

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Pittsburgh, Pennsylvania, February 27-28, March 4 2007

Tuesday, 27 February: 9:00am-6:05pm; Wednesday, 28 February: 8:30am-12:30pm; Friday, 02 March, 2007: 10:30-11:00am, 3:30-4:00pm; Saturday, 03 March, 2007: 8:30am- 10:05am; Sunday, 4 March: 9:00M-11:38am

Present: Linda Blair, Bonna Boettcher (presiding), Paul Cauthen, David Gilbert, Rebecca Littman, Karen Little (recording), Amanda Maple, Jean Morrow, Brad Short, Philip Vandermeer

Incoming Board members: George Boziwick, Eunice Schroeder, Holling Smith-Borne

Guests: Linda Blotner (XIV. D.), Daniel Boomhower (VII.B.), Deborah Campana (XIV.C.), Jim Cassaro (VII.G., IX.F.2), Amy Dankowski (VII.I.), Pat Fiskens (XIV.A.), Paula Hickner (VIII.B.), Paula Matthews (XV.D.), Ruthann McTyre (XIV.B.), Gordon Rowley (VIII.B.), Gordon Theil (XIV.D.), Wendy Sistrunk (VIII.A.), John Wagstaff (XV.A.)

The meeting was called to order by President Boettcher.

I. Approval of Agenda.

It was moved by Rebecca Littman, seconded by Amanda Maple, and carried unanimously that the agenda be approved as submitted.

II. Recording Secretary's Report. Karen Little

It was moved by Linda Blair, seconded by Paul Cauthen, and carried unanimously that the minutes be approved as corrected.

III. Parliamentarian's Report. Paul Cauthen

Discussion centered on the need to get a copy of the Activities Roster which should go annually to the chair of the Nominating Committee and the Parliamentarian. In discussing this, it was noted that while coordinators of Roundtables are supposed to serve only a four year term, the trigger for this and their rotation off was the renewal of the roundtable and sometimes coordinators resigned before that time and/or stayed on past that time. This needs to be corrected and roundtable coordinators should be included in the Activities Roster from this time forward.

The Board thanked Paul Cauthen for his report and service as Parliamentarian.

IV. Treasurer/Executive Secretary's Report. Brad Short

Notes on 2006/07 3rd quarter-to-date budget

Income:

Dues are at \$121,070.00 or 90.47% of budget. At this time last year, they were at \$129,945.00 or 94.87%. Dues income is lower than budgeted in every category except Corporate Patrons; Institutional memberships continue to shrink. Sales are at \$64,741.42 or 45.2%. Last year at this time, they were \$65,745.38 or 49.85%. The figure is low mainly because of Notes royalties that have not come in yet. Notes royalties are at \$279.80 or .51% of budget. The JSTOR Notes royalty check for \$8,565.65 just arrived at A-R last week. MCB subscriptions are at 24.67%. The renewal notices went out December 8th and hopefully many renewals are still to come in. Notes subscriptions are at 91.22.1% 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 G's February 9th report on conference registrations generated from the membership database, we can expect another \$55,000.00 or so in registration income in line 3.011. Likewise, exhibit fees (line 3.012) only show \$23,915 where Matt's report shows \$33,835 – which puts us at 96.8% of what was budgeted. Obviously, most of the registrations and much of the exhibit fees Matt reports have yet to appear in Quickbooks. I am also suspicious of the Contribution line (3.014) which is at 21% of what was budgeted. I suspect that some of that money has yet to be posted to the line. All of this is to say

that we are in much better shape than the budget report shows with total income of \$127,285 on a \$137,077 budget as of February 9th.

Total income is at \$250,549.61 or 58.96% of budget. Last year at this time we were at \$310,459.50 or 77.32 % of budget.

Expenses:

- 10.0 A few meeting expenses have come in, but most will come in after the meeting.
 - 11.0 Miscellaneous expenses are ok.
 - 12.0 Awards expenses are 100% of budget. I mailed out the publication awards earlier this month.
 - 6.011 Directors and Officers insurance was paid earlier this month. There is no other anticipated expense for that line.
 - 6.017 Office supplies are over budget by \$232.95.
 - 6.019 The audit expenses are a head of last year. There will probably be an overage because of a mistake I made in sending correct information another for 1099 prep fees.
 - 8.03 The NISO dues renewal came in at \$1,400 instead of the anticipated \$400. Thanks to Mark McKnight for negotiating with the NISO folks for a much more reasonable \$425 renewal.
 - 8.058 Exhibit costs are running well a head of budget. I need to talk to Alan Karass to figure out what is going on.
 - 9.022 Monographic Series Publication costs are 118.25% of budget.
 - 9.051 Advertising Manager honorarium is more than budgeted because our new advertising manager, Wendy Sistrunk is doing such a great job! Advertising manager honorarium is calculated as a percentage of the ads sold. So, the more she brings in – the more she receives as honorarium.
- All the other expenses are well on track.

Contributions:

Contributions so far this year total \$6,990.00 or 34.42% of what we anticipate for the year. I assume there will be a big jump this week during the convention.

Investment Accounts

At the end of the second quarter, MLA's investment accounts totaled \$833,640.72, a gain of \$44,299.99 for the quarter and \$68,604.29 for the fiscal year. Nancy reminded me to point out that this includes investment earnings and deposits of the 2005-6 donations which include \$10,000 from Lenore Coral's estate.

Membership

As of February 1, MLA has 1,614 members and subscribers. This figure includes 632 individual members, 59 sustaining members, 4 associate members, 100 retired, 88 students, 14 honorary, 11 corporate patrons, 9 corporate members, 315 institutional members and 382 subscribers to Notes. Compared to a year ago, we have more corporate patrons, and more corporate, individual and student members but fewer in all other categories.

Sales

In calendar year 2006, MLA sold 741 units in the Basic Manual Series, 103 units in the Technical Reports Series and took returns of 4 units in the Index and Bibliography Series for a total of 30 units sold, yielding total income of \$28,959.21 on 879 net units sold.

A-R

The relationship with A-R is going well. I need to remind Kris to continue sending the bank reconciliations on a regular basis. The ballot and convention mailings went smoothly. Nancy handled the Membership Handbook preparation and it went very well, though there were two corporate members who failed to renew in time to be listed in the front. I'm not sure if a reminder email went out in the fall. I emailed Matt about it and plan to speak with him about it here in Pittsburgh.

Other

716 ballots were sent out for the fall 2006 election. 396 ballots were returned, of which 1 was invalid, for a return rate of 55.3%.

Contributions are being acknowledged on a nearly monthly basis.

The tax return for 2005/06 and 1099 forms for calendar year 2006 were filed. As I mentioned above I screwed up on 8 of the 1099s and had to submit them a second time.

The audit went fine. The issues brought up in the management letter that still need addressing are a disaster recovery plan and SVA also recommends a monthly reconciliation of the investment accounts.

IRS mileage rate

The rate for 2007 is \$0.485 per mile.

V. Vice-President/President-Elect's Report. Philip Vandermeer

Most of the work of the VP since our last Board met has been focused on chapters. Tasks included:

*Gathering and editing the chapter annual reports (with a 100% return rate) and submitting them to the Newsletter Editor

*Revising the chapter information for the Administrative Structure document

*Organizing the agenda for the Chapter Chairs and Editors breakfast at the annual MLA meeting

I attended the Southeast Chapter meeting in Columbus, Georgia October 12-14, 2006. Kudos Columbus State University, Roberta Ford (Local Arrangements), and Guy Leach (Program Chair) for putting on an interesting and entertaining meeting. There were splendid papers, a wonderful lecture-recital focusing on the music of Louise Talma, and a very interesting tour of the restored nineteenth-century Springer Opera House which is still in use today for theatrical performances. All-in-all it was an impressive weekend. Due to unforeseen circumstances I was unfortunately unable to attend the Texas Chapter that took place in late October.

Recruitment in the chapters on the Educational Outreach Proposal continues apace. Holling Smith-Borne will report on progress at the Chapter breakfast and plans a meeting about this topic later in the conference.

As reported in previous minutes, the Ad Hoc Nominating Committee of the Board of Directors for the Special Achievement Award (Bonna Boettcher, Jean Morrow, Philip Vandermeer (chair)) reported its recommendation to the Board and received unanimous approval. Additionally, the Development Chair and the Vice-President have spearheaded a small fund-raising campaign in honor of this year's Special Achievement Award winner.

I thank Bonna Boettcher for being such a patient and communicative mentor and for making my Vice Presidential year such a pleasant one.

VI. President's Report. Bonna Boettcher

Since the Rochester meeting, Boettcher's life as MLA President has sometimes seemed to be careening in many directions. She hopes that the average conference attendee will not have a clue about the behind-the-scenes work that went into making this meeting work. Boettcher spent countless hours on the phone and was involved in more e-mail discussions than she can count. The program, a monumental effort, is huge, and has required a great deal of additional effort on the part of our convention managers. With the exception of the room block issues, communication with the hotel has gone remarkably smoothly. Boettcher asked Board members to thank Gordon and Paula and also to offer effusive thanks to Jim Cassaro, who has had to deal with questions and issues far past those of most local arrangements committees.

Boettcher's letter-writing continued apace. She acknowledged eight contributions of \$100 or more, including a recent, generous gift from Suki Sommer, sent two condolence letters, and prepared letters and requests for payment for all of our award winners. Those were sent off to Brad for processing and to send to the winners. The research and travel awards were sent immediately, and the publications awards were mailed on 11 February, with a request that winners hold any public announcements of the awards until after Saturday, 3 March. Finally, Boettcher wrote 32 appointment letters. Following Laura Dankner's lead, she tried to get through as many appointments as possible before the meeting, to try to give Phil some breathing room. Several are for chair positions, including Alicia Hansen (Facilities Subcommittee), Grace Fitzgerald (Integrated Library Systems Subcommittee), and Paul Cauthen (Nominating Committee). Boettcher also set in motion the process for constituting the 2009 Program Committee.

Boettcher reported back to committee chairs following our fall discussion, and copied Phil on those messages so he would get a sense of what the chairs are used to hearing. She has also been copying Phil on most e-mail over the past couple of weeks so he will be aware of various issues. She suggested that Phil probably was tired of seeing her name in his inbox!

Three of the four Round Tables up for renewal this year received the required number of letters: Performing Arts, Video and Film Music. Musical Theatre was not renewed. Lora Lennertz Jetton will take over from Liza Vick as coordinator for Performing Arts. In addition, Sara Beutter and Linda Dempf will take over as co-coordinators of the Social Responsibilities Round Table.

The Board will meet with search committee chairs later in the week. They have not had easy tasks – no search committee ever does – and Boettcher asked the Board to thank them for their efforts.

Working from T/Ex spreadsheets, Boettcher compiled a list of those to be invited to the donors' reception: a record number, well over 100. The membership was generous with the 75th campaign! She sent the spreadsheet, along with the invitation, to Matt Grzybowski, and he took care of the rest of the details. Boettcher reminded the Board that the reception is at 6p on Wednesday in Benedum and all Board members are invited to attend.

Finally, although outgoing members will be recognized at the business meeting on Saturday, Boettcher took the opportunity to thank them for their dedicated, thoughtful, and collegial service to the association and for being such great people to work with. She stated that this truly has been a Board that understands civility, working toward a common good, and the importance of humor, and that it has been an honor to work with and to get to know each of the outgoing members.

VII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

Jean Morrow was thanked for her report.

B. Basic Music Library 4

Daniel Boomhower reported to the Board on the progress made regarding Basic Music Library 4.

Throughout the process, there has been the understanding that contractually we must go with ALA unless they release us from that obligation or provide us with no reasonable publication option. ALA has confirmed that they don't have an electronic option available to us at this time but have offered two print possibilities. The main questions raised were regarding updates in the future and rights to future publication of the content electronically. These issues need to be pursued with ALA.

It was moved by Karen Little, seconded by Paul Cauthen, and passed with one abstention that Daniel Boomhower be authorized to pursue two contracts with ALA, one for a single volume publication of the Basic Music Library and the other for a set of smaller, subject specific volumes of the Basic Music Library.

Daniel Boomhower was thanked for his report.

C. Copyright Web Site.

There was no report.

D. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic. Short will check into why *Bibliographic Control of Music, 1897-2000* is not on Scarecrow's inventory/sales list.

Mark Palkovic was thanked for his report.

E. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

Mickey Koth was given special thanks for her report especially in light of the tremendous volume of changes she reported through the MCB this past year.

F. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

Vandermeer spoke of a future newsletter column on mentoring.

Stephen Mantz was thanked for his report.

G. Notes.

Jim Cassaro met with the Board to review his report.

Cassaro spoke of the wonderful progress Tracey Rudnick is making with contract related issues and that she will be attending the JSTOR meeting in New York City this year. Jane Penner will once again represent MLA at the ProjectMuse meeting in Baltimore. Rudnick will take over that responsibility next year.

Articles are currently arriving at a good pace.

Cassaro asked about continuing to publish the necrology index versus given its availability online. He will gather information about this from members, keeping in mind all types of users who might make use of it.

Jim Cassaro was thanked for his report.

H. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

Steve Wright was thanked for his report and his fine work with the series during his tenure.

I. Web Editor.

Amy Dankowski met with the Board to present her report.

Much discussion centered on how to provide the website editor the support necessary to get the work accomplished. A suggested model was that of the NOTES editor with an editor's editorial staff. There seems to be some confusion among the membership regarding Dankowski's role. Some seem to understand it as being limited to the handling of the technical aspects when actually she is the editor and is the gatekeeper for content (on the macro level, no editorial level) for the entire site. There was also agreement that the task was large and assistance was needed. To help with the large task, it was suggested that an assistant editor be appointed with an

honorarium allocated at the same rate as the copyright website editor (currently \$600) with an interim honorarium amount set at \$150 for the time between April 1 and June 30.

It was moved by Jean Morrow, seconded by Phil Cauthen, and unanimously approved by the Board to authorize a \$150 overage in the website editor line and to authorize the website editor to appoint an assistant website editor.

Encouragement was provided to support investigation of moving toward Web 2.0 and a wiki-like environment for the association's website.

Amy Dankowski was thanked for her report.

VIII. Special Officers' Reports.

A. Advertising.

Wendy Sistrunk met with the Board to review her report.

Sistrunk spoke of the last year being one of transition with many educational moments for both vendors and her as well. She is working to apply the pricing structure uniformly while recruiting new advertisers. She is developing an Excel spreadsheet containing data on clients in hopes of tracking continuous advertisement purchasing among other aspects helpful to meet the objectives of the position. Sistrunk has corrected some misleading ads in NOTES. Boettcher asked Sistrunk if she would be willing to collaborate with the Assistant Convention Manager on advertising in the program booklet, perhaps to expand the advertising beyond conference exhibitors; Sistrunk is willing to work on this. Sistrunk welcomes suggestions for filler ads, most likely on MLA services.

Sistrunk is also developing a handbook reflecting the responsibilities of the position.

Wendy Sistrunk was thanked for her report.

B. Convention Manager.

The Board reviewed the report submitted by Gordon Rowley and Paula Hickner.

Rowley reported on then current numbers associated with the Pittsburgh convention which were very high and close to, if not at, capacity for some rooms. High hopes were expressed for the convention as a whole. The Board was reminded that the shortfall or surplus from the meeting will be divided based on the division of participants between members of MLA or members of SAM. He suggested carefully considering future joint meetings with serious consideration given to having back-to-back meetings rather than combined meetings. Rowley will review the Newport contract with regard to the need for a large number of double/double bed rooms based on this year's experience.

Rowley also spoke of the need for the convention manager and assistant convention manager to travel to the 2011 site in the next few months and encouraged the Board to select a location soon.

Rowley noted that he will be stepping down in June of 2008 and hopes that the appointment for his replacement might be made in Newport. It is anticipated that the Board will review a job description for the position at the Fall Board meeting with an advertisement for the position posted in early November.

Gordon Rowley and Paula Hickner were thanked for their report.

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervik.

The Board discussed what type of job listings should be considered for MLA-L and what type should be considered for the website job list with the goal of providing as complete a service as possible for the membership while not offending institutions who may not want wide distribution of advertisements for their open positions. The Board also discussed how proactively the Placement Officer should seek these job listings. After much discussion, it was decided that Board would recommend that the Placement Officer identify appropriate positions as proactively as possible but that that level of activity should best be decided by the Placement Officer, taking into consider the resources at hand.

The Board expressed gratitude to Ottervik for taking on the compilation of a handbook codifying the responsibilities she's taken on in the position as it will certainly serve as a welcome starting point for the person succeeding her.

Jennifer Ottervik was thanked for her report as well as for her years of dedicated service to the position.

D. Publicity Officer.

The Board reviewed the report submitted by Ken Calkins.

Calkins suggested a repeat of the timetable used last time for filling his position which he will vacate at the end of 2007. Vandermeer will work on forming a search committee in the near future.

Ken Calkins was thanked for his report.

E. Management Services.

The Board reviewed the report submitted by Jim Zychowicz.
All expressed great appreciation for the responsiveness of the A-R staff.
Jim Zychowicz was thanked for his report.

IX. Reports of Standing Committees.

A. 1. Development.

The Board reviewed the report submitted by Ruthann McTyre.

The Board encouraged the Committee to decide whether or not they want to ask for concrete information from those who pledge as to what year they want to fulfill their pledge. A question about what portion, if any, of a sustaining member's membership payment might be tax-deductible. The Board suggested that questions of this sort are best left to the member's tax professional. Short, however, will ask Suby, von Haden and Associates about possible wording on the thank you letter that might provide for additional flexibility in this regard.

Ruthann McTyre was thanked for her report.

A. 2. Marketing.

The Board reviewed the report submitted by Laura Gayle Green.

Great appreciation for the work of the committee was expressed.

Laura Gayle Green was thanked for her report.

B. Education.

Holling Smith-Borne reported on the behalf of the Education Committee, providing the Board with a summary of the status of the Educational Outreach Program proposal and the feedback and interest generated to date. The Board encouraged him and his group to move forward with the support generated to this point.

The Board noted with appreciation the suggestion of the Outreach Subcommittee that they update their charge and move toward becoming a committee rather than a subcommittee. The Board suggested that their thoughts on this be forwarded to Jean Morrow and/or Amanda Maple as part of their work on the Committee Structure Task Force.

Holling Smith-Borne was heartily thanked for his report.

C. Finance/Investments.

Linda Blair and David Gilbert reported on the meeting of the Finance Committee.

A concern from Conference Manager Gordon Rowley was shared. For the Pittsburgh conference, three user groups requested the use of equipment. This raised this issue as to whether or not system user groups were part of the conference or not and therefore entitled to the use of items such as equipment that would have a financial impact on the conference. It was noted that this issue should be reviewed as part of the Committee Structure Task Force whose white paper is due for discussion at the Fall 2007 Board meeting. It is expected that Rowley will draft wording for the Convention Managers handbook that suggests that it is appropriate to provide space for the users groups (assuming they remain unaffiliated with MLA) if it is available and that it is not appropriate to provide equipment for the groups unless there no charge.

In reviewing this issue, it was noted that the Membership Handbook, the Administrative Handbook, and the Administrative Structure differ in some important ways. The Parliamentarians will review and compare the documents and make recommendations for reconciling the differences.

The Board passed unanimously the recommendation of the Finance Committee that the overage in line 6.017 Office Supplies in the amount of \$232.95 be approved.

The Board passed unanimously the recommendation of the Finance Committee that MLA dues and subscription rates be maintained at the 2007 levels, with the addition of the new paraprofessional membership class dues level of \$45 per year.

The Board passed unanimously the recommendation of the Finance Committee that a line for the MLA Big Band be added to the convention budget to a maximum of \$1000 to cover performance related expenses.

The Board passed unanimously the recommendation of the Finance Committee to adopt the following amounts for the 2007-08 awards and discretionary fund:

Bradley:	\$1000
Epstein:	\$2100
Freeman Fund:	\$1750
Hill:	\$250
O'Meara:	\$100
Gerboth:	\$1100
Duckles:	\$500

Notes Discretionary Fund: \$1000

The Committee reported on the somewhat confusing presence of both a current version of the fiscal policies handbook and a historical plus current version of the fiscal policies handbook. It was agreed that the Index to Board Policies should be adequate for the historical information and the fiscal policies handbook with current operating information is the only one that need be maintained by the Fiscal Officer. Other Board members expressed the desire to have a clearer picture of their Board responsibilities and Boettcher agreed to create a document outlining the duties of the members-at-large and the cycle of traditional responsibilities for all Board members.

Linda Blair and David Gilbert were thanked for their report.

D. Membership.

The Board reviewed the report submitted by Michael Rogan.

The Board appreciated having a list of the volunteers helping at the convention.

Michael Rogan was thanked for his report.

E. Nominating.

No report was needed.

F. Program related.

1. 2007 Pittsburgh program.

Mark McKnight reported on his work for the Pittsburgh program and shared concerns about the assignment of honoraria and travel funding for speakers. Specifically, he asked that the Board consider providing more direction to the Program Committee on this issue. There was a desire expressed by the Board that the Program Committee be given more flexibility in deciding fees needed for a successful program but a recognition that the convention budget and, therefore registration fees, are impacted by the payment out of honoraria and travel support.

It was noted that the \$150 cap usually applied was documented differently in different documents—that the \$150 cap does not apply to workshops, as the presenters' fees are factored into the cost of the workshops, and that the parliamentarian and fiscal officer should make sure the information was consistently listed in all documents.

It was moved by Phil Vandermeer, seconded by Jean Morrow, and carried with one abstention that the Board receive a request from the Program Committee for all funds desired for honoraria and travel for speakers for the upcoming annual meeting for consideration at the June Board meeting.

Because of its fiscal implications, Short will ensure that the content of this motion is clearly communicated via the Convention Manual and all other available means so that confusion on the issue of honoraria and travel support is minimized.

Mark McKnight was thanked for his report.

2. 2007 Pittsburgh LAC.

Cassaro reported on his work and will be providing some general organizational suggestions to Boettcher and Vandermeer. He suggested some more concrete LAC guidelines would be helpful and wondered about such things as why the T/EX gets all the materials that are mailed rather than them just being mailed by the Business Office. He also suggested the possibility of using the Advertising Manager for advertising in the program book or at least increasing coordination between the Advertising Manager and the Convention Manager in this regard.

Jim Cassaro was thanked for his report and all his efforts toward the successful convention.

3. 2008 Newport program.

The Board reviewed the report submitted by D.J. Hoek.

It was noted that BCC has a unique programmatic issue that needs to be addressed differently in future years that it was this year. That Committee needs to have three distinct types of meetings at conferences: business meeting where business is conducted, reporting meeting where current issues are shared with the membership, and programs. Without bypassing the new program selection process, it was suggested that the name used for their reporting meeting not be Hot Topics in Cataloging but perhaps Current Issues in Cataloging. And that this session not be placed against Hot Topics in Librarianship.

D.J. Hoek was thanked for his report.

4. 2008 Newport LAC.

The Board reviewed the report submitted by Ned Quist.

The Board restated its position that no LAC needs to raise the funds to support a local arrangements reception.

Ned Quist was thanked for his report.

5. 2009 Chicago LAC.

The Board reviewed the report submitted by Bob Acker and Jeanette Casey.

(Suzanne Moulton-Gertig will serve as Program Committee Chair for this meeting, and work is underway to appoint the remainder of the committee for this meeting. The Board noted the critical need to get the program form, currently on a server at LSU, moved to the MLA website for use for by this Program Committee.)

Bob Acker and Jeanette Casey were thanked for their report.

G. Publications.

Linda Blotner reported on the activities of the Publications Committee on 28 February at 5pm.

Blotner has been in touch with Renee Camus of Scarecrow Press about activities to pursue in the coming year including reviewing the author contracts as well as the main co-publishing contracts. She noted that turnaround for camera ready manuscript is about 7 months.

Blotner reported that she and the editors continue to find many challenges in working with Scarecrow and shared with the Board the recommendation of the series editors and the Publications Committee chair that MLA move forward with negotiations with A-R Editions for the organization's co-publishing contract. Concerns with A-R successfully managing our publications included their somewhat narrow market arena and MLA's large number of contracts with that one company ("all eggs in one basket"). Renting ALA's mailing list might help allay concerns about the market they serve and keeping each contract MLA has with A-R separate should help increase flexibility with regard to the "all eggs in one basket" concern. Both companies are subject to publisher buyout. A history of the co-publishing relationship with Scarecrow was presented

It was moved by Karen Little, seconded by Phil Vandermeer, and carried unanimously that MLA move forward to contracts with A-R Editions for the publication of MLA's monographic series' contingent on successful contract negotiations.

The suggested timetable was as follows:

- 1) Blotner discuss this motion with series' editors Morrow and Palkovic
- 2) Blotner work with Jim Z. of A-R Editions on some early concerns with their draft contract
- 3) Blotner report back to the Board and/or Boettcher and Vandermeer on those contract discussions
- 4) Once resolution on issues of concern have been reached with A-R Editions, Vandermeer will present A-R Edition's contract and Scarecrow Press's contract to MLA's lawyers with a request for their counsel on how to proceed with engaging A-R Editions as our co-publisher and removing the organization from their co-publishing agreement with Scarecrow Press

It was hoped that this draft contract could go to the lawyers by late March or early April.

Linda Blotner met again with the Board on 3 March, 9am.

Discussions between Linda Blotner, Jim Zychowicz, and Pat Wall moved along well during the course of the annual meeting. A-R Editions expressed an interest in making an investment in MLA's publications. They expressed an interest in retaining the copyright to the publications and using their ISBNs and shared other details of their hopes for the contract. They expressed an interest in being a part of the manuscript approval process and the Board suggested that would best be accomplished by them being brought into the process much earlier than Scarecrow was ever involved. A-R continues to have concerns about the use of vendors through which the series' would be purchased although they currently use YBP for some of their publications. As both MLA and A-R's goals are to sell the publications, it seemed likely that A-R might benefit from some additional information from library acquisition and/or selection departments about how to best accomplish easy, efficient sales from the library perspective. A-R's goal is to get all of the MLA back issues. How that might be accomplished is still uncertain. Part of the contract would also deal with reprinting and revision rights. Blotner expressed enthusiasm for A-R Editions emphasis on a marketing plan, a reviewing plan, their hopes to review the objectives of each series, their interest in market analysis, etc. Some concern was expressed regarding the lower royalties that would be received if the numbers in the draft contract remain.

Blotner will discuss these issues with A-R Editions staff and then wait for a revised contract. Once received, the Board will review it and anticipates forwarding it on to legal counsel for their review. And there remains the question about the status of the two works from the Technical Reports Series in press at this time. Regardless, ideally, a contract with A-R would be signed at the June Board meeting.

Two publications in the Technical Reports Series are in press. No contracts have been issued for the Basic Manual Series. One work under contract for the Index and Bibliography Series has been received by the editor.

Blotner also asked whether or not Daniel Boomhower, as editor of Basic Music Library 4, is a member of the Publications Committee. The sense was that once the publication was a actually a product being produced that, yes, he would be a full-fledged member of the committee.

Linda Blotner was thanked for her report.

X. Reports of Special Committees

A. Administration.

The Board reviewed the report submitted by Paula Elliot.

The Board looks forward to seeing a report of the Integrated Library Systems Subcommittee on their work on the revision of the integrated library systems document to replace or build on the Automation Requirements document from some years ago. The Statistics Subcommittee's charge will be reviewed, as will all other committee and subcommittee charges, as part of the committee/subcommittee charge review currently underway. The Board expressed enthusiasm for the Register of Music Library Building and Renovation Projects coming from the Facilities Subcommittee.

Paula Elliot was thanked for her report.

B. Bibliographic Control.

The Board reviewed the report submitted by Nancy Lorimer.

It was moved by Rebecca Littman, seconded by Amanda Maple, and carried unanimously that the Board formally approve the interim action that a formal relationship between the Bibliographic Control Committee and the OLAC-CAPC Joint Committee be established.

Nancy Lorimer was thanked for her report.

C. Legislation.

The Board reviewed the report submitted by Gordon Theil.

It was moved by Phil Vandermeer, seconded by Amanda Maple, and carried unanimously that the Board formally approve the interim action on the ALA resolution supporting the Orphan Works Legislation.

The Board looks forward to hearing more about the official comments being drafted for the Section 108 Study Group on the exceptions and limitations applicable to libraries and archives under the Copyright Act.

Gordon Theil was thanked for his report.

D. Preservation.

The Board reviewed the report submitted by Lisa Lazar.

The Board noted no mention of the work of the Working Group on Standards for Music Archival Materials established in Memphis (February 2006) and wondered about the status and progress of that group.

The Board was reminded of the need for those working on the music binding project to be in constant contact with MLA's NISO representative, Mark McKnight.

Lisa Lazar was thanked for her report and a hearty congratulation was given to her on the preservation tour arranged for the Pittsburgh annual meeting.

E. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet.

Stephen Landstreet was thanked for his report and his willingness to remain as Chair until another person became available to fill that role.

F. Reference and Public Services.

The Board reviewed the report submitted by Paul Cary.

It was moved by Amanda Maple, seconded by Rebecca Littman, and carried unanimously that the Bibliographic Instruction Subcommittee's name be changed to the Instruction Subcommittee.

It was moved by Phil Vandermeer, seconded by Linda Blair, and carried unanimously that the final report of the WOREP Working Group be their article appearing in NOTES in September 2001, that the Working Group be enthusiastically thanked for their work, and that they be disbanded.

Paul Cary was thanked for his report.

G. Resource Sharing and Collection Development.

The Board reviewed the report submitted by Joe Clark.

It was moved by Rebecca Littman, seconded by Paul Cauthen, and carried unanimously that discussion of issue of MLA's endorsement of ALA's "Guidelines for the Interlibrary Loan of Audiovisual Materials" be deferred to the June 2007 Board meeting.

Joe Clark was thanked for his report.

XI. Joint Committees

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.

It was noted that Shepard is rotating off and that the AMS representative, in line to be chair of the Joint Committee, won't be taking on that role until the fall. Boettcher will touch base with the new AMS President to see if this gap in leadership is a concern that should be addressed.

John Shepard was thanked for his report.

B. Archives, Joint Committee with UMD.

The Board reviewed the report submitted by Geraldine Ostrove.

Boettcher reported that concerns that the committee, through the fault of no one, is not working well as currently constructed are being addressed by the committee. The Board is appreciative of this effort.

Geraldine Ostrove was thanked for her report.

C. MPA/MOLA Joint Committee.

The Board reviewed the report submitted by George Boziwick.

George Boziwick was thanked for his report.

D. US RILM Office.

The Board reviewed the report submitted by Sarah Adams.

Sarah Adams was thanked for her report.

XII. Representatives to Other Organizations

A. ALA.

The Board reviewed the report submitted by Alan Karass.

Alan Karass was thanked for his report.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

Mark McKnight was thanked for his report.

XIII. External Liaisons

A. MOUG.

The Board reviewed the report submitted by Kerri Scannell

Kerri Scannell was thanked for her report.

B. Organizational Liaisons.

The Board reviewed the report submitted by Rebecca Littman.

1. Chamber Music America

The Board reviewed the report submitted by John Shepard

John Shepard was thanked for his report.

Rebecca Littman was thanked for her report.

XIV. Old Business

A. Placement Officer Search.

Pat Fisker reported on the work of the Placement Officer Search Committee.

It was passed unanimously to accept the recommendation of the Search Committee to appoint Susannah Cleveland as Placement Officer.

Pat Fisker was thanked for her report.

B. Development Officer Search.

Ruthann McTyre reported on the work of the Development Officer Search Committee.

With one Board member recusing herself, the remaining unanimously voted to accept the recommendation of the Search Committee to appoint Paula Matthews Development Officer.

Ruthann McTyre was thanked for her report.

C. Technical Reports Editor Search.

Deborah Campana reported on the work of the Technical Reports Editor Search Committee.

With one Board member recusing herself, the remaining unanimously voted to accept the recommendation of the Search Committee to appoint D. J. Hoek Technical Reports Editor.

Deborah Campana was thanked for her report.

D. Copyright Website Editor Search

Linda Blotner and Gordon Theil reported on the work of the Copyright Website Editor Search Committee.

It was passed unanimously to accept the recommendation of the Search Committee to appoint Eric Harbeson as Copyright Website Editor.

Linda Blotner and Gordon Theil were thanked for their report.

E. Freeman Travel Grant Award

Concerns were expressed about the number of applicants who met the somewhat narrow window of from whom applications could be received.

It was moved by David Gilbert, seconded by Rebecca Littman, and carried unanimously that the requirement that a Freeman Travel Grant Award applicant could not have attended an MLA meeting before be struck.

XV. New Business

A. John Wagstaff and distance music librarianship course.

John Wagstaff reported to the Board regarding his desire to gather information on MLA's potential interest in his work on such a course and, if interest is there, his desire to get feedback on the course structure and content. The Board was preliminarily enthusiastic about the potential opportunity to participate in the development and sponsorship of such a course and deferred to the Library School Liaison Subcommittee with encouragement to them to come back to the Board with a recommendation which they did later in the meeting.

It was moved by Jean Morrow, seconded by Rebecca Littman, and carried unanimously that MLA endorse the class proposed by John Wagstaff offered through the WISE consortium.

B. Liaison with NASM.

Boettcher reported on attendance and presentation with Paula Matthews at the NASM conference. She reported that the attendees seemed interested and appreciative of their presence. As there had been recent interest expressed by that group in the work of MLA as seen in their request for comments on their recent standards revision and in their asking for speakers for their meeting, the possibility of a more formal liaison relationship with the group was discussed.

It was moved by Amanda Maple, seconded by Rebecca Littman, and carried unanimously that MLA seek to establish a liaison relationship with NASM.

C. Mailing list policy.

Currently, by policy, MLA rents, for a fee, their postal service mailing list to commercial ventures. There is no established policy for distribution of the postal service mailing list to non-commercial ventures or for the distribution of their e-mail mailing list, either for a price or for free, to either commercial or non-commercial ventures. A concern expressed about distributing the e-mail mailing list was the lack of an option on the membership form for a preferred e-mail address paralleling that of the opportunity for selection of a preferred postal service address. Whether or not either mailing list should be rented free of charge for research purposes was discussed as well with issues of human subject research and the unofficial but perhaps perceived stamp of approval given to those who might use the group's e-mail mailing list.

A motion to investigate the cost of developing a mechanism so that MLA members can opt in or out of the distribution of their e-mail addresses was defeated by a vote of 4 for and 4 against with one abstention.

Short will investigate, with the Business Office, the ability and cost to alter the current membership database to include a second e-mail address option as well as the flexibility to indicate a preferred e-mail address.

It was moved by Phil Vandermeer, seconded by David Gilbert, and carried unanimously that MLA neither rent, sell, or authorize the distribution of e-mail addresses to either commercial or non-commercial entities.

D. Development Officer early thoughts

Paula Matthews shared with the Board her early thoughts on her new position. In particular, she asked for direction from the Board with regard to the articulation of the goals of the association. She noted that coordination of acknowledgments needs to be improved. She also noted that there is a need to use money to make money and that she expects the process of getting the position's responsibilities clearly in hand will take one to two years.

XVI. Adjournment at 11:38am.

APPENDIX I: New Policies Adopted by the Board

- I.** The Activities Roster should go annually to the Chair of the Nominating Committee and the Parliamentarian. (III.)
- II.** Names of roundtable coordinators should be included in the Activities Roster. (III.)
- III.** The website editor is authorized to appoint an assistant website editor, a position which will come with an honoraria. (VII.I.)
- IV.** The addition of a line in the convention for the MLA Big Band was authorized. (IX.C.)
- V.** The Board is to receive a request from the Program Committee for all funds desired for honoraria and travel for speakers for the upcoming annual meeting for consideration at the June Board meeting (IX.F.1)
- VI.** A formal relationship between the Bibliographic Control Committee and the OLAC-CAPC Joint Committee was established. (X.B.)
- VII.** The Bibliographic Instruction Subcommittee's name was changed to the Instruction Subcommittee. (X.F.)
- VIII.** MLA neither rents, sells, or authorizes the distribution of e-mail addresses to either commercial or non-commercial entities. (XV.C.)

APPENDIX II: List of Actions to be Taken

Name	Action	When
Bonna	Touch base with new AMS President regarding gap in leadership on Joint RISM Committee	Soon
Bonna	create a document outlining the duties of the members-at-large and the cycle of traditional responsibilities for all Board members.	Before September mtg.
Bonna	contact NASM about MLA forming a formal liaison relationship with them	Before June mtg.
Bonna/Brad	get information on whereabouts of Activities Roster from A-R	Soon
Brad	Update convention manual and communicate to Program Committee chair(s) new details of honoraria distribution	Soon
Brad	investigate, with the Business Office, the ability and cost to alter the current membership database to include a second e-mail address option as well as the flexibility to indicate a preferred e-mail address.	Before June mtg.
Brad	ask SVH & Associates about flexibility in writing letter with regard to sustaining memberships and any ability for those members to take a portion of that cost as a tax deduction	Before June mtg.
Brad	find out from Scarecrow why <i>Bibliographic Control of Music, 1897-2000</i> is not on Scarecrow's inventory/sales list.	Soon
Brad	find out from A/R where local arrangements contributions are being booked	Soon
Brad and Paul	Fine all places where \$150 cap applied to honoraria is documented and clean up any place it isn't documented	Before June mtg.
Parliamentarians	review and compare the Membership Handbook, the Administrative Handbook, and the Administrative Structure and make recommendations for reconciling their differences	Before June mtg.
Phil	appoint a program committee for Chicago	Soon
Phil	appoint search committee for Publicity Officer	Soon