

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Memphis, Tenn., February 21-22, 26 2006

Tuesday, 21 February: 8:30 a.m.-6:00 p.m.; Wednesday, 22 February: 8:30 a.m.-12:30 p.m.; Thursday, 23 February: 5:45-6:30 p.m.; Friday, 24 February: 10:10-10:30 a.m.; Sunday, 26 February: 8:30-11:30 a.m.

Present: Linda Blair, Bonna Boettcher (presiding), Pamela Bristah, Paul Cauthen, Michael Colby (recording), Laura Dankner, Amanda Maple, Ruthann McTyre, Nancy Nuzzo, Matthew Wise

Incoming Board members: David Gilbert, Rebecca Litmann, Karen Little, Jean Morrow, Philip Vandermeer

Guests: Jim Cassaro (VII.E, IX.F.5, XIV.C), Annie Thompson, Gordon Rowley (VII.B), Paula Elliot (X.A.), Daniel Boomhower (X.G.1), Ken Calkins (XV), Paula Matthews (XIV.A), Ned Quist (XIV.B)

The meeting was called to order by President Boettcher.

I. Approval of Agenda.

It was moved by Matthew Wise, seconded by Ruthann McTyre, and carried unanimously that the agenda be approved as submitted.

Motion

II. Recording Secretary's Report. Michael Colby

Typos were noted on pages 5, 6, 7 and 8. **It was moved by Pam Bristah, seconded by Ruthann McTyre and carried unanimously that the minutes be approved as corrected.**

Motion,

III. Parliamentarian's Report. Matthew Wise

The Board reviewed the report submitted by Matthew Wise. Bonna Boettcher will communicate with Web Editor Amy Dankowski that there is no need to create hyperlinks in the Administrative Handbook.

Boettcher thanked Matthew Wise for his report and service as Parliamentarian.

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

Notes on 2005/06 3rd quarter-to-date budget

Income:

Dues are at \$129,945.00 or 94.87% of budget. At this time last year, they were at \$134,087.00 or 93.5%. Dues income is lower than budgeted in every category except Sustaining; the greatest gap is with Institutional. Sales are at \$65,745.38 or 49.85%. Last year at this time, they were at \$67,596.68 or 53.65%. The figure is low mainly because of *Notes* royalties that have not come in yet. Notes royalties are at \$3,560.53 or 7.91% of budget. We can expect the bulk of the royalties and half of the advertising income to arrive in the spring. MCB subscriptions are at 80.3% and more renewals might come in. Notes subscriptions are at 89.1% and probably will not increase much for the rest of the year.

Convention income is coming in close to budget. Registrations are booked first to the membership database and then to Quickbooks. Comparing the budget sheet to Matt Grzybowki's latest report on conference registrations generated from the membership database, we can expect another \$9,000.00 or so in income. But about \$3,800 of the income is a pass through for concert tickets that was not included in the "tour" budget line. On the other hand, in our favor is the Contribution line: most of the conference donations have gone directly to the LAC. The actual total received is \$27,884.00, which puts us well ahead of budget.

"Other" income, 5.0 looks okay except for the entry for Mellon income. The interest we earn on the Mellon grant funds belongs to the grant, not to MLA. The entry will be corrected. Nuzzo needs to check with Pat about the "Other income -Other" line. It looks like this was used as a catch all; we'll see if we can sort the entries into more meaningful categories.

Total income is at \$310,459.50 or 77.32 % of budget. Last year at this time we were at \$300,593.80 or 77.99% of budget.

Expenses:

10.0 A few meeting expenses have come in, but most will come in after the meeting.

10.0155 –used to book the registration fees for conference gophers. Not sure why this was done, and will check with Pat about it.

10.017 –the negative expenditure in Convention contingency is the refund from the Canadian government for GST, which arrived this fiscal year instead of last.

10.018 –we had to make a deposit of half of the minimum catering charge.

10.022 –the \$3,850 is payment to the Memphis Symphony for tickets. Corresponds to the Tour income line, 3.015.

11.0 Miscellaneous expenses are okay. Nuzzo has some questions for Pat regarding entries in these lines, particularly the “other” category.

12.0 Awards expenses will be lower by \$1,350 because no Bradley or Special Achievement awards were made. There was no Bradley income, either.

6.01 The breakout of administrative versus membership mailing costs for the postage, supplies and photocopying lines is working very well. This should help us track and budget these expenses more accurately. The only one that seems a little off is the pairing for Supplies. It looks like we reversed the amounts.

6.019 The audit expenses are on track. It went over because we were hoping it would come in under their maximum and did not factor in travel expenses. There will be another \$100.00 or so for 1099 preparation fees.

9.091 Membership Handbook is in the works.

All the other expenses are well on track.

Contributions:

Contributions so far this year total \$12,990.00. Deposits have been made to the investment accounts for all contributions to the RILM Endowment. The \$10,000.00 check from Lenore Coral’s estate was deposited into the Fidelity account for permanently restricted assets. \$1,140.00 in donations to the US RILM fund was deposited in the Fidelity TR fund, and \$150.00 was deposited to the Calvert TR fund.

Investment Accounts

At the end of the second quarter, MLA’s investment accounts totaled \$746,339.27, a gain of \$15,162.52 for the quarter and \$37,400.15 for the fiscal year.

Membership

As of February 1, MLA has 1649 members and subscribers. Compared to a year ago, we have 5 more individual members, 4 more sustaining members, 2 fewer associate members, one less each of corporate patrons and members, and 13 fewer student members. We have 20 fewer institutional members and 42 fewer subscribers. This is a large drop (82) compared to last year.

Sales

In calendar year 2005, MLA sold 460 units in the Basic Manual Series, 112 units in the Technical Reports Series and took returns of 62 units in the Index and Bibliography Series for a total of 510 units sold, yielding income of \$19,109.05. No new titles were published, largely because of problems with Scarecrow Press.

A-R

The relationship with A-R is working well. The ballot and convention mailings went off without a hitch. The Membership Handbook preparation went very well, though it was hoped it would come out closer to Jan 1. It is in the mail now.

The Mellon CDs matured and were reinvested in new CDs with a new ladder of maturity dates that coincide with the dates we will send payments to James Adrian Music Corp. Nancy thanked Pat Wall and Kris Noeldner for taking care of this. We recently invoiced the JAMC for \$5,000.00, which is MLA’s fee for administering the grant. \$2K of that goes to the Principal Investigator, Jim Cassaro.

Other

Contributions are being acknowledged on a nearly monthly basis.

The tax return for 2004/05 and 1099 forms for calendar year 2005 were filed. Nuzzo got a little surprise when Hertzbach sent the 1099s—included was a note stating that we must report royalty payments of \$10 or more. That added 9 more for a total of 28.

The audit went fine. The management letter is much shorter than in previous years and focuses largely on two issues: convention contributions and MLA shop sales, and the timely deposit of checks by A-R. The convention contribution issue will be mostly solved next year when we start running all convention contributions through A-R rather than through the LAC or local chapter.

Convention issue: ADA. Neil Hughes contacted me about a MOUG registrant who needs a sign language interpreter. Under the Americans with Disabilities Act we are obligated to provide assistance to attendees. This could run into considerable expense. For some conditions, the hotel will comply. But particularly for the hearing impaired, this could impact the conference budget. MOUG is paying for an interpreter for Tuesday's events. We have agreed to pay for an interpreter for the person to attend the exhibits, even though she is not an MLA member and is not registered for the conference. This brought up all sorts of issues, such as who is allowed to attend the Wednesday reception and exhibits? Do we need a single day registration fee for Wednesday? Annie and Nuzzo talked about a number of possibilities and Annie thinks she might have some suggestions.

Award fund amounts

Nuzzo worked with Pam on this to find a reasonable and workable solution. Also, Nuzzo will be working with Pat for a way to do this in Quickbooks so it is more transparent to all.

Boettcher expressed many, many, many thanks to Nancy Nuzzo for her service and report.

V. Past President's Report. Laura Dankner

Laura Dankner reported that recent months have been relatively uneventful on the chapter level. She has started to share information regarding her duties with chapters to incoming Vice President Philip Vandermeer. She has issued invitations to the chapter chairs, newsletter and web editors for the annual breakfast to be held at this conference. Work with chapters also includes maintaining contact with the Best of Chapters program. It was noted that its placement in this program was likely a reason for lower turnout than at recent conferences.

Dankner has done her utmost to contact libraries affected by Hurricane Katrina regarding MLA's response to the disaster. Thanks to the help of John Anderies and the Information Sharing Subcommittee, information was promptly posted to the MLA Katrina blog. Dankner experienced frustration as some libraries remain overwhelmed in the aftermath of Katrina and unable to respond to MLA's offer of help.

Dankner attended the joint meeting of NEMLA and the NYS/O chapters. She also attended the SEMLA chapter meeting and spoke about MLA's response to Katrina.

To conclude her final report to the Board, Laura Dankner expressed her appreciation for the honor to serve the association for the past four years. She welcomed the incoming Board members.

Bonna Boettcher expressed her sincere thanks to Laura Dankner for her four years of leadership and support for MLA.

VI. President's Report. Bonna Boettcher

Life as MLA President has continued at a brisk pace since our Iowa City meeting. Thanks to Michael's quick turnaround with minutes, Boettcher was able to contact committee chairs with decisions and comments from that meeting in short order. In order to save shipping costs for the Association, nine large, heavy boxes of Presidential files were sent to Phil in December 2005, rather than waiting until 2007.

In actions that we will ratify during this meeting, I sent a letter of support from MLA to Jeff Trecziak, Associate Dean at Wayne State University Libraries. This was in response to a request from the Detroit Symphony Orchestra. From the librarian's request:

"The Detroit Symphony Orchestra Library is working with two local arts institutions, the Detroit Institute of Art and the Michigan Opera Theatre, along with Wayne State University in applying for a grant to create a unique program to train academic librarians in the arts. The program will offer an opportunity for hands-on experience and training in three different library environments in conjunction with the student earning a Masters in Library Science."

Boettcher has been in touch with Jeff and they should hear from IMLS on the status during summer 2006. **It was moved by Pam Bristah, seconded by Amanda Maple and approved unanimously for MLA to support the grant proposal for the Wayne State University program to train academic librarians in the arts.**

Motion

The Legislation Committee's response to the PATRIOT Act was posted on the ALA web site shortly after the September meeting. As the committee was preparing a response to call for a review of exceptions to the DMCA, Boettcher was contacted by Mary Alice Baish on behalf of the Library Copyright

Alliance (ALA, SLA, AALL, MedLA, and ARL) requesting MLA's thoughts on the DMCA. You may remember Mary Alice from our meeting in DC; she participated in the panel on lobbying. After several phone conversations with Mary Alice and LCA's attorney assigned to this work, plus input from our Legislation Committee, we were added to the list of signatories. This was definitely a good educational experience: we learned about how the organizations prioritize and refine the requests they make to Federal agencies.

An excerpt from the condolence letter Boettcher sent to Julie Sadie on the death of Stanley was reprinted in the program for his memorial service.

We received the check from Lenore Coral's estate, a contribution to the US-RILM Fund. Nancy called me when it arrived and noted her first phone call to me at Cornell was to let me know about its arrival.

We definitely owe Laura thanks for her tireless efforts to coordinate possible donations to libraries affected by the fall's hurricanes. This has not been an easy assignment at all. We also need to recognize John Anderies's quick response time.

Appointments: since September, Boettcher has written 27 appointment letters. Among these are several new committee and subcommittee chairs, including: Alan Karass, Outreach Subcommittee; Gregg Geary, Library School Liaison Subcommittee; Linda Blotner, co-chair, Publications Committee; Gerry Ostrove, Archives Joint Committee; Gerry Szymanski, Information Sharing Subcommittee; Jim Alberts, MARC Formats Subcommittee; Beth Flood, Subject Access Subcommittee; Sheri Stormes, Personnel Subcommittee; Matthew Wise, Nominations Committee; and Ruthann McTyre, Development Committee. In addition, Scott Landvatter has been appointed co-coordinator of the World Music Round Table.

All Round Tables up for renewal this year – Jazz and Popular Music, Social Responsibilities, Women and Music, and World Music – were renewed and Contemporary Music will be reinstated at the close of this meeting.

We will hear from our search committees later in the week. They have not had easy tasks – no search committee ever does – so please thank them for their efforts when you see them.

The 75th anniversary development campaign is off the ground. With a last-minute flurry the brochures were completed and mailed. We owe a round of thanks to Jim Zychowicz and Matt Grzybowski for being willing to pick up the loose ends of this project and make sure that the brochure was mailed on time. Although the check-off is missing from the brochure, the membership should be reminded that the option to limit donations to socially responsible investments remains.

On the topic of rounds of thanks, please make sure to thank our convention managers, and especially Annie Thompson, for their tireless work on this meeting. When the hotel contract was negotiated, there was clause with a minimum catering expenditure. With Annie's leadership, we regrouped and decided that if we were going to have to pay for catering, we might as well give the attendees something for it. Annie was able to find a number of sponsors to help defray the additional expenses, and Pam has made sure that copies of the contracts will also reside in the Finance Committee files to try to avoid future surprises.

Finally, although outgoing members will be recognized at the business meeting on Saturday, Boettcher thanked all of those leaving the Board for their dedicated, thoughtful, and collegial service to the association and for being such great people to work with. This truly has been a Board that understands civility, rational discourse, and working toward a common good. Boettcher stated that she was honored to work with and to get to know each of those leaving the Board.

VII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

All were glad to finally see movement in this series.

Jean Morrow was thanked for her continued good management of the series.

B. Copyright Web Site.

The Board reviewed the report submitted by Brian Cockburn.

It was reported that Brian is still unable to edit content in real time. Boettcher will check with Amy Dankowski as to what the problem is. The Board felt that currency of the information and the editor's ability to easily update is more important than what server this web site lives on.

Brian Cockburn was thanked for his report.

C. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic.
It was good to see movement in this series as well.
Mark Palkovic was offered many, many thanks.

D. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

The Board discussed the concern of a subscriber about wording that the publication was intended for “librarians,” which was seen as exclusive of non-MLS catalogers. Boettcher will communicate to Mickey Koth that she can change the wording. MLA’s other publications should be reviewed for similar wording.

Mickey Koth was thanked for her report.

E. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

The Board expressed its appreciation for Stephen’s flexibility as editor. Amanda Maple noted that with the call for annual reports the question arises as to whether the report should cover the calendar year or fiscal year. Annual reports should be for the fiscal year and they should not be conference reports, which are called for near the same time, but are intended for the *Newsletter*. This information should be reflected in the Index to Board Policies and should be communicated to the standing and special committee chairs via the committee chairs listserv.

Stephen Mantz was thanked for his report.

F. Notes.

Jim Cassaro met with the Board to discuss his report.

Cassaro noted how his streamlining of workflow has led to costs savings for the journal. He spoke of some *Notes* staff changes and commented that the recruitment for a new Advertising Manager raised the issue of term limits for editors. The Board felt that editors should serve at the pleasure of the *Notes* editor, who should feel free to make changes as needed. Cassaro also expressed his wish for the Board to consider funding travel for the new Advertising Manager to travel to the A-R offices (see IX.C).

The question was raised, but not answered, as to whether MLA is receiving royalties for *Notes* content being sold online by Amazon.com. It was asked if the moving wall for J-STOR should be moved but no reason to do so was found. Cassaro also mentioned that the editor receives many requests for content by individuals without access to the journal; the Board felt that the proper response should be to refer them to interlibrary loan.

Jim Cassaro was thanked with acclamation.

G. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

Steve Wright was thanked for his report.

H. Web Editor.

The Board reviewed the report submitted by Amy Dankowski.

Board members were encouraged to send comments regarding the web site redesign to Dankowski. There was a comment that it was great to have new publications featured on the home page; it would be beneficial if they could also appear on the publications page. The Board was in favor of the idea to do a pilot project regarding more standardization between the MLA web site and chapter web sites. It was also noted that hyperlinks need not be created in the Administrative Handbook.

The Board discussed the suggestion on hosting surveys on the web site. The Board was in favor of subscribing to Survey Monkey. Dankowski could start a monthly subscription (which would later need to be approved as a budget overage) and put the yearly subscription into the budget proposal. It was noted that the additional duty of hosting surveys could require a change to the job description the next time a search is done for this office.

Amy Dankowski was thanked for her report.

VIII. Special Officers’ Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

There was some good news in that revenues were slightly higher than in the previous report. The Board met with the search committee for a successor (see XIV.C.) The incoming Advertising Officer could be encouraged to follow up on the concerns some advertisers have expressed about “poor response” to their ads.

Susan Dearborn was thanked for her continued service.

B. Convention Manager.

The Board reviewed the report submitted by Annie Thompson. Annie and Assistant Convention Manager Gordon Rowley met with the Board.

The hotel room block was met for this conference, so there will be no charge for meeting rooms. Registration was slightly over the projection. Exhibits and insert packets were also slightly over, while program advertising fell slightly short.

There were more expenses than usual this year, due to the anniversary nature of this conference. Lots of support was received from exhibitors and sponsors. This was the first time live internet fees were added to the equipment budget, but two late requests were also honored while keeping within budget. Video and audio recording was factored into the equipment budget for two plenary sessions, but equipment costs should still be under budget. The firms consulted said it is better to require presenters to furnish their own laptop computers, than to risk last-minute incompatibility issues.

Although some problems were experienced by members in hotel registration, they all seem to have been solved. Rowley had to do meeting room assignments for this conference, which is highly unusual. There was also a catering minimum.

Work is proceeding well on the Pittsburgh program for the joint meeting with the Society for American Music (SAM). Some joint presentations are arising. The Convention Managers will meet with Jim Zychowicz to look at conference management and administration. MLA will take the convention management role for this and how much A-R will do for SAM needs to be determined. Rowley has asked SAM for some financial compensation to MLA for conference management. Regarding costs to the memberships, it was decided to avoid complexity; SAM has agreed to a single registration fee for both conferences. It is not known at this point how much registration overlap there may be.

The Convention Managers were thanked for their report and their work.

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervik.

Jennifer Ottervik was thanked for her report.

D. Publicity Officer.

The Board reviewed the report submitted by Ken Calkins.

Bonna Boettcher noted that Ken Calkins had responded to an inquiry that resulted in ALA covering this convention for *American Libraries*. The Board would like to see that a copy of the MLA 75th anniversary flyer is sent to the MLA Archives.

Ken Calkins was thanked for his report.

E. Management Services.

The Board reviewed the report submitted by Jim Zychowicz.

The Board continues to be happy with the services of A-R. It was noted that the Parliamentarians still have not received a current copy of the Activities Roster. The suggestion was made that the Local Arrangements Committee for the meeting two years out in addition to the upcoming meeting should join the meeting of the Convention Managers with Jim Zychowicz.

Jim Zychowicz was thanked for his report.

IX. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the reports submitted by Allie Goudy and Laura Gayle Green.

Bonna Boettcher noted that she has asked Laurel Whisler to share her concerns about Local Arrangements fund raising with Allie Goudy. An idea was also raised that regular donors and corporate sponsors should be approached to get a sense of whether they are being asked for their support too much or if they would react favorably to more requests.

The Board also began a discussion on the long range goals and plans for development in MLA. The possibility of a Development Officer was raised. It was noted that the message needs to go to the membership that the organization is no longer in a panic mode and development efforts will benefit MLA's future. One possible goal is to establish more support for conference attendance. Much of our support and awards goes to programs and individuals outside of our organization; future development campaigns should focus on items of direct benefit to our members. The existing MLA Fund is available for different uses, one of which could be to support travel to the conference. MLA could also look into offering grants to

individuals to support conference attendance (beyond the new-member-focused Freeman award) or, on a larger scale, explore an endowment that could lower the cost of conference attendance for all.

Other development questions were raised. Currently, we require a \$20,000 contribution for a donor to designate a purpose for a fund; how much money should be raised “quietly” before a fund is announced? What should the requirement be for a minimum amount to establish a new fund? Regarding the renewal mailing, there should be a tear-sheet to make donating to MLA easier. A “donate now” button for the MLA web page should also be explored.

Allie Goudy and Laura Gayle Green were thanked for their reports.

B. Education.

The Board reviewed the report submitted by Holling Smith-Borne.

Linda Blair reported that registration for the “Digitizing Music” pre-conference indicates it should be a success. Boettcher reported that she has not heard back from Linda Smith of the Illinois Library School regarding the proposal from the WISE Consortium on developing an online course in music librarianship.

Holling Smith-Borne was thanked for his report.

C. Finance/Investments.

Fiscal Officer Pamela Bristah reported on the meeting of the Finance Committee.

The Finance Committee discussed their desire to have copies of the hotel contracts for upcoming conventions. In the future, the Convention Managers will convey all information available from the hotels to the Finance Committee before the Board approves the contract.

It was seconded by Matthew Wise and passed unanimously to accept the recommendation of the Finance Committee to adopt the following amounts for 2006-07 awards and the Notes discretionary fund.

Duckles	\$500.00
Hill	\$250.00
O’Meara	\$100.00
Bradley	\$1000.00
Epstein	\$2000.00
Gerboth	\$1000.00 (\$250 increase from 2005-06)
Freeman	\$1750.00
Special Achievement	\$350.00
Notes discretionary fund	\$500.00

Presently the Finance Committee has been using an ultra-conservative method for determining the amounts of the awards. The Epstein Award has followed its own formula, which was put in place when the award was originally set up. Nancy Nuzzo noted that this formula hasn’t always been followed and the Epstein Award has been given in years when it would not have been possible due to poor performance of the market. The Finance Committee determined amounts for this year’s awards with a formula that averaged 4.5 % of the principal in the fund.

It was seconded by Matthew Wise and passed unanimously to accept the recommendation of the Finance Committee that MLA use 4.5% of the assets in the Gerboth and publication (Duckles) funds to fund their awards, i.e., that MLA will fund the awards based on a formula of 4.5% of the assets in each fund. The Finance Committee recommends that this policy be reviewed every two years. This allows for a slightly less conservative method than has been utilized in the past and will also prevent the need to top up these funds. Topping the funds would permanently restrict those amounts.

Motion

It was seconded by Matthew Wise and passed unanimously to accept the recommendation of the Finance Committee that MLA dues and Notes subscription rates be maintained at their current levels. Dues were raised two years ago and no need was seen for an increase this year.

Motion

Bristah reported that the committee had a lengthy discussion on the suggestion received that a new membership category should be established for paraprofessionals. Such a change would have implications that impact upon membership and outreach efforts. The addition of a membership category would require a constitutional amendment; should it appear on the ballot, there are other membership categories which should be addressed (e.g. Life Member). If it were to appear on the ballot sent in the fall, it would take effect with the 2007 renewal cycle. **It was seconded by Ruthann McTyre and passed unanimously to accept the recommendation of the Finance Committee that MLA add a new membership category for paraprofessional staff with all the benefits of regular membership.** Board approval simply refers this to the membership to decide. There was discussion on how to present this to the membership; previous

Motion

proposed constitutional changes have been announced at the Business Meeting. The Parliamentarians will look at when revisions to the Administrative Handbook would be needed.

The Finance Committee brought up the possibility of changing the auditing firm from Herzbach to Suby, von Haden and Associates. MLA has used Herzbach since 1999, when there was need for a forensic audit. One subsequent year has seen a charge that was significantly higher than the previous year. The Finance Committee investigated other auditing firms and feels signing a three-year contract with Suby, von Haden and Associates would save the association some money. Boettcher, Nuzzo and Bristah met with Pat Wall of A-R, who advised that there are no major obstacles to making this change. Boettcher will look into what needs to be done.

The Board unanimously approved a corporate resolution giving Bonna Boettcher, Phil Vandermeer, Nancy Nuzzo and Brad Short authorization to conduct transactions in MLA's accounts at Associated Bank, Fidelity Investments and the Calvert Group.

Motion

It was moved by Matthew Wise, seconded by Pam Bristah and passed unanimously to approve an overage in the budget line for Advertising Manager to permit the new Advertising Manager to travel to A-R offices in Middleton, Wisconsin.

Motion

1. Investments Subcommittee.

Gary Hoffman of the subcommittee noted that returns on the Calvert funds lag behind those of the Fidelity funds. He felt that this information should be readily available to the membership so they are better informed when choosing whether to designate their contributions to socially responsible funds. It was the sentiment of the Board that this information not be presented in such a way as to give the impression that MLA is making any recommendations. It would be best to provide a link to where performance information on the funds can be found.

Boettcher and the Board thanked the Finance Committee for a fabulous job.

D. Membership.

The Board reviewed the report submitted by Michael Rogan.

The Board will be interested to hear an evaluation of the pilot work exchange for reduced registration program, first tried at this conference. Amanda Maple responded to the committee's questions regarding committee overlap; Amanda and Ruthann McTyre met with some of the committee chairs during this conference, with the intent to encourage the committee chairs to discuss these concerns together. One goal will be to improve communication between these committees; it is not the intent or desire of the Board to micromanage the work of these committees. It was suggested that the committee chairs listserv could serve as a useful tool in facilitating better communication between committees. An idea emerged out of this meeting for a pre-conference workshop at the 2008 Newport meeting that would both address paraprofessionals in the organization and involve the chapters. The workshop would consist of educational modules on music materials in libraries which could later be used by the chapters for presentation in their areas to paraprofessionals, non-music specialists and new music librarians. Phil Vandermeer will encourage chapter participation and support in a message to the chapter chairs listserv. The implications of this effort would positively affect membership, outreach and recruitment. Efforts at improving communication will also continue. One suggestion was that committee chairs' reports should also be posted to the committee chairs listserv.

Amanda was thanked for her work.

Michael Rogan was thanked for his report.

E. Nominating.

No report was needed.

F. Program related.

1. 2006 Memphis program.

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

There were useful recommendations in the report. The Board would like Lois Kuyper-Rushing to proceed with her offer to write new guidelines for the Convention Manual. There needs to be in place a process whereby members may simply suggest a topic when they do not want to develop it for the program.

Ruthann McTyre and Amanda Maple met with the roundtable coordinators during the conference. The coordinators expressed pleasure with the changes in the program.

Bonna Boettcher and the Board expressed their profound gratitude to Lois Kuyper-Rushing for her work.

2. 2006 Memphis LAC.

The Board reviewed the report submitted by Anna Neal and Laurel Whisler.

Bonna Boettcher shared with the Board a letter she had received from Laurel Whistler outlining some concerns regarding fund raising by local arrangements committees. The issue was raised, but not resolved, as to whether LACs should generally be expected to be involved with fund raising. A good starting place, it was agreed, was for better communication between LACs and the Development Committee and for clearer expectations (see also IX.A).

It was noted that the list of accomplishments of the LAC in the report would serve well as a model for the tasks future LACs might reasonably be expected to undertake.

Anna Neal and Laurel Whisler were thanked for their report.

3. 2006 Memphis, Ad Hoc Committee, 75th Anniversary.

The Board reviewed the report submitted by Roberta Ford.

Roberta Ford has kept all the efforts beautifully on track.

Roberta Ford was thanked for her report.

4. 2007 Pittsburgh Program Committee.

The Board reviewed the report submitted by Mark McKnight.

Mark McKnight was thanked for his report.

5. 2007 Pittsburgh LAC.

Jim Cassaro met with the Board to discuss his report.

Cassaro is anticipating good support from his institution for the meeting. He is also hard at work on tours.

Jim Cassaro was thanked for his report.

G. Publications.

Karen Little was present to discuss her report with the Board.

Karen Little reported that it was too early to evaluate how much progress is being made in the situation with Scarecrow Press. The Publications Committee will meet with a representative from Scarecrow at this conference. Manuscripts at Scarecrow do seem to be moving into production, which looks promising, but it is still unclear as to when one will actually see publication. The committee will continue to closely monitor the situation. The committee has not yet begun to explore possible publication alternatives, should the situation not improve significantly.

Nancy Nuzzo noted that A-R has not been keeping copies of contracts with Scarecrow. It is important that copies of these contracts be sent to the Treasurer/Executive Secretary.

Karen Little was thanked for her persistence and patience.

X. Reports of Special Committees

A. Administration.

Paula Elliot met with the Board to discuss her report.

Paula Elliot noted that the four subcommittees function quite separately from each other and wondered what the role of the committee as a whole working committee should be. It was noted that there are parallels in the Bibliographic Control and Reference and Public Services committees; the committees serve to vet and guide the work of their subcommittees. A suggestion was given for a project the committee could pursue: organizing a pre-conference workshop on assessment techniques.

Subcommittee surveys were discussed. There was a desire for MLA to subscribe to the Survey Monkey service. This was approved with the Web Site Editors report (see VII.H). It was also noted by the Board that no response has been received from the Statistics Subcommittee to the questions posed to it regarding their survey.

Paula Elliot was thanked for her report.

B. Bibliographic Control.

The Board reviewed the report submitted by Nancy Lorimer.

The report of the Working Group on Metadata will be forwarded to the Board.

Nancy Lorimer was thanked for her report.

C. Legislation.

The Board reviewed the report submitted by Gordon Theil.

It was moved by Amanda Maple, seconded by Ruthann McTyre and carried unanimously to approve the Committee's recommendation that MLA join the Library Copyright Alliance in its response to the Copyright Office requesting that sound recordings employing encryption or other

Motion

technological measures to limit access be included as one of the classes of works granted exceptions to the section of the law for non-infringing uses.

Gordon Theil was thanked for his work on behalf of MLA.

D. Preservation.

The Board reviewed the report submitted by Alice Carli.

At this conference, the committee discussed the need for guidelines in processing music archival materials. Board discussion resulted in the decision that a working group should be established, with a liaison to the ACRL Rare Books and Manuscripts Section involved, that would report to the Preservation Committee. **It was moved by Amanda Maple, seconded by Ruthann McTyre and carried unanimously**

Motion

to establish a Working Group on Standards for Music Archival Materials.

Alice Carli was thanked for her report and the great work of the committee.

E. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet.

The Board favored his requests for committee reappointments. There was discussion as to how the interests of public librarians might best be served within MLA. Does service on this committee hinder the participation of public librarians on other MLA committees? Would a roundtable be preferable to the current committee structure? Does some of the work of this committee overlap with the charge of the Outreach Subcommittee? It was decided to have Bonna Boettcher ask the committee these questions, without prejudice.

Stephen Landstreet was thanked for his report.

F. Reference and Public Services.

The Board reviewed the report submitted by Paul Cary.

The Board looks forward to the final report of the WOREP Working Group.

Paul Cary was thanked for his report.

G. Resource Sharing and Collection Development.

The Board reviewed the report submitted by Brian Doherty.

Bonna Boettcher noted that MLA had been erroneously listed as a signatory to the ALA's document on interlibrary loan of audio-visual material. The Board looks forward to the committee's recommendation on this.

The issue was raised that recommendations need to be made regarding additional music journals to be included in J-STOR. Bonna Boettcher will ask the committee to pursue this. Another discussion looked at the need for a central place to find information on projects and resources for digitized music materials. **It was moved by Michael Colby, seconded by Amanda Maple and approved unanimously**

Motion

to establish a working group to explore current and recent projects to preserve and provide access to digitized music content and to propose other workable models, resulting in a report to the Board no later than its Spring 2007 meeting. The working group will be encouraged to submit a program for the Newport 2008 meeting. There is a concern that the landscape changes so quickly that allowing the working group a greater length of time to achieve its charge would make the report meaningless.

Brian Doherty was thanked for his report.

1. Resources for Music Libraries Task Force.

Daniel Boomhower met with the Board to discuss his report.

Daniel Boomhower reviewed the history of the Task Force for the Board. He noted that although ALA's GRS publishing system is not yet ready for testing, this project is at the point where it needs to move forward. The Task Force recommended that they be disbanded and the process of appointing an editor for the final product be begun. The Board discussed what the process should be and determined that a search committee is not required for the appointment of a new editorial position. The Board thanked the Task Force for their work and disbanded the Task Force. A position description for the editor will be written in consultation with the Publications Committee and RSCD. The editor should be appointed by June and the Board wants Daniel Boomhower to remain the contact with ALA Publishing in the interim. **It was moved by Matthew Wise, seconded by Ruthann McTyre and passed unanimously**

Motion

to establish the position of editor for a new publication to update and supercede *A Basic Music Library*.

Daniel Boomhower was thanked with acclamation for moving forward with the proposal and for bringing the charge of the Task Force to fulfillment.

XI. Joint Committees

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.
John Shepard was thanked for his report and continued service.

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

The committee met at this conference. Phil Vandermeer has asked the Oral History Subcommittee to coordinate with the Web Editor regarding access to MLA oral histories. It was also noted that the archives has not been receiving all of the documents it should, such as two copies of the conference program. From now on, we will ask A-R to send these two copies directly to the archives when the program is printed.

There is also concern that the role at the University of Maryland is curatorial and not archival. Materials are not culled and put in order when they are sent and that is not part of the job of the curator. Nancy Nuzzo noted that there is a document listing who in MLA should send what to the archives. This list, however, is not well disseminated and is currently out of date. Bonna Boettcher also noted that the question needs to be answered as to whether the archives are organizational or historical. If the intent is the latter, much more material should be sent than is currently. The Board needs to look at the charge to the archives and determine what the expectations should be for the MLA Archivist. Bonna Boettcher will ask Gerry Ostrove and the MLA members of the committee, as well as checking with historians who have worked on the history of MLA, to see what ideally should be in the archives. It must be ensured that all materials which need to be sent are being sent, while unnecessary materials should not be sent. Bonna will also ask Bonnie Jo Dopp what she discusses with other organizations when they first plan to deposit archival materials at the University of Maryland. In looking at future needs, it might be beneficial to reconstitute the committee as a committee on music archival materials, with the Joint Committee on Archives serving as a subcommittee. It was wondered if the Bradley Award criteria could be broadened so it could also fund work in the archives on MLA history. The hope is to gather as much information as possible prior to the Spring Board meeting, so there can be an informed discussion at the meeting leading to a decision.

C. MPA/MOLA Joint Committee.

The Board reviewed the report submitted by George Boziwick.
The committee has prepared an interesting program for this conference.
Bonna Boettcher offered three cheers to George Boziwick for his report.

D. US RILM Office.

The Board reviewed the report submitted by Dan Zager.

It was moved by Ruthann McTyre, seconded by Laura Dankner and carried unanimously to name the US-RILM Fund the Lenore Coral Fund.

Motion

1. US RILM Office Task Force.

Ruthann McTyre reported that she had met with Allie Goudy of the Development Committee to discuss some of the implications of this report. Some concerns were found, including potential conflicts with approaching MLA's core donor base, the large amount of money targeted (\$150,000, more than MLA has ever raised before), how much effort MLA should put into raising funds for programs outside of MLA's control, and that part of the original concern was the uncertainty of the continued support of other organizations for the US RILM Office. The Board would like to hear from Development how they see this effort fitting in with their current priorities.

Other comments included an impression that grants do not fund endowments but seem to favor projects. The long-term future of RILM was questioned; given how information seeking and delivery is rapidly changing, it is possible that RILM might not continue to exist in its current form in another decade or two.

The Board would like to see the Task Force pursue the action items they volunteered to undertake. The Board is committed to current and future support of the US RILM office, whatever form that support may take. The Board will need to continue to discuss how this lies among our current and future priorities. This needs to be evaluated in relation to all of MLA's efforts, after the results of the 75th anniversary development initiative are seen.

The Board appreciates the solid work the Task Force has done over the past four years and disbands it with its heartfelt thanks.

XII. Representatives to Other Organizations

A. ALA.

The Board reviewed the report submitted by Alan Karass.

It appears that MLA affiliation with ACRL Arts is not an issue.
Alan Karass was thanked for his report.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.
Mark McKnight was thanked for his continued good representation of MLA.

XIII. External Liaisons

A. MOUG.

The Board reviewed the report submitted by Stephen Luttman.
MOUG's program looked interesting. It was noted that MOUG's contribution to MLA had not yet been received.

Stephen Luttman was thanked for his report.

B. Organizational Liaisons.

The Board reviewed the report submitted by Paul Cauthen.

Clarity of where the liaisons fit administratively was discussed. **It was moved by Ruthann McTyre, Motion**
seconded by Pam Bristah and carried unanimously that the Organizational Liaisons become an
entity under the Assistant Parliamentarian and removed from the committee structure. Paul Cauthen
will revise the charge to reflect this change and see that the necessary changes are made in the
Administrative Handbook and Administrative Structure.

Paul Cauthen was thanked for his report.

XIV. Old Business

A. T/Ex Search.

Paula Matthews met with the Board to discuss the recommendation of the Committee.

It was passed unanimously to accept the recommendation of the Search Committee to Motion
appoint Brad Short Treasurer/Executive Secretary.

Paula Matthews and her committee were thanked for their work.

B. Assistant Convention Manager Search.

Ned Quist met with the Board to discuss the recommendation of the Committee.

It was passed unanimously to accept the recommendation of the Search Committee to Motion
appoint Paula Hickner Assistant Convention Manager with her term to begin July 1, 2006.

Ned Quist and the committee were thanked for their work.

C. Advertising Manager Search.

Jim Cassaro met with the Board to discuss the recommendation of the Committee.

It was passed unanimously to accept the recommendation of the Search Committee to Motion
appoint Wendy Sistrunk Advertising Manager with her term to begin with the Fall 2006 issue of
Notes.

Jim Cassaro was thanked for his report.

XV. New Business

A. Invitation to meet in San Diego.

Ken Calkins met with Board, along with the Convention Managers.

It was moved by Amanda Maple, seconded by Ruthann McTyre and approved unanimously Motion
to pursue holding the 2010 meeting in San Diego, California, pending successful hotel negotiations.

XVI. Adjournment.

It was moved by Michael Colby, seconded by Ruthann McTyre and approved unanimously Motion
to adjourn the meeting at 11:07.

Respectfully submitted by Michael Colby, Recording Secretary

Appendix I. New Policies Adopted by the Board.

1. Copies of hotel contracts to be sent to the Finance Committee (IX.C).
2. Gerboth and publication award amounts to be based on a formula of 4.5% of the assets in each fund; to be evaluated in two years (IX.C).
3. MLA to join the Library Copyright Alliance in its response to the Copyright Office requesting that sound recordings employing encryption or other technological measures to limit access be included as one of the classes of works granted exceptions to the section of the law for non-infringing uses. (X.C)
4. Working Group on Music Archival Materials established (X.D).
6. Working Group on Digitized Music Materials established (X.D).
7. Editor to successor to *A Basic Music Library* established (X.G.1)
8. Two copies of conference program to be sent directly to the Archives from the printer (XI.B).
9. US-RILM Endowment Fund renamed Lenore Coral Fund (XI.D.)
10. US-RILM Office Task Force disbanded (XI.D).
11. Organizational Liaisons to be an entity under the Assistant Parliamentarian (XIII.B).

Appendix II. List of Actions to be Taken.

	By Whom	By When
1. Communicate with Web Editor Amy Dankowski that there is no need to create hyperlinks in the Administrative Handbook.	Boettcher	Soon
2. Look at revisions needed to membership categories.	Cauthen	Spring meeting
3. Check with Web Editor about allowing Copyright Web Editor to update in real time.	Boettcher	Soon
4. Inform Mickey Koth that she can change “librarian” wording describing <i>MCB</i> .	Boettcher	Soon
5. Notify Standing and Special Committee chairs, via listserv, that their annual reports cover the fiscal year and that their conference reports are a separate report for the <i>Newsletter</i> .	Vandermeer	Soon
6. Send typos and corrections on web site redesign to Amy Dankowski.	All	ASAP
7. Send copy of 75 th Anniversary brochure to Archives.	Calkins	Soon
8. Confer with Public Libraries Committee as to how MLA can best serve needs of public libraries within its structure.	Boettcher	Soon
9. Revise charge of Organizational Liaisons in handbook and remove from Administrative Structure.	Cauthen/ Nuzzo	Soon
10. Appoint editor to successor to <i>A Basic Music Library</i> .	Boettcher	Spring meeting
11. Ask Resource Sharing and Collection Development Committee to recommend additional titles for inclusion in J-STOR.	Boettcher	Soon
12. Consult with MLA members of the Archives Joint Committee to determine MLA’s current archival needs.	Boettcher	Spring meeting
13. Explore what needs to be done to change auditing firm.	Boettcher	Spring meeting