

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Newport, Rhode Island, February 19-20, 23-24 2008**

Tuesday, 19 February: 9:15am-6:25pm; Wednesday, 20 February: 8:35am-12:15pm; Saturday, 23 February, 9:00am-9:50am; Sunday, 24 February: 9:05am-11:07am.

Present: Bonna Boettcher, George Boziwick, David Gilbert, Rebecca Littman, Karen Little (recording), Eunice Schroeder, Brad Short, Holling Smith-Borne, Philip Vandermeer (presiding)

Incoming Board Members: Paul Cary, Lois Kuyper-Rushing, Nancy Lorimer, Ruthann McTyre

Guests: Bob Acker (IX.F.3.), Linda Solow Blotner (IX.G.), James Cassaro (VII.G.), Catherine Dixon & Anna Neal (XIV.D.1.), Suzanne Moulton-Gertig (IX.F.4.), Paula Matthews (entire meeting), Michael Rogan (IX.D.), Gordon Rowley & Paula Hickner (VIII.B.)

The meeting was called to order by President Vandermeer.

**I. Approval of Agenda**

**It was moved by David Gilbert, seconded by Rebecca Littman, and carried unanimously that the agenda be approved as submitted.**

**II. Recording Secretary's Report.** Karen Little

**It was moved by Rebecca Littman, seconded by George Boziwick, and carried unanimously that the minutes of the Board meeting held in Chapel Hill, North Carolina, September 21-23, 2007 be approved.**

**It was moved by Rebecca Littman, seconded by Bonna Boettcher, and carried unanimously that the minutes of the Board meeting held in Pittsburgh, PA February 27-28 and March 4, 2007 be corrected to include action by the Board on the Freeman Travel Grant award.**

**It was moved by Rebecca Littman, seconded by David Gilbert, and carried unanimously that the minutes of the Board meeting held in Pittsburgh, PA February 27-28 and March 4, 2007 be corrected to include a fuller report of Publications Committee discussions.**

**III. Parliamentarian's Report.** Rebecca Littman

Rebecca Littman reported on Board meetings and when they are and are not in Executive Session. Because they are open to all members, they are not in Executive Session unless specifically called to move into that status.

The Board thanked Rebecca Littman for her report and ongoing service as Parliamentarian.

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

**Income:**

Dues are at \$126,030.00 or 93.77% of budget. At this time last year, they were at \$121,070.00 or 90.47%. Dues income is lower than budgeted in every category except Associate Members and the newly established category of Paraprofessional Members; Institutional memberships continue to shrink. Sales are at \$74,605.29 or 49.56%. Last year at this time, they were \$64,741.42 or 45.2%. Notes subscriptions are at 88.96% and reflect the similar downward trend seen in Institutional Members.

Convention income is at 97.28% of projections which makes us very close to terms of income. Likewise, the preconference registrations are at 100% of what was budgeted.

Total income is at \$344,687.43 or 79.48% of budget. Last year at this time were at \$250,549.61 or 58.96% of budget. So, we are running well ahead with our income.

**Expenses:**

11.04 Miscellaneous – Bank and Credit Card fees is expected to go over this year because of the additional charges generated through our newly commerce enabled website.

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 last week so the posting has yet to make it into QuickBooks.

8.058 Exhibit costs are running well a head of budget. I need to figure out what is going on.

9.064 Copyright fees are higher this year because I was “catching up” with several Notes volumes and Membership Handbooks that needed to be sent in.

9.082 MLA Website – Maintenance fees is the fund line where the upgrades to the web site to allow for “online commerce” were charged. There will be nominal on-going charges in the future to update the conference registration form each year.

All the other expenses are well on track.

#### **Contributions:**

Contributions so far this year total \$29,500.00 compared to \$6,990.00 last year at this time because of a wonderful gift of stock (valued at \$22,730 at the end of 2007). I assume there will also be a big jump this week during the convention.

#### **Investment Accounts**

At the end of the second quarter, MLA’s investment accounts totaled \$877,842.62, a gain of \$18,770.83 for the quarter but only a gain of \$8,503.43 for the fiscal year. Including the gift of 1,000 shares of Pfizer stocks received in December, MLA’s investments now total \$900,572.62. While holding the stock is not common practice for non-profit organizations such as ours, we are being encouraged by the donor to do so for the time being.

#### **Membership**

As of February 12, MLA has 1,547 members and subscribers. This figure includes 630 individual members, 56 sustaining members, 6 associate members, 96 retired, 98 students, 14 honorary, 10 corporate patrons, 5 corporate members, 288 institutional members and 344 subscribers to Notes. Compared to a year ago, we have the same or fewer in all categories except for student members.

#### **Sales**

In calendar year 2007, MLA sold 565 units in the Basic Manual Series, 279 units in the Technical Reports Series and 632 units in the Index and Bibliography Series yielding total sales of \$69,066.72 on 1,487 net units sold in all series and indexes.

#### **A-R**

The relationship with A-R is going well. Matt Grzybowski moved on to a new job in July and while MLA lost a good friend Ann Peter of the A-R staff stepped in to make sure nothing was lost in the transition. Kirk Stantis stepped in during October and has been thoroughly tested by fire! I appreciate how smoothly this potentially difficult change took place. The other big change is the work that Jim Zychowicz led with transforming our web site to allow for online commerce. The ballot and convention mailings went smoothly. Membership Handbook preparation went well and was mailed in early February.

#### **Other**

864 ballots were sent out for the fall 2007 election. 415 ballots were returned, of which 1 was invalid, for a return rate of 48%.

Contributions acknowledgements have been shifted to the Business Office at A-R and are going out monthly.

The tax return for 2006/07 and 1099 forms for calendar year 2007 were filed.

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

#### **IRS mileage rate**

The rate for 2008 is \$0.505 per mile.

### **V. Past President’s Report. Bonna Boettcher**

Highlights of Boettcher’s activities following the September meeting in Chapel Hill include:

- Attending the Midwest Chapter meeting in Cincinnati, where she and Holling Smith-Borne presented a tag-team report from the Board. Boettcher talked about various issues, and Smith-Borne talked about the Educational Outreach Program

- Attending the New York State/Ontario Chapter meeting in Fredonia, where I also participated in a panel discussion

- With Paula Matthews, met with Jessie Ann Owens during the AMS meeting in Quebec to talk about AMS’s OPUS campaign; joined Paula on a couple of donor dinners

- Collecting, compiling, and submitting to Steve Mantz the Chapter Annual Reports

- Corresponding with the Chapter Chairs on meeting space needs in Newport

- Trying – unsuccessfully – to instigate some discussion of the Educational Outreach procedures among the Chapter Chair

- Making preparations for the Chapter Folks breakfast
- Working with Gordon, Philip, and Paula on catering

Boettcher stated that her four years in the presidential office had been an exciting and interesting experience and thanked those who had been a part of the fun

#### **VI. President's Report. Philip Vandermeer**

Since the Fall Board meeting in Chapel Hill, NC, I have had a busy and challenging few months. Issues regarding our publications, long-range planning for the association, and keeping up the charge of increasing our visibility have occupied most of my time. Additionally, the on-going administration of a busy association keeps me on my toes. I continue to be grateful for the support of our Board, the Past President, the Treasurer/Executive Secretary, the Development Officer, and our Business Office. Moreover, I am grateful for the administration of the UNC Libraries for allowing me the time and space to carry out my duties as your President. Specifically, I have:

1. Worked with Kathryn Goldman and her associates to revise new book contracts.
2. Signed a contract with A-R Editions to take over co-publishing our monographic series from Scarecrow. The new contract began Jan 1, 2008. I have also worked with Ed Kurdyla of Scarecrow to provide a smooth transition.
3. Signed a contract with ALA Editions to publish the 4<sup>th</sup> ed. of the Basic Music Library.
4. Chaired a panel at the Society for Ethnomusicology annual meeting (Columbus, OH, Sat. Oct. 27, 2007) on the Presidential Leadership of Academic Societies. Other association presidents participating were Philip Bohlman (SEM), Charles Atkinson (AMS), Michael Broyles (SAM), Adrienne Kaeppler (ICTM), and Bill Ivey (American Folklore Society). Opening statements and subsequent discussion examined the limits of executive leadership in shaping academic societies in an age when pressures to be responsive (especially to public issues) both within and outside the societies have become increasingly difficult to reconcile. This was an excellent opportunity to interact with our sister societies, and I was able to provide some visibility for the types of issues MLA deals with regularly, especially in the areas of copyright and freedom of information.
5. Re-authorized the Small Academic Libraries Roundtable and the Technical Services Roundtable.
6. Sent out two more groups of acknowledgments for \$100.00 or more contributions. Thanks to Kirk Stantis at A-R for making this procedure so smooth.
7. Attended the SEMLA meeting in Jacksonville, FL and brought greetings from the national association.
8. Worked with Jim Cassaro and Linda Blotner on clarifying and strengthening the autonomy of our editors to decided editorial content, within the context of constitutional mandates.
9. Communicated with the President and Executive Director of AMS regarding issues of common interest regarding the US-RILM Office (see the Newport Board Agenda).
10. Worked with Jean Morrow and Amanda Maple on communicating the results of the preliminary recommendations of the Task Force on MLA's Committee Structure and planned the next steps for eventual implementation.

Additionally, I plan to meet with Steve Mantz on the creation of a new task force to study the future of the MLA Newsletter. I also plan to work with Gerry Ostrove on the future of the MLA Archives. Both of these meetings will take place before the end of the Newport Convention.

Once again I thank the MLA Membership for this rare opportunity and appreciate all the support that everyone has demonstrated.

#### **VII. Editors' Reports.**

##### **A. Basic Manual Series**

The Board reviewed the report submitted by Jean Morrow. Jean Morrow was warmly thanked for her report.

##### **B. Basic Music Library**

The Board reviewed the report submitted by Daniel Boomhower. Daniel Boomhower was sincerely thanked for his report.

##### **C. Copyright Web Site**

The Board reviewed the report submitted by Eric Harbeson. Eric Harbeson was kindly thanked for his report.

##### **D. Index and Bibliography Series**

The Board reviewed the report submitted by Mark Palkovic.

Mark Palkovic was heartily thanked for his report.

**E. Music Cataloging Bulletin**

The Board reviewed the report submitted by Mickey Koth.

Mickey Koth was enthusiastically thanked for her report.

**F. Newsletter**

The Board reviewed the report submitted by Stephen Mantz.

An agenda item for the Spring Board meeting will be a discussion of the nature of the MLA annual report. There is a sense that it may need to be reconceived in a framework that includes the use of it as a tool for development.

A Task Force on the future of the newsletter will be appointed by President Vandermeer shortly.

Stephen Mantz was warmly thanked for his report.

**G. Notes.**

The Board reviewed the report submitted by Jim Cassaro.

The Board supported the work toward providing web access from the MLA website to *Notes* via ProjectMuse. The Board reaffirmed their support of all editorial decisions being that of the *Notes* editor, including acceptance and rejection of content as well as decisions about editorial staff.

Jim Cassaro was earnestly thanked for his report.

**H. Technical Reports**

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

The Board encouraged Hoek to be in touch with Morrow about the two publications that may have some overlap or be complementary that they are pursuing: a possible volume on the planning process for a new music library and a possible new edition regarding space utilization in music libraries.

D.J. Hoek was warmly thanked for his report.

**I. Web Editor**

The Board reviewed the report submitted by Amy Dankowski.

The Board discussed the wiki developments being incorporated into the website and general issues related to the need for both public and private spaces associated with the website. It continues to be felt that the website is one of the major publications of the association and should be seen as such. Procedures continue to be unclear as to how committees get their materials on the website and how, in general, to keep pages up-to-date. The suggestion of the formation of a Task Force to deal with website issues was discussed. It was agreed that the concerns expressed about the website were probably of a larger scope than just the website.

The Board discussed moving forward with charging a small group with sending out and overseeing the process of selecting, via RFP, a website developer to handle both the design and the architecture of the MLA website. The need for more robust website support than can be offered by even the most dedicated volunteer(s) doing the work part time led to this decision. Ruthann McTyre agreed to lead this task force with other members being selected in consultation with President Philip Vandermeer.

Amy Dankowski was thanked for her comprehensive report.

**VIII. Special Officers' Reports**

**A. Advertising**

The Board reviewed the report submitted by Wendy Sistrunk.

The Board affirmed that it was very important to get a link on the website in a place easier (more visible) for advertisers to locate.

Wendy Sistrunk was warmly thanked for her report.

**B. Convention Manager**

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

Discussion centered on the Newport Hyatt's renovation and how staff is trying to accommodate our members. Discussion also took place regarding the limited (two) proposals from hotels in Philadelphia for the 2012 meeting and how neither of them seem acceptable. Rowley, Hickner, and Vandemeer will pursue other options for that meeting in the coming week.

The Board encouraged further work into identifying appropriate hotel accommodations for the 2011 annual meeting in Philadelphia.

Gordon Rowley and Paula Hickner were enthusiastically thanked for their report.

**C. Placement Officer**

The Board reviewed the report submitted by Susannah Cleveland.

Susannah Cleveland was thanked for her report and for the fine job she is doing.

**D. Publicity Officer**

The Board reviewed the report submitted by Ken Calkins.

Ken Calkins was thanked for his report and for his many years of service.

**E. Management Services**

The Board reviewed the report submitted by Jim Zychowicz.

The Board looks forward to a continuation of already established good working relations and will be talking about increasing the number of services offered by our Management Services in the coming months.

Jim Zychowicz was sincerely thanked for his report.

**IX. Reports of Standing Committees**

**A. 1. Development**

The Board reviewed the report submitted by Paula Matthews.

Discussion focused on changing the culture of Local Arrangements Committees raising money to support a "bigger party" to one of the meeting's presence in the community as an opportunity for fundraising for the association as a whole.

**It was moved by Bonna Boettcher, seconded by Rebecca Littman and carried unanimously to add the Development Officer as an ex-officio member of the Local Arrangements Committee.**

Matthews discussed her efforts in recruiting additional corporate members and patrons. She expressed a need to learn more about the process of assigning tables to vendors, particularly as it relates to corporate members and corporate patrons and will do so by communicating with the Assistant Convention Manager. She noted that there may be a need to clarify and/or better communicate the difference between the two categories.

Matthews is receiving feedback on the live auction held on Saturday evening. Also, she will work with Short to make sure that those honored with a donation will be notified. The donor is already being notified.

Paula Matthews was heartily thanked for her report.

**A.2. Marketing**

The Board reviewed the report submitted by Laura Gayle Green.

Laura Gayle Green was kindly thanked for her report.

**B. Education.**

The Board reviewed the report submitted by Holling Smith-Borne and Joseph Hafner and discussed, with Smith-Borne, how the Pre-Conference had gone. Sixty-three instructors were trained and approximately 25 individuals received the training. A need to market the training workshop availability at this time is critical. Work on the distance education component is ongoing and may service some areas of the country very well. The Board encouraged the requesting of funds for various training opportunities in the chapters. How to routinely incorporate the training into the annual meetings was also discussed.

Holling Smith-Borne and Joseph Hafner were vigorously thanked for their report.

**C. Finance/Investments**

David Gilbert reported on the meeting of the Finance Committee.

Eunice Schroeder reported on the work of the Investments Subcommittee.

After review and discussion, the Board acted on the following:

**It was moved by Rebecca Littman and carried unanimously to accept the recommendation of the Finance Committee that the following awards be allocated the following award amounts for 2009:**

|                |                 |
|----------------|-----------------|
| <b>Duckles</b> | <b>\$750.00</b> |
| <b>Hill</b>    | <b>\$500.00</b> |
| <b>O'Meara</b> | <b>\$250.00</b> |

**It was moved by George Boziwick and carried unanimously to accept the recommendation of the Finance Committee that the Dena Epstein Award amount be \$2100 for 2009.**

**It was moved by Rebecca Littman and carried unanimously to accept the recommendation of the Finance Committee that the Freeman Travel Grant award total be set at \$2000 for 2009.**

**It was moved by Bonna Boettcher and carried unanimously to accept the recommendation of the Finance Committee that the Walter Gerboth Award amount be set at \$1250 for 2009.**

**It was moved by Philip Vandermeer and carried unanimously to accept the recommendation of the Finance Committee that the NOTES discretionary fund be set at \$1380 for 2009.**

**It was moved by Rebecca Littman and carried unanimously to accept the recommendation of the Finance Committee that there be no dues increase for 2008/2009.**

David Gilbert and Eunice Schroeder were sincerely thanked for their reports.

**D. Membership**

Michael Rogan attended the board meeting to discuss the work of the Committee, particularly that of the draft of the new membership brochure. Several suggestions were made to Rogan concerning the very exciting draft. It was thought that this design might be excellent for individual and institutional prospective members but that another type of membership brochure might be appropriate for corporate patrons. Minimally, referring corporate patrons in this brochure to other contact information/another location should be considered. Other editorial suggestions were made.

Michael Rogan was congratulated on the excellent progress on the brochure and was heartily thanked.

#### **E. Nominating**

There was no formal report. David Gilbert will be chair of next year's Nominating Committee. Three additional MLA member will also be selected to serve on the Committee.

#### **F. Annual Convention**

##### **1. 2008 Newport program**

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

Board discussed all issues of the honoraria policy for speakers. The amount of the honoraria (\$150), in particular, was felt to be potentially too low and perhaps too inflexible.

**It was moved by Bonna Boettcher, seconded by Rebecca Littman and carried unanimously that the Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. The request is to be made for the Spring board meeting and becomes part of the Convention budget.**

**It was moved by Bonna Boettcher, seconded by Rebecca Littman and carried unanimously that the MLA may offer honoraria of up to \$250 to non-MLA speakers at non-plenary program sessions. This request is to be made by the Program Committee for the Spring board meeting and becomes part of the Convention budget.**

The Board also discussed the number of meetings (and therefore meeting space) that the Association continues to need for annual meetings and the number of appointments some members hold. The President will consult with the Convention Manager to determine what number of meeting rooms would be normal and/or expected by the hotel industry for an organization our size.

D.J. Hoek was energetically thanked for his report.

##### **2. 2008 Newport LAC**

The Board reviewed the report submitted by Ned Quist.

Briefly discussed was the best way to communicate annual meeting related update – MLA-L or some type of blog. No conclusion was reached.

Ned Quist was heartily thanked for his report.

##### **3. 2009 Chicago LAC**

The Board heard a report presented by Bob Acker.

The Board reaffirmed that the LAC need not raise money for a bigger and better party but can use the opportunity for fundraising (in conjunction with the Development Officer) for the Association's general initiatives. The Board concluded that the annual organ crawl would be best delegated to the Organ Roundtable rather than the various Local Arrangements Committees. The Board encouraged the use of the online registration feature set up by A-R editions for tour sign-ups. It was suggested that getting at least some piece of the conference website up earlier might be a good idea.

Bob Acker was thanked for his report and looks forward to a terrific meeting venue.

##### **4. 2009 Chicago program**

Suzanne Moulton-Gertig discussed with the Board various thoughts regarding the 2009 program including the online form and ideas for improvement, vendor breakfast, user group meeting, and chapter meeting scheduling.

Suzanne Moulton-Gertig was energetically thanked for her report.

#### **G. Publications**

Linda Blotner reported on the activities of the Publications Committee.

The Board recognized the work of the Committee to bring order to the author and vendor contracts and encouraged them to pursue developing an online secure website if that best serves their purpose.

The Board discussed the recommendation of the Committee to change the system of royalty payments to authors to one of an honorarium system.

**It was moved by Rebecca Littman and carried unanimously to accept the Publications Committee recommendation that an honorarium of \$500 be provided to authors of the three series publications.**

The Board reaffirmed that all series author contracts are signed by MLA's president.

The Board asked the Committee to make a recommendation to the Board, should they wish, regarding the constitutional change that would be necessary to eliminate the need of Board approval of publications in the three monographic series.

The Board agreed that it is time for general discussion of the possibility of online versions of MLA publications.

Linda Blotner was warmly thanked for her report.

## **X. Reports of Special Committees**

### **A. Administration**

The Board reviewed the report submitted by Paula Elliot.

Paula Elliot was heartily thanked for her report.

### **B. Awards**

No reports were requested for this meeting.

### **C. Bibliographic Control**

The Board reviewed the report submitted by Nancy Lorimer.

The Board noted the appointment of Kathy Glennan as chair, Bibliographic Control Committee.

Likewise, the appointment of Mark Scharff as chair, Descriptive Cataloging Subcommittee was noted. Also, editorial changes suggested for the charges of the Descriptive Cataloging Subcommittee and the Authorities Subcommittee were reaffirmed.

Nancy Lorimer was appreciatively thanked for her report.

### **D. Legislation**

The Board reviewed the report submitted by Gordon Theil.

**It was moved by Rebecca Littman, seconded by Eunice Schroeder and carried unanimously that the Music Library Association become a co-signatory on the ARSC developed document "Legal Impediments to Preservation of and Access to the Audio Heritage of the United States."**

The possibility that the association become more involved with lobbying efforts was discussed. This would require discussion with our legal counsel.

Gordon Theil was heartily thanked for his report and for his contributions to the work of this Committee.

### **E. Preservation**

The Board reviewed the report submitted by Lisa Lazar.

The Board responded enthusiastically to the website prototype presented by the Committee.

**It was moved by Eunice Schroeder, seconded by George Boziwick and carried unanimously that the Preservation Committee's website be accepted.**

Lisa Lazar was sincerely thanked for her report.

### **F. Public Libraries**

The Board reviewed the report submitted by Blair Whittington..

Blair Whittington was warmly thanked for his report.

### **G. Reference and Public Services**

The Board reviewed the report submitted by Paul Cary.

Paul Cary was sincerely thanked for his report.

### **H. Resource Sharing and Collection Development**

The Board reviewed the report submitted by Joe Clark.

Joe Clark was kindly thanked for his report.

## **XI. Joint Committees**

### **A. AMS, Joint Committee on RISM**

The Board reviewed the report submitted by Barbara Hagg-Huglo.

The request for annual support for RISM from MLA will be handled at the Spring Board meeting.

Barbara Hagg-Huglo was thanked for her report.

### **B. Archives, Joint Committee with University of Maryland**

President Vandermeer provided an oral update of his hope to reconstitute the Joint Committee so that it can work more effectively and efficiently. It was noted that Vincent Novara, Curator at the Archives, had recently been very helpful in locating some materials for Boettcher and Griscom.

### **C. MPA/MOLA Joint Committee**

The Board reviewed the report submitted by George Boziwick.

Boziwick reminded the Board that publishers are generally willing to provide rental scores for sale to libraries if libraries are willing to work with them on a case-by-case basis.

Publishers expressed interest in the educational outreach initiatives underway and encouraged the development of copyright literacy standards.

George Boziwick was thanked for his report.

**D. US RILM Office**

The Board reviewed the report submitted by Sarah Adams.

See New Business (XV.D.) below.

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 and efforts.

**B. NISO**

The Board reviewed the report submitted by Mark McKnight.

Mark McKnight was thanked for his detailed report.

**C. AMS**

The Board discussed the relationship of MLA to AMS with guest Paula Matthews. In particular, whether or not to work toward formalizing the representatives was discussed along with what the goals for such a formal arrangement would be. It was agreed that the more outreach the better. It was also agreed that seeing reports for organizational liaisons might be beneficial.

Paula Matthews was thoughtfully thanked for her work with AMS.

**XIII. External Liaisons**

**A. MOUG.**

The Board reviewed the report submitted by Kerri Scannell Baunach

Kerri Scannell Baunach was warmly thanked for her report.

**XIV. Old Business**

**A. Mellon Foundation Grant Update** Bonna Boettcher, George Boziwick, Jean Morrow

Reports are coming from the James Adrian Music Company and arrangements are being made to get the next report. Work is being done to confirm that the workflow reports and the financial reports match. The funds that MLA holds will be provided to the James Adrian Music Company once all of their funds have been expended. It seems they are on target for completion by the end of the grant extension period.

**B. Progress on Committee Structure Evaluation.** Amanda Maple

The Board discussed the feedback the Task Force on Committee Structure had received before the annual meeting as well as during the annual meeting. The Task Force will review all the comments and very shortly put out a revised version of their report, based on that feedback, for additional comments. It was agreed that some mechanism for reviewing the committee structure on a regular basis would be advisable.

**C. Where to go with Strategic Planning**

Possible initiatives: increasing endowments, increasing awards (amounts, quantity), increase honoraria and/or bring in more expensive speakers, increase administrative support (hire staff such as an executive director or website developer), increase support for mid-level librarians (travel to meetings), develop a scholarship fund (either continuing education or for library school students), lobbying, traveling trainers, website redesign. Discuss all of this at Spring meeting: the notion of “grand” ideas and supporting them with current and/or yet to be developed revenue streams.

**D. Search Committee Recommendations**

**1. Asst. Convention Manager**

Catherine Dixon and Anna Neal reported on the work of the Assistant Convention Manager Search Committee.

**It was passed unanimously to accept the recommendation of the Search Committee to appoint Bonna Boettcher as Assistant Convention Manager.**

Catherine Dixon and Anna Neal were thanked for their report and for the hard work of their search committee.

**2. Publicity and Outreach Officer**

Ruthann McTyre reported on the work of the Publicity and Outreach Officer Search Committee.

**It was passed unanimously to accept the recommendation of the Search Committee to appoint Renee McBride as Publicity and Outreach Officer.**

Ruthann McTyre was enthusiastically thanked for her report.

**XV. New Business**

**A. Future Management Consolidation**

The Board reviewed a list of the tasks currently being accomplished by the staff at A-R Editions and a list of tasks that they have identified as responsibilities that they may be able to take on, if that is desired. The Board will have additional discussion on this issue at their Spring board meeting.

**B. T/Ex Duties**

The Board discussed the numerous responsibilities of this position. More overlap of incoming and outgoing persons might be helpful such as that which happens for the Convention Manager and Assistant Convention Manager. Splitting of the position was not seen as viable but some tasks that are clerical (but critically important such as preparing for a ballot mailing, the convention packet mailing, preparation of the handbook) might be shifted and/or made more automated.

Brad Short asked to be relieved of his duties after this, his third year.

**It was moved by Bonna Boettcher that a search committee of the Board to fill the position of Treasurer/Executive Secretary be appointed immediately. Due to lack of a second, the motion failed.**

President Vandermeer will form a Search Committee in the coming weeks.

**C. Proposal from Texas Chapter for 2012 Annual Meeting**

**It was moved by Holling Smith-Borne, seconded by Rebecca Littman and carried unanimously that the invitation from the Texas Chapter to host the 2012 Annual Meeting be accepted pending successful hotel negotiations.**

**D. Communication from AMS re: US-RILM**

Some clarification of the history and how the US-RILM office was set up has been provided to AMS. This helped them understand the intent of the bequest made by Lenore Coral and what effect it might have on their annual contribution to US-RILM.

**XVI. Adjournment**

**It was moved by Rebecca Littman, seconded by Bonna Boettcher, and carried unanimously to adjourn the meeting at 10:35am.**