Danielson, Laura Dankner (presiding), Alan Green, Richard LeSueur, Renée McBride, Nancy Nuzzo

Incoming Board members: Bonna Boettcher, Pamela Bristah, Ruthann McTyre, Matthew Wise

Guests: Linda Blotner (VIII.F), Brian Doherty, Mark Germer (XI.G), David Gilbert (XII.B), Jane Gottlieb (XIV.A), Richard Griscom (XII.A), Ned Quist (XVII.A), Gordon Rowley, Annie Thompson (IX. B), Patricia Stroh (X.E.3), Laurel Whisler (X.E.6)

The meeting was called to order by President Dankner.

I. Approval of Agenda.

It was moved by Joe Boonin, seconded by Pauline Bayne, and carried unanimously that the agenda be approved as submitted.

Motion

II. Recording Secretary's Report. Michael Colby

It was moved by Richard LeSueur, seconded by Jim Cassaro, and carried with one abstention that the minutes of the October 10-12, 2003 meeting (Davis, California) be approved as submitted.

Motion

III. Parliamentarian's Report. Alan Green

Green reported that the *Administrative Handbook* has been updated and corrected, the files distributed to the Board and sent for mounting on the website. He worked on cleaning up the files, but due to various word processing programs used to create them over the years, was unable to convert to pdf format. He has sent his files to Richard LeSueur.

Dankner thanked Alan Green for his report and service as Parliamentarian.

IV. Assistant Report Gather's Report. Renée McBride

McBride reported on the results of her survey of organizations similar in size and purpose to ours on their use of professional conference management. Most of the organizations she contacted in fact do not utilize such services. Those that do included the American Folklore Society, College Music Society, and the Art Libraries Society of North America. The services used by these societies at one time or another are Indiana University Conferences, Clark Associates, Conference Direct and Conferon. Good references were given for IU and Conference Direct. Cassaro suggested that if we are to pursue this further, preparation of an RFP would be advisable. Dankner noted that the Convention Manager has always been a difficult position to fill and it might benefit the Association to look into management services. McBride will write up her suggestions based on her research and send them to Dankner after this conference.

Dankner thanked Renée McBride for her report.

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

Nuzzo supplied a rainbow of reports, including the Budget for Fiscal Year 2003-2004 to date (cream); Awards Principal (pink); Sales (orange); Investment Accounts (green); and a Membership report (gray).

A. Budget.

Overall: Adjustments to 2003/04: had to take out \$15,000 income for settlement and put in 2002/03. Did not budget for investment advisory fees, which will come out of operating budget.

Income: Dues are at \$110,412.00 or 94.08% of budget. Last year were at \$114,361 or 103%. Our budget for dues income this year is higher than last year. Low: Individual, Institutional Student, Corporate Members. High: Retired, Sustaining. Notes royalties are at \$14,864 or 46.45% of budget, nearly the same as in October. Sales are at \$72,425 or 66%

Total income is at \$300,008 or 80% of budget. Last year at this time we were at \$310,314.01 or 82% of budget.

Expenses: 11.0 Miscellaneous: Bank fees have leveled off, confirming the theory that they were high because of the activity surrounding renewals; reflects cost of accepting credit card payments for dues (merchant fees). 6.057 Presidential travel at 81%. 7.021 BCC travel to ALA—Midwinter bills came in, right on target. 7.04 MLA Subsidies have been paid. 8.01 Archives subvention paid

Contributions: \$6.01 includes a \$1,000 unrestricted contribution.

Awards principal (Pink): There was \$200.00 in contributions during the second quarter. As discussed in Davis, we need to align the awards and endowment funds with the categories of Permanently Restricted and Temporarily Restricted investment funds. The Investments Subcommittee will be asked for a recommendation.

B. Sales.

For calendar year 2003, 392 volumes in the Basic Manual Series were sold, 66 in the Index and Bibliography Series, and 447 in the Technical Reports Series. 112 volumes of other publications (mostly the new MCB Index) were sold. Nuzzo reported that the situation with authors' and editors' royalties has been straightened out.

C. Investments.

The report (green) has a new format that calculates gains or losses and shows the investment vehicles grouped by category and by investment company. MLA's investments are doing better as the market improves. At the end of the second quarter, MLA's investment accounts totaled \$644,084.26, a gain of \$41,933.90 for the quarter and \$51,450.42 for the fiscal year.

D. Membership.

Members and subscribers total 1750. Individual and sustaining memberships are up; subscriptions and institutional memberships are down. The Membership Handbook has been mailed.

E. Other.

First and second quarter contributions were acknowledged. The tax return for 2002/03 was filed. The Business Office addressed the suggestions contained in the accountants' management letter. A-R took on the production of the MLA Newsletter and the conversion of MCB to an online publication.

Nancy was thanked by the Board with acclamation.

VI. Past President's Report. Jim Cassaro

Cassaro reported that he has sent files to Bonna Boettcher, incoming Vice President. He has also requested annual reports of all chapters, and copies were sent to Dankner and the *Newsletter* editor prior to this meeting. He prepared a template to facilitate chapter reports. Linking to chapter websites from the Administrative Structure on the MLA website had been suggested in the past as a way to keep this information more current. Cassaro noted that in exploring this idea, multiple links will actually be needed: to chapter officers, meeting information, online newsletters and the chapter website itself.

Cassaro had been charged by the Board to investigate grants to chapters. In 1992, the Board approved \$2000 a year for chapter grants. He recommends maintaining the program as it is for this year and that Boettcher explore the issue of chapter grants in the future if she chooses. He announced that Jane Subramanian would speak about the Best of Chapters program at the Chapter Chairs Breakfast. He finds the chapters to be in good order.

Cassaro reported that the Chapter Chairs Breakfast went well and he managed to solicit the missing annual reports. A-R reported to the chairs what they can generate for the chapters (e.g. a list of members by zip code). Nuzzo asked who chairs the chapter chair, newsletter editors and web editors breakfasts, and whether there is a continuing need for them. Dankner will ask Boettcher to query the chapter chairs and editors about the need for the breakfast. It was also noted that when events traditionally

held are dropped, such as the President's Reception, there is a need for the membership to be informed of it.

Dankner thanked Cassaro for the wonderful job he has done with the chapters.

VII. President's Report. Laura Dankner.

Dankner reported attending the meeting of the American Musicological Society in Houston, Texas in November. She sat in as a guest on the meeting of the Joint Committee on RISM and at the US RILM Office Task Force meeting. AMS President Peter Burkholder and AMS Executive Director Robert Judd also attended part of the latter meeting. Dankner also met with Laura Macy of Groves in addition to informal meetings with many others. She paid particular attention to the vendors, especially those who also exhibit at MLA, while taking the opportunity to promote the upcoming MLA meeting to vendors not usually present at our conventions. She also attended the party given for contributors to *Notes*.

After initial meetings with A-R representatives during the AMS meeting, a new three-year management services contract with A-R Editions was renegotiated and signed. In addition to the membership services contract, a three-year publishing services contract was signed which includes *Notes*, *MCB*, the *Newsletter* and the *Membership Handbook*.

A search committee for the new web site editor was formed. The Nominating Committee was appointed: Virginia Danielson (chair), Debbie Pierce, Jim Farrington, Sue Stancu and Neil Hughes. The following appointments were made: Gordon Rowley as Assistant Convention Manager; incoming chairs of BCC (Nancy Lorimer), Development (Allie Goudy), Legislation (Lenore Coral), RSCD (Brian Doherty), and the Nominating Committee/2005 slate (Virginia Danielson)—all will take office following this meeting. Incoming chairs of subcommittees and regular members of various committees and subcommittees were also appointed to be service after this meeting. The following appointments still need to be made: a new member of the Investments Subcommittee, new members of the Freeman, Gerboth and Publications committees, and a chair and members of the joint MLA/IAML-US Committee to study the relationship between the two organizations. Suggestions from Board members for suitable appointees would be appreciated.

Dankner initiated dialogue with Society for American Music Director Mariana Whitmer regarding a possible joint meeting in Pittsburgh in 2007 (along with continuing activities on the part of Jim Cassaro, Gordon Rowley and Annie Thompson regarding this meeting). She also answered numerous e-mails, wrote many letters on behalf of the Association (many electronically submitted) and prepared for the Board and business meetings to be held in Crystal City.

VIII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

Thanks were extended to Jean Morrow for another productive year.

B. Copyright Web Site.

The Board reviewed the report submitted by Brian Cockburn.

Dankner will ask Brian Cockburn if he wishes to retain the revision subcommittee.

Thanks were extended to Brian Cockburn for his excellent work

C. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic.

The Board is looking forward to seeing one or two new publications in the series this year.

Dankner thanked Mark Palkovic for his work.

D. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

Issues remain to be resolved resulting from the transition to online publication of the *MCB*. It was suggested that we might try to find an MLA member with the expertise to seek a solution to the problem of searching across issues. Pauline Bayne wondered if it might be possible to create a printer-friendly html version instead of the pdf.

The Board offered enormous thanks to Mickey Koth for moving forward with online publication in such a speedy manner.

E. Newsletter. Stephen Mantz

The Board reviewed the report submitted by Stephen Mantz.

Dankner urged the Board to send ideas, comments and compliments to the *Newsletter* editor.

The entire Board expressed its gratitude to Stephen Mantz.

F. Notes.

Linda Solow Blotner met with the Board.

Linda reported moving the column on music publishers' catalogs to the end of the issue will be tried in the new year to help with currency. The periodicals column will expand and a video reviews column may be forthcoming soon. The need for a workspace restricted to *Notes* staff on the MLA server was discussed.

Linda spoke about acknowledging authors and reviewers. The reception at AMS was better attended this year. Logistics can be complicated. Outreach needs to be made to SEM, but funding would be needed. Perhaps the Ochs Endowment could be used for this. Perhaps some coordination could be done between receptions and exhibiting at conferences. The *Notes* staff feels that if receptions can be held for only one organization that it must be AMS.

Danielson suggested that *Notes* contributors could be acknowledged by placing an advertisement in the societies' newsletters thanking their members. This would remove administrative overhead, protect confidentiality and place MLA's identity before other associations. Cassaro suggested that a rotation could be made between receptions and advertisements and associations. Editors could also ask to publicly thank contributors at the associations business meetings.

Linda raised a couple of issues regarding online content of *Notes*. Contracts and other issues with current vendors might require a new position of Notes online services coordinator to monitor. Some of the problems include typos, the way *Notes* is presented on the vendor sites and the timing of vendor uploads. There is also the question of which parts of *Notes* appear on vendor sites. She proposes leaving out all of the lists columns, except for J-STOR, which would receive all of the text. She also suggested changing the moving wall from five years to two. Alan Green opined that this position is needed and that it offers opportunities for making corrections to the online versions. A real need for quality control exists, as electronic versions are an important part of the Association's visibility. The procedure for adding this position would need to be part of the budget approval process. *Notes* is a revenue source, so its viability benefits the overall budget. Cassaro noted that not all editors received honoraria. A-R is currently looking at all of our contracts, both print and online. **It was moved by Virginia Danielson, seconded by Joe Boonin and approved unanimously that the *Notes* editor be requested to present a proposal regarding a position to oversee licensing and electronic publication of the journal.** There was speculation whether there might be broader implications, e.g. whether this position might deal with additional electronic publications. It was further noted that no time limit was placed on this proposal at this point.

Motion

In response to the *Notes* survey, the question was also raised on whether there should be two *Notes* publications: one just containing the text columns, with an online companion including all list columns, which could then be made available about four months earlier. Another option would be an online pre-publication version for members only.

It was moved by Joe Boonin, seconded by Virginia Danielson and approved unanimously to authorize the *Notes* editor to investigate the possibility of mounting the list columns on a secure server, in advance of publication in *Notes*, to be made accessible by password to personal members of MLA; with the report to be made to the Board in time for its Spring meeting. There was concern that timing should make it possible for an announcement to go into the dues renewal, as well as what the unknown fiscal implications may be. Additional server costs should be put into the *Notes* budget request. The Board would like to see a test version before giving final approval. It was agreed that limiting to members would be easier to implement than if subscribers were allowed access as well.

Motion

The Board expressed its appreciation to Linda Solow Blotner for her stewardship of the Association's journal.

G. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

Dankner thanked Steve Wright for his work.

H. Web.

The Board reviewed the report submitted by Judith Pinnolis.

The Board acknowledged the key role that Nancy Nuzzo played in the redesign of the website. Judy Pinnolis' suggestions will be conveyed to the next editor.

Dankner thanked Judith Pinnolis for her service in this role.

IX. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

While concern was expressed regarding the decline in advertising in *Notes*, Nuzzo noted that there was an increase in advertising in the *Membership Handbook* that offsets this loss.

Dankner thanked Susan Dearborn for her work.

B. Convention Manager.

The Board met with Gordon Rowley and Annie Thompson. Gordon circulated a written report to the Board.

Danielson raised the question of compensation from SAM for handling negotiations for the joint meeting. Rowley acknowledged that there was a need for a letter of understanding outlining some concerns (e.g. liability, shared exhibits revenue) and that there are many details that need to be worked out with SAM. It was the sentiment of the Board for the Convention Managers to immediately commence more detailed negotiations with SAM, including a letter of intent.

It was moved by Joe Boonin, seconded by Renée McBride, and carried unanimously to accept the Convention Managers' proposal to hold the annual meeting at the Pittsburgh Hilton in late February of 2007.

Motion

It was moved by Jim Cassaro, seconded by Virginia Danielson, and carried unanimously to pursue a joint meeting with the Society for American Music and to charge the Convention Managers to work with SAM as soon as possible on a letter of understanding regarding a) income from exhibitors, b) joint liability for the hotel room block and c) a contribution from SAM.

Motion

Regarding the 2005 meeting in Vancouver, B.C. it was noted that there will be some implications of a meeting held outside of the U.S. There will also be some changes from our usual schedule. Annie Thompson reported that we have some new exhibitors at this meeting, thanks to contacts made by Rowley at ALA Midwinter in San Diego this January.

Dankner thanked the Convention Managers for their diligent work.

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervik.

Renée McBride noted that no officer needs to receive a print copy of the Job List; only the Archives should receive one.

Dankner thanked Jennifer Ottervik for her good, solid work.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass.

The Board looks forward to a smooth transition in this office, thanks to Alan Karass' work with incoming officer Ken Calkins.

Dankner expressed her gratitude to Alan Karass for his immaculate work over the past several years.

E. Management Services.

Dankner reported on a meeting with A-R. They are working on an "MLA-only" e-mail list. This would be different from MLA-L, as the recipients would come from the MLA membership database. Consequently, it would be helpful for official mailings. A-R does not see the administrative tasks related to the James Adrian project to be a problem (see XVII.C, below). The Board offered its thanks to Jim Zychowicz and A-R for continuing favorable working arrangement.

X. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Ruthann McTyre and Leslie Bennett.

The budget request for reprinting a brochure was taken up under the Finance Committee report below (X.C). Much effort has gone into planning for the 75th anniversary celebration, which was discussed below (X.E.5). Dankner announced that the fundraising goal for Ochs Endowment for *Notes* would be met at this meeting. It was codified that the Development Committee would be responsible for the "stewardship" of members and this would not be part of the charge of the Membership Committee.

The Board addressed several questions raised in the Marketing Subcommittee report. A Sale of MLA Shop items at 50% off over the web was supported. The idea of a commemorative calendar was thought too temporal; a commemorative picture book might prove to be more durable. Issues of

photographer and model clearance could prove problematic. Another idea might be the use of old MLA logos and graphics as post cards or a booklet. No Board member was enthusiastic about housing MLA Shop items; this might better be left to the committee chair. Dankner will communicate the above to Leslie Bennett.

Dankner offered her thanks for the hard work of the committee and the “good vibes” they generate at the MLA shop.

B. Education.

The Board reviewed the report submitted by Deborah Pierce.

It was noted that the new edition of the *Directory of Library School Offerings in Music Librarianship* is available as a web-only document. There will be no preconference to the Vancouver 2005 meeting.

Dankner thanked Deborah Pierce for her years of service.

C. Finance.

Fiscal Officer Joe Boonin reported on the meeting of the Finance Committee.

The Board unanimously approved the recommendation of the Finance Committee that in order to receive reimbursement for lodging, board members must stay in the conference hotel.

Motion

The Development Committee had raised a question regarding sending copies of the Planned Giving brochure to groups of members in addition to those previously approved. **The Board approved the recommendation of the Finance Committee that the Planned Giving brochure be reprinted in a run of 500 copies for \$350.00.**

Motion

A discussion followed regarding the preferred budgeting process for printing brochures. It was the sentiment of the Board that brochures should be planned as part of the budgeting process and in coordination with the Treasurer/Executive Secretary. **The Board approved by a vote of eight in favor, one absent and none against that, once approved by the Board, unaltered reprints of existing brochures shall be charged to administrative budget rather than committee operating budget(s).**

Motion

The Board unanimously approved the recommendation of the Finance Committee for the following dues structure for fiscal year 2004/05:

Motion

(previous)		(recommendation)
\$500	Corporate patron	\$750
\$300	Corporate member	\$450
\$75	Individual member	\$90
\$150	Sustaining member	\$180
\$55	Associate member	\$60
\$45	Retired member	\$60
\$35	Student member	\$35
\$90	Institutional member	\$125
\$70	Individual subscriber	\$85
\$80	Institutional subscriber	\$100

This schedule was estimated to increase dues income by \$39,000. It reflects the first dues increase in eight years, a period during which the Association has contracted for professional management, insurance and a professional audit. Student dues were not raised.

The Board unanimously approved the recommendation of the Finance Committee setting the amounts of the Association’s awards for Fiscal Year 2004/05 at:

Motion

Epstein:	\$2000.00
Freeman:	\$1750.00
Duckles:	\$ 500.00
Gerboth:	\$1000.00
Hill:	\$ 250.00
O’Meara:	\$ 100.00
Bradley:	\$1000.00
Special achievement:	\$ 500.00

1. Investments Subcommittee

Dankner noted a slight change to the constitution of the Investments Subcommittee. Although the Board decided in February 2002 that the past Fiscal Officer would serve as chair, that role will now be called coordinator instead of chair, and the Assistant Fiscal Officer will fill the role. We will wait to see how this works before making the change in the *Administrative Handbook*.

Dankner and the Board thanked outgoing Fiscal Officer Joe Boonin for his service in a challenging but rewarding job.

D. Membership.

The Board reviewed the brief report submitted Sarah Dorsey

Regarding the idea of recognizing long-term members as part of the 75th anniversary observance, Nancy Nuzzo warned that the membership database might not be reliable in that regard. It was suggested that the post cards for the Lost Sheep Campaign be sent at dues renewal time; there is currently no funding allocated for this mailing. Dankner will confer with the chair regarding these items.

Dankner thanked Sarah Dorsey for her enthusiasm.

1. Recruitment Task Force

Renée McBride reported to the Board that the task force would contact ARLIS about their work with the ALA Spectrum Initiative. They will also look at any current efforts within MLA to prevent duplication. The Black Caucus of ALA has offered to serve as a resource. There will be a gathering of ALA affiliate groups in Dallas in 2006 on this topic. Some ideas discussed by the Board included: Approaching a granting organization for startup money; creating a PowerPoint presentation which could be taken to library schools, colleges and universities who focus on underrepresented communities, and mounted on the MLA website; changes could be made to the Membership Brochure, brochures could be translated in Spanish and Chinese. Lots of ideas continue to percolate within the task force. The Board looks forward to written report.

E. Program Related.

1. 2004 Crystal Gateway Marriott Program.

The Board reviewed the report submitted by Rick McRae.

Dankner sincerely thanked Rick McRae for his extraordinary efforts.

2. 2004 Local Arrangements Committee.

The Board reviewed the report submitted by Jane Penner and Catherine Dixon.

Dankner sincerely thanked Jane Penner and Catherine Dixon for their

extraordinary efforts

3. 2005 Vancouver Program.

Patricia Stroh met with the Board.

Patricia Stroh reported that planning is moving along well. Work is still underway on some of the plenary sessions. Danielson expressed her appreciation for Patricia Stroh's effort to have plenary sessions articulate themes that could be taken up by committees and roundtables; this increases the possibility of more collaboration between groups. Green raised the idea of opening up the program to schedule the tours on Friday afternoon; perhaps committees and roundtables meeting jointly or deciding not to meet could free up some time. The MOUG schedule should return to all day Tuesday and Wednesday morning.

Danielson met with the roundtable coordinators and reported that they took the news about the Vancouver program with equanimity. She conveyed to them why meeting space and costs were a problem. The roundtables seemed receptive to self-monitoring a limited number of meeting spaces on the program.

Dankner thanked Patricia Stroh and was impressed with her progress.

4. 2005 Vancouver, Local Arrangements Committee.

The Board reviewed the report submitted by Terry Horner and Kirsten Walsh.

Dankner plans to meet with the Local Arrangements Committee; she sees good ideas and energy coming out of this group.

Dankner sincerely thanked Terry Horner and Kirsten Walsh for their efforts thus far.

5. Ad Hoc Committee, 75th Anniversary (Memphis, 2006)

The Board reviewed the report submitted by Robert Chodacki Ford.

The Board was pleased with the progress made in researching commissioning a work. The Board would favor an American composer and would like to see the work published. There was also some unease about the definition of a "major" composer. There was concern over the fund-raising

burden the cost of the commission could put on the Local Arrangements Committee. While it was noted that raising \$10,00 was not unusual, these funds would then not be available for other convention needs.

It was moved by Joe Boonin, seconded by Virginia Danielson and approved unanimously to support a commitment for the Memphis Local Arrangements Committee to work with the Memphis Symphony in commissioning a work to commemorate the 75th anniversary of MLA. The amount MLA contributes should not exceed \$7500.

Motion

The Board recommended that the MLA members serving on the joint committee with the Memphis Symphony should be Don Roberts and a SEMLA member. Laurel Whisler met with the Board regarding the commission. She suggested that SEMLA member Phil Vandermeer be appointed to the joint commissioning committee. She also said that SEMLA is confident it can raise the required money and urged the Board to reconsider the \$7500 cap on the commission. **It was moved by Joe Boonin, seconded by Virginia Danielson and approved with eight in favor and one against that the motion be amended to remove the \$7500 cap on fundraising for the commission.** Dankner will inform the Local Arrangements and 75th Anniversary committees about the Board's actions.

Motion

Dankner sincerely thanked Robert Chodacki Ford for her continuing efforts.

6. 2006 Memphis, program and LAC.

No report.

7. 2007 Pittsburgh LAC.

See IX. B.

8. Program Planning Issues.

Virginia Danielson reviewed the history of the program-planning plan for the Board. Michael Rogan conducted an effective and well-attended Town Meeting at the Austin meeting and Danielson led the Board through an exercise at the Spring Board meeting. The next step, a questionnaire to the membership, was discussed at the Fall Board meeting. Danielson conferred with A-R to find that their cost for administering the survey, either by postal mail or on the web, would be about \$2000.

Danielson presented the question to the Board: how and when do we move forward on this? The following points were raised in the ensuing discussion: Cassaro suggested the questionnaire might be better budgeted in the 2004/05 fiscal year; this would also distance the results from the current conference. Nuzzo mentioned that it could be mailed with dues renewals, or that the Statistics Subcommittee could design and administer the questionnaire via the web, possibly in April. Danielson urged the Board to move forward on this in a timely fashion.

It was moved by Virginia Danielson, seconded by Pauline Bayne and approved unanimously that the Statistics Subcommittee be charged to administer a survey on the annual meeting; in April, if possible. McBride and McTyre will assist on this and Dankner will contact the Statistics Subcommittee.

Motion

F. Publications.

The Board reviewed the report submitted by Publication Chair Karen Little.

The Board's only concern was a wish to see newer publications featured on the MLA website. Nuzzo reported that she has figured out the situation with royalties and now knows what has been paid out and what should be coming. The Finance Committee had discussed the issue of paying editors a flat fee, as opposed to the current difficult to monitor 25% of royalties. It will need to be seen how a flat fee would compare with the 25% figure. Nuzzo consulted with the Publications Committee about this and proposed that the agreed upon royalties be paid on all titles published up to now and that a proposal to change to a flat fee be presented at the Spring board meeting.

Thanks were extended to Karen Little for doing a terrific job.

XI. Reports of Special Committees.

A. Administration.

The Board reviewed the report submitted by Robert Acker.

Dankner will inquire as to why the exception to term limits was requested.

Dankner thanked Robert Acker for his work.

B. Bibliographic Control.

The Board reviewed the report submitted by Matthew Wise.

It was reported that Nancy Lorimer would succeed Matthew Wise as chair. Nuzzo noted that Matt did a wonderful job at distributing his budget equitably.

Dankner thanked Matthew Wise for his years of service.

C. Legislation.

The Board reviewed the report submitted by Bonna Boettcher.
Dankner thanked outgoing chair Bonna Boettcher for her report.

D. Preservation.

The Board reviewed the report submitted by Alice Carli.
Dankner thanked Alice Carli for her report.

E. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet.

It was noted that the idea about an abridged version of *A Basic Library*, or something like it, is alive in the Resource Sharing and Collection Development Committee. The Board would like to ensure that the Public Library Association is aware of the *Basic Manual Series*.

Dankner thanked Stephen Landstreet for his report.

F. Reference and Public Services.

The Board reviewed the report submitted by Marty Jenkins.

Discussion found agreement within the Board that term limits for committee members should not prevent individuals from service on the same committee again in the future, following a hiatus in service. The Parliamentarian should look at the section of the *Administrative Handbook* on committees to see if the wording on number of members and appointments is in need of revision to reflect this.

Dankner thanked Marty Jenkins for his report.

G. Resources Sharing and Collection Development.

Mark Germer and Brian Doherty met with the Board.

RSCD would like the Board to approve the establishment of a registry of music archives in the U.S. A first step would be to approach SAM about appointing a liaison. The Board would like to see a formal proposal come from the committee for its Spring meeting. The Board looks forward to seeing a proposal regarding the abridged *Basic Music Library* in the near future as well.

Mark Germer was thanked for his years of service as he cycles off the committee.

XII. Search Committees.

A. Notes Editor Search Committee.

The Board met with Dick Griscom, chair. The committee also included Bonna Boettcher, David Hunter, Connie Mayer and Eunice Schroeder. **It was moved by Virginia Danielson, seconded by Alan Green and carried unanimously, that the Board accept the recommendation of the search committee that Jim Cassaro be appointed Notes Editor, with the July 2004 issue.**

Motion

The Board thanked Dick Griscom and the committee for their work on this very important job.

B. Web Site Editor Search Committee.

The Board met with David Gilbert, chair. The committee also included Tony Calvo, Stephen Mantz and Nancy Nuzzo (ex officio). **It was moved by Joe Boonin, seconded by Richard LeSueur and carried unanimously, that the Board accept the recommendation of the search committee that Amy Dankowski be appointed Web Site Editor, effective April 1, 2004.**

Motion

The Board thanked Gilbert and the committee for their work on this important job.

XIII. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.

The Board was pleased to the efforts at Yale.

Dankner thanked John Shepard for his report and congratulated him on his new role as chair of this committee.

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

No report was received but the Board was aware that Jane Penner was extremely busy with local arrangements for this conference.

C. MPO/MOLA/MLA.

The Board reviewed the report submitted by George Boziwick.

Dankner noted that she has been invited to the next MOLA meeting. She was pleased to see that more MLA members were able to attend the previous meeting.

Dankner thanked George Boziwick for his work.

D. RILM/US Office.

The Board reviewed the report submitted by Dan Zager.

The AMS Board will meet in March and are expected to discuss the campaign to endow the US-RILM Office. It was debated whether MLA should wait for AMS to sign on before expressing support or whether MLA needs to send AMS a message of its support. It was also wondered if we should start with a silent campaign and go public later. It was further wondered if a matching grant could be pursued. Dankner noted that the fund raising should be done in conjunction with the Development Committee.

It was moved by Virginia Danielson, seconded by Richard LeSueur and approved with seven in favor, one abstention and one absence that the Development Committee be charged to initiate a silent campaign to endow the US-RILM Office.

Motion

Dankner thanked Dan Zager for his work.

XIV. Representatives to Other Organizations.

A. ALA.

Jane Gottlieb met with the Board to discuss her report.

Gottlieb stressed the importance for outreach of MLA exhibiting at the ALA meetings. If the Board wishes to look at the expenses of the MLA at ALA parties, she encourages that one be retained at the annual ALA meeting, at least. She expressed her appreciation to Scarecrow Press for their support of the MLA at ALA gatherings. She advised that MLA continue its outreach to the dance librarians and the Theater Library Association and reminded the board that, as an affiliate member, MLA can present programs at ALA meetings.

Heartfelt gratitude was expressed to Jane Gottlieb for her very effective service to the Association.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

Regret was expressed that printed music was not included in Z39.20-1999.

Dankner thanked Mark McKnight for another scintillating report.

XV. External Liaisons.

A. MOUG.

The Board reviewed the report submitted by Stephen Luttman.

Dankner thanked Stephen Luttman for his report.

B. Organizational Liaison Committee.

Richard LeSueur reported that he is getting organized in his role as coordinator. He has received few reports to date, but not many groups have held meetings at this point.

XVI. Old Business.

A. Strategic Financial Planning Update.

Jim Cassaro led the Town Meeting on this topic at this meeting and reported that he felt it went very well. Many supportive and constructive comments came from the membership. He will look at notes taken during this meeting, tabulate the comments and compare them to the original template compiled by the Board in Columbus. The next steps will be an article in the *Newsletter* and a report to the Board for its Spring meeting.

Thanks were given to Jim Cassaro for his efforts in this process.

XVII. New Business.

A. Proposals for future MLA Annual Meeting.

1. Newport, RI, 2008

Ned Quist met with the Board regarding the proposal from NEMLA to host the 2008 annual meeting in Newport, RI.

It was moved by Richard LeSueur, seconded by Virginia Danielson and approved unanimously to accept the proposal to hold the 2008 annual meeting in Newport, RI, pending successful hotel negotiations.

Motion

B. MLA/IAML-US Committee.

This topic was discussed at the Fall Board meeting. Dankner is still seeking an appropriate chair and hopes to make an appointment at this meeting.

C. James Adrian proposal (Hill, Davis)

The Finance Committee had discussed this proposal to have MLA sign a Mellon Foundation proposal and designate an MLA member in good standing as principal investigator on a grant to produce a bibliography of scholarly editions of music and an index to their contents. The Finance Committee desired more information regarding IRS forms and reporting. Dankner shared an e-mail she had

received from the Mellon Foundation outlining what the Association's responsibilities would be: to hold funds and disperse payments to the project, and to take responsibility for sustaining the database in the event that James Adrian became unable to do so. The impact on the MLA Treasurer/Executive Secretary is not clear at this point, but Nuzzo thinks it would be minimal. The time frame for the project was seen as two or three years.

It was moved by Virginia Danielson, seconded by Renée McBride and approved with eight in favor and one abstention that MLA serve as the sponsoring organization for the James Adrian Music Company project. (The abstention was a matter of propriety and not hesitation.) Dankner informed George Hill of the Board's discussion.

Motion

Dankner offered her heartfelt thanks to the departing Board members for the unique perspective each had brought to the Board in their terms of service.

XVIII. Adjournment

It was moved by Joe Boonin, seconded by Jim Cassaro, and carried unanimously carried 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. Board members must stay in the conference hotel in order to receive reimbursement for lodging at the annual meeting (X.C).
2. Unaltered reprints of existing brochures shall be charged to the administrative budget rather than committee operating budget(s) (X.C).
3. MLA will serve as the sponsoring organization for the James Adrian Music Company project (XVII.C).
4. MLA will embark on a silent campaign to endow the US-RILM Office (XIII.D).
5. Assistant Fiscal Officer to serve as coordinator of the Investments Subcommittee (X.C).