

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Chicago, Illinois, February 16-17, 19, 21, 2009**

Tuesday, 16 February: 9:01pm-5:20pm; Wednesday, 17 February: 8:38am-12:20pm; 19 February 10:36-10:50am ;  
Sunday, 22 February: 9:02-11:23am

Present: George Boziwick, Paul Cary, Linda Fairtile, Lois Kuyper-Rushing, Karen Little (recording), Nancy Lorimer, Steve Mantz, Ruthann McTyre, Jenn Riley, Michael Rogan, Eunice Schroeder, Holling Smith-Borne, Philip Vandermeer (presiding)

Guests: Bonna Boettcher (VIII.B.), Ken Calkins (IX.F.), Richard Griscom (IX.F.), Paula Hickner (VIII.B., IX.F.), Jerry McBride (X.D.), Amy Pawlowski (VII.I), Tracey Rudnick (IX.F.) Diane Steinhaus (IX.F.), Patrick Wall (VII.I.), James Zychowicz (VII.I.)

The meeting was called to order by President Vandermeer.

**I. Approval of Agenda**

**It was moved by Paul Cary, seconded by Nancy Lorimer, and carried unanimously that the agenda be approved as submitted.**

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

Archival minutes from MLA Business Meetings will be posted on the website in the next few months and will be placed there going forward.

**It was moved by Lois Kuyper-Rushing, seconded by Ruthann McTyre, and carried unanimously that the minutes of the Board meeting held in Nashville, Tennessee, September 10-12, 2008 be approved with corrections.**

**III. Parliamentarian's Report.** Holling Smith-Borne

A significant and long needed revision to the Administrative Handbook is underway.

**IV. Treasurer/Executive Secretary's Report.** Michael Rogan

**Budget Year 2008-2009**

**1. Budget**

Total Operating Income to date (February 4, 2009) stands at \$298,210.10, which is 61.48% of the budgeted amount of \$485,065.00 for Fiscal Year 2008-2009. This reflects a decline in anticipated income from membership dues (\$111,160.50 or 85.49% of the budgeted amount of \$130,000.00) and the fact that a number of royalty payments for MLA publications, including Notes, have not yet been received.

Total Operating Expenses to date amount to \$210,648., or 38.95% of the total budgeted amount of 4540,773.00 for FY2008-09. These figures includes registration income from the Convention, but not Convention expenses. Nonetheless, most individual budget lines are where they should be for this far into the 3<sup>rd</sup> Quarter of the Fiscal Year, with the notable exception of 6.012 Online Database and Web Design. The expense of developing the online directory, linking it to MLA's e-commerce site and conference registration, has proved to be almost twice as expensive as anticipated. \$21,000.00 was budgeted, but costs so far have risen to \$40,090.00. The overall Management Services line, 6.0, still looks to be on target, so some of this overrun may be able to be absorbed. Both A-R and myself are monitoring this situation.

**2. Investments**

Investment accounts as of January 1, 2009 were at a total value of \$677,025.44, which is a loss since June 30<sup>th</sup> 2008 of \$195,236.05, or about a 22.38% overall decline. Our advisors at our investment companies tell us that our losses are absolutely mainstream and in accord with other nonprofit associations and institutions of similar size – and in fact our Balanced Portfolio is exposed to somewhat less risk than other investment vehicles.

**3. Membership**

As of February 2009, MLA has 1,436 members and subscribers. The membership year is the fiscal year, (July 1<sup>st</sup> to June 30<sup>th</sup>). However, as late as October 2008, we STILL had more than 25% of individual members not yet renewed.

The new online member directory is now tied to the conference registration website and is fully integrated with MLA's e-commerce capabilities at the A-R business office. This has created an exceptionally easy process for lapsed members to become current again, reharmonizing with MLA's membership and fiscal cycles.

#### **4. Publications**

In Calendar Year 2008 Scarecrow reports they sold 665 individual titles from MLA monographic series, yielding total sales of \$19,850.75. This contributes to a lifetime total of 8,833 units sold by Scarecrow since we initiated our contract with them, for a sales total of \$298,908.78. Our contract with Scarecrow will end with Calendar Year 2009, and our publications have already begun to move to A-R.

**It was moved by Nancy Lorimer, seconded by George Boziwick and carried unanimously that Michael Rogan be reappointed Treasurer/Secretary.**

#### **V. Vice President/President Elect's Report.** Ruthann McTyre

1. Working with Webmaster and Assistant Webmaster to move forward with:
  - a. RFP (see Amy Pawlowski's report)
  - b. Monitoring progress for the mounting of approved surveys on to MLA site, along with the new page for Preservation
  - c. Getting nearly comprehensive archive for Minutes up on the website, thanks to Karen Little's help
2. Organizing annual Chapter Chair/Newsletter Editor/Web Editor meeting which will be held this Friday at 7.30 a.m.
3. Beginning a *very preliminary* conversation with IAML-US president Judy Tsou about exploring the possibilities and implications of IAML-US becoming an affiliate member of MLA.
4. Thanks to Phil for being a good teacher and mentor during this past year and for his upcoming role as advisor/"elder statesman" after the end of the Chicago meeting. (And he thinks I called him with a lot of questions these last 12 months!)

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

Prior to the Fall Board meeting in Nashville MLA was invited to a meeting in Washington sponsored by the Council on Library and Information Resources and ASIS&T on the promotion of the information professions and the consideration of a new accreditation program across these professions. I want to thank Connie Mayer for ably representing MLA in this meeting. While there are still discussions going on, it was decided that new accreditation procedures not be defined for new and emerging professional disciplines and that a type of "recognition" be implemented. While this doesn't have direct bearing on our own profession, it was important that MLA be included in the discussion and I am grateful to CLIR and ASIS&T for including us.

Since the Fall Board meeting in Nashville I have continued negotiating with various Committee Chairs on the impact of the Task Force on Committee Restructuring recommendations. The Board also took action on a recommendation from the Legislation Committee to join ARSC as a charter member of the Historic Recording Coalition on Access and Preservation. The Finance Committee recommended and the Board approved spending \$1,000 / year to support this effort. The website to this coalition is now live at <http://www.recordingcopyright.org/>.

Additionally I,

1. Signed three contracts with A-R Editions for new publications in the Index and Bibliography Series and Basic Manual Series.
2. Reauthorized Roundtables for Jewish Music, Conservatories, Black Music Collections, Bibliography, Archives, and American Music.
3. Sent acknowledgments for \$100.00 or more contributions.
4. Attended the SEMLA meeting in Greenville, NC and brought greetings from the national association.
5. Worked on issues regarding the new Task Force on the MLA Newsletter with Steve Mantz and Kirstin Dougan (the new chair)
6. Appointed a new Task Force on Archiving MLA Publications. Nancy Nuzzo agreed to chair this group.
7. Appointed a number of new committee chairs
  - a. Gerry Szymanski and Grace Fitzgerald, co-chairs of the newly formed Emerging Technologies Committee.
  - b. Laurie Sampsel and Morris Levy Program Chairs for the 2011 and 2012 MLA Conventions.
  - c. within BCC, appointed Jenn Riley chair of the Metadata SC and Damien Iseminger chair of the Authorities SC; also appointed ten members of the Metadata SC.

d. Bonna Boettcher and Connie Mayer as MLA representatives on the AMS/MLA Joint Committee on RISM.

e. Eunice Schroeder chair of the 2009 Nominating Committee.

f. Brenda Nelson Strauss new coordinator of the BMCRT.

g. Mary Dumont new chair of the Marketing Subcommittee.

8. Wrote letters of congratulations to all 2009 award winners.

9. Appointed new Organizational Liaisons.

10. Planned the Board meetings for Chicago and worked with the President Elect and Reports Gatherer on continuing the procedures and mandate of the Board Planning Committee.

11. Completed my final Presidential Report for the Newsletter.

It has been the honor of my career to serve MLA as its President. Once again I thank the MLA Membership for this rare opportunity and appreciate all the support that everyone has demonstrated.

## VII. Editors' Reports.

The following reports were submitted for review by the Board. In the case in which the editor requested no action from the Board, the publication and editor's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board warmly thanks the editors for their efforts.

**A. Basic Manual Series (Jean Morrow)**

**B. Basic Music Library (Daniel Boomhower)**

No report.

**C. Copyright Web Site (Eric Harbson)**

**D. Index and Bibliography Series (Mark Palkovic)**

**E. Music Cataloging Bulletin (Mickey Koth)**

**F. Newsletter (Stephen Mantz)**

A Search Committee for a new Newsletter Editor needs to be formed.

**G. Notes (Jim Cassaro)**

**H. Technical Reports (D.J. Hoek)**

**I. Web Editor (Amy Pawlowski)**

The Board reviewed the proposal from Astrachan which was received as a result of an RFP process initiated by MLA in the last year. This proposal supports a new public face of the website. Not included in this proposal is support of shared, internal working spaces for committees or support for webinars, webcasts, or other distance education types of initiatives although it is believed that this company may be able to support those functions as well. It was noted (and reinforced by the presence of James Z. and Pat Wall from A-R Editions at this portion of the Board meeting) that a great deal of coordination will be necessary so as to not negatively effect the e-commerce enhancements that A-R has recently implemented that operate through our website.

Because of differing operating platforms, our subscription to Site5 will need to be maintained. The ongoing costs for the Astrachan contract would be approximately \$2200 a year after the initial outlay. Pawlowski was encouraged to negotiate the following issues: strip out penalties for slow response by MLA; add the word "authorized" to the section supporting funding their travel to us, should that be necessary; the addition of a timeline; the addition of users (four was seen as too few); determine who actually owns the code – Astrachan or MLA; and change the net 10 to net 30 for payment.

Under this contract, Astrachan would provide a Project Manager, the Executive Business Sponsor would be the Board and Treasurer/Executive Secretary, the MLA Project Manager and IT Technical Liaison would be our Web Editor and our Web Editor would also be the head of the team coordinating the populating of the website. The timeline was estimated to be less than six months to deliverables. It was noted that that depends on our response time as well as their workflow.

Pawlowski was encouraged to appoint whomever she deemed might be helpful as she moves forward with her work. Committees were encouraged to prepare written proposals of their needs and also what they are currently using that is or is not working well for them.

**It was moved by George Boziwick, seconded by Ruthann McTyre and carried unanimously that the revised proposal (Proposal 1B) from Astrachan be approved.**

**It was moved by Paul Cary, seconded by Ruthann McTyre and carried unanimously that the website hosting proposal be approved.**

## VIII. Special Officers' Reports

The following reports were submitted for review by the Board. In the case in which the officer requested no action from the Board, the officer's name and their title is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the officer's contributions to the organization.

**A. Advertising Manager (Wendy Sistrunk)**

**B. Convention Manager (Paula Hickner)**

High equipment charges, a large number of first time attendees, and a large number of attendees not attending the banquet were discussed. It was noted that then number of vendors asking for unstaffed exhibit tables increased this year. Those will be handled on a case-by-case basis. Special note was made of the sponsoring of the Big Band by Theodore Front this year.

**It was moved by Ruthann McTyre, seconded by Holling Smith-Borne and carried unanimously that the table top exhibit type remain the standard exhibit type for MLA Annual Meetings.**

**C. Placement Officer (Susannah Cleveland)**

**D. Publicity and Outreach Officer (Renee McBride)**

**F. Management Services (Jim Zychowicz)**

**IX. Reports of Standing Committees**

The following reports were submitted for review by the Board. In the case in which the chair or officer requested no action from the Board, the committee and the chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

**A. Development (Paula Matthews)**

A search committee for a new Development Officer needs to be formed. An Acting Development Officer may be appointed in the interim.

The single priority passed to the Development Committee from the Board is that of the need for funding for a more robust web structure to support the work of the association.

**1. Marketing Subcommittee**

No actions were made on either request to the Board.

**B. Education (Holling Smith-Borne and Joseph Hafner)**

The appointment of chair or co-chairs needs to be done by the President.

**C. Finance/Investments (Eunice Schroeder and Paul Cary)**

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

**The Board passed unanimously the recommendation of the Finance Committee that the printed Membership Handbook be discontinued after the 2009 issue.**

**The Board passed unanimously the recommendation of the Finance Committee that the Advertising Manager's honorarium be a fixed amount rather than a percentage of sales beginning in fiscal year 2010.**

**The Board passed unanimously the recommendation of the Finance Committee that the committees and officers who require exhibit space at the annual meeting include the cost in their annual budget requests.**

**The Board passed unanimously the recommendation of the Finance Committee that MOUG and AMS be offered gratis exhibit tables at the annual meeting.**

**The Board passed unanimously the recommendation of the Finance Committee that the 2010 Publications awards be set as follows:**

**Duckles \$700**

**Hill \$450**

**O'Meara \$250**

**The Board passed unanimously the recommendation of the Finance Committee that the 2010 Gerboth Award be set at a maximum of \$1200.**

**The Board passed unanimously the recommendation of the Finance Committee that the 2010 Epstein Award be set at a maximum of \$2100.**

**The Board passed unanimously the recommendation of the Finance Committee that the 2010 Freeman Award be set at \$3000.**

**The Board passed unanimously the recommendation of the Finance Committee that the membership dues for 2010 be maintained at their current levels.**

**It was moved by Nancy Lorimer, seconded by Ruthann McTyre and carried unanimously that the student daily rate for the Chicago 2009 conference be set at \$35 a day.**

**The Board passed unanimously the recommendation of the Finance Committee that the Ochs NOTES discretionary fund be set at \$1350 for 2010.**

Eunice Schroeder and Paul Cary were thanked for their reports.

**D. Membership (Michael Rogan)**

No report.

**E. Nominating**

No report.

**F. Annual Conventions, San Diego 2010 and Philadelphia 2011**

**1. Program (Diane Steinhaus – San Diego) and**

**2. Local Arrangements Committee (Ken Calkins – San Diego; Richard Griscom - Philadelphia)**

It was agreed that the implementation of a smaller footprint for our meetings needs to begin. A reduction of the number of simultaneous meeting rooms needed for our meetings should be a goal for the meeting in Philadelphia. It may be helpful if the membership involved in proposing programs were aware of the cost of various pieces of equipment. And all the members may find value in knowing how the registration fee is constructed. The banquet continues to be discussed – having it a different night, not having it at all, etc. Mention was also made of shortening the time for exhibits and/or starting them later. All hoped for patience and flexibility as we implement changes.

**G. Publications (Linda Blotner)**

**It was moved by Eunice Schroeder, seconded by Paul Cary and approved unanimously to no longer require Board approval for publications of any of the three monographic series.**

The Newsletter Task Force continues its work and will be offering recommendations shortly. The Task Force on Archiving MLA Publications has begun its work and will also offer recommendations soon. There is still a lack of clarity regarding the website and the need (or lack-there-of) for editorial oversight. Work on a contracts website continues. The issue of how often reports should come to the Board from editors was discussed and it was decided that they could follow the same structure as the rest of the organization.

**X. Reports of Special Committees**

The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

**A. Career Development and Services (Sheri Stormes)**

**B. Awards**

No report.

**C. Bibliographic Control (Kathy Glennan)**

**D. Legislation (Jerry McBride)**

Jerry McBride summarized the work of the Committee, focusing particular attention on ARSC's Historical Recording Coalition for Access and Preservation and MLA's role in that organization. It was felt that using contacts and potentially liaisons to recruit other groups to join the coalition would be advantageous. The Board will consider contacting our legal counsel to confirm that our involvement in this lobbying activity would not be a violation of our tax status. It is possible that the coalition may ask for our mailing list in order to send pleas for support from members of various congressional districts for help in these lobbying efforts.

**It was moved by Phil Vandermeer, seconded by Ruthann McTyre and carried unanimously that the Music Library Association join the Historical Recording Preservation and Access Coalition.**

**E. Preservation (Lisa Lazar)**

**F. Public Libraries (Blair Whittington)**

**G. Public Services (Jim Farrington)**

**H. Resource Sharing and Collection Development (Joe Clark)**

**I. Facilities and Space Planning (Alicia Hansen)**

## **XI. Joint Committees**

The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

- A. AMS, Joint Committee on RISM (Barbara Hagg-Huglo)**
- B. Archives, Joint Committee with University of Maryland (Gerry Ostrove)**
- D. MPA/MOLA Joint Committee (George Boziwick)**  
No report
- D. US RILM Office (Sarah Adams)**

## **XII. Representatives to Other Organizations**

The following reports were submitted for review by the Board. In the case in which the representative requested no action from the Board, the organization and the representative's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the representative's contributions to the organization.

- A. ALA (Alan Karass)**
- B. NISO (Mark McKnight)**

## **XIII. External Liaisons**

- A. MOUG (Alan Ringwood).**

The Board reviewed the report submitted and warmly thanked Alan Ringwood for his efforts.

## **XIV. Old Business**

- A. Mellon Foundation Grant Update (George Boziwick)**

All grant funds have been expended and the project plan goals for expenditure of those funds have been met.

- B. Implementation of New Committee Structure (Philip Vandermeer)**

Prior to the passing of the constitutional amendment in the Fall, President Vandermeer dissolved some committees, such as the Administration Committee, as a result of the Task Force on Committee Structure's recommendations and subsequent discussion.

The passing of the constitutional amendment in the Fall and the Task Force on Committee Structure's report leads to the following motions:

**It was moved by George Boziwick, seconded by Paul Cary and carried unanimously that the Membership Committee be dissolved.**

**It was moved by George Boziwick, seconded by Paul Cary and carried unanimously that the Career Development and Services Committee be created.**

**It was moved by Ruthann McTyre, seconded by Nancy Lorimer and carried unanimously that the Personnel Committee be dissolved.**

**It was moved by Paul Cary, seconded by Lois Kuyper-Rushing and carried unanimously that the Task Force on Integrated Library Systems be dissolved.**

**It was moved by Paul Cary, seconded by George Boziwick and carried unanimously that the Subcommittee on Information Sharing be dissolved.**

**It was moved by Lois Kuyper-Rushing, seconded by Ruthann McTyre and carried unanimously that the Emerging Technologies Committee be created.**

**It was moved by Nancy Lorimer, seconded by George Boziwick and carried unanimously that the Reference and Public Services Committee be dissolved.**

**It was moved by Paul Cary, seconded by Eunice Schroeder and carried unanimously that the Public Services Committee, with its Instruction Subcommittee, Reference and Access Services Subcommittee, and Reference Sources Subcommittee be created.**

**It was moved by Holling Smith-Borne, seconded by Nancy Lorimer and carried unanimously that Library School Liaison Subcommittee and the Outreach Subcommittee of the Education Committee be dissolved.**

**It was moved by Phil Vandermeer, seconded by Paul Cary and carried unanimously that a Planning Committee be created.**

**It was moved by Phil Vandermeer, seconded by Ruthann McTyre and carried with one vote against to change the name of Reports Gatherer to Planning and Reports Officer.**

Committee chairs will be working with President McTyre to develop their charges for review at the next Board meeting. It is anticipated that program submissions will be largely unaffected by the committee changes. Announcements of the implementation of the new committee structure will be made at the Business Meeting, through MLA-L, and through the new President's first newsletter article.

**C. Ratification of Board Actions**

**It was moved by Paul Cary, seconded by George Boziwick and carried unanimously to approve the surveys proposed by the Education Committee, the personnel characteristics survey, and the Use of the Newsletter survey.**

**XV. New Business**

**A. Virtual Student Group**

Lia Terjesen, library science and music history graduate student at the University of Buffalo, requested that an online student forum be created on the MLA website as a vehicle for easy communication amongst students. The Board was pleased with the request but had questions about ongoing support and responsibility for the forum and expressed concern that our website was currently not robust enough for this type of activity. As our website changes over the coming year and our new committee structure settles, it is hoped that we will be able to offer a service such as this.

**B. Roundtables**

The Organ Music Roundtable and the Sheet Music Roundtable were not renewed this year as not enough letters of support were received. The Board discussed the need for letters of support and the timetable for receiving those letters.

**C. Planning Committee**

§ The newly named Reports Gatherer, Planning and Reports Officer, will chair the newly formed Planning Committee. The Planning and Reports Officer will also serve as ex-officio member on the Program Committee. This will help ensure the association's mission and goals are reflected in the annual meeting program, noting those initiatives that cover multiple years and need a different type of consideration by annual Planning Committees. The Assistant Planning and Reports Officer will serve as ex-officio member on the Local Arrangements Committee. All Committees need the reminder that ex-officio committee members need to participate in all levels of discussion and decision making, short of voting.

§ Reports gathering: Committee Chairs, Officers, Special Officers, and Editors should submit Board Action Required requests before each Board meeting. Annual reports should be submitted after the annual meeting (with a due date of mid-May) rather than as now, at the end of the calendar year before the annual meeting. Each committee must contribute an annual report. A website form should be considered which could automatically send the report to the appropriate person(s). The Planning and Reports Officer will put out the call for two annual reports during the transition year (2008-2009); one in December 2008 and the other after the 2009 annual meeting (requesting addendums to the report submitted in December 2008) to be submitted to the Planning and Reports Officer by mid-May. The Planning and Reports Officer will submit these reports to the Newsletter Editor and to the President. The Newsletter Editor will, in turn, submit them to the website editor for mounting on the website. The President will distribute them to the Board prior to the Summer Board meeting.

On the website will be mounted the collection of annual reports from the Chairs, Officers, Special Officers, Editors, and chapter chairs (these are solicited by the Vice President/President Elect). A formal annual report will be a "glossy" which will present a summary of these reports and additional, appropriate information.

§ Annual meetings and other ways to support our mission: It was noted that the following are three traditional association priorities:

1. Conduct the work of the committees/organization
2. Provide opportunity for professional networking and educational outreach
3. Provide an opportunity to share via academic research papers/presentations

As we look to reframe our annual meeting experience, we need to keep these objectives in mind. With a more robust website, we may be able to reduce our program size by meeting some of the association's goals and objectives through ongoing web communication. With the use of education/communication

software currently being reviewed by an Education Committee Task Force, we may be able to shift our educational outreach efforts to webinars, webcasts, and the like.

§ Treasurer/Executive Secretary position: By constitution, the annual appointment of the Treasurer/Executive Secretary takes place at the annual meeting. An intention to continue in the position is requested by the President for review at the Fall Board meeting. In practice, the position will henceforth consist of four annual terms. The first year of a term, there will be an overlap of persons in this position to provide for training of the next Treasurer/Executive Secretary and continuity in the position. In the second and third years, there will be just one individual filling this position. In the fourth year, there will again be an overlap of persons in this position to once again provide for training of the next Treasurer/Executive Secretary.

§ Discussion was begun on how Board business discussions can take place and be properly recorded between board meetings. Online voting was also a concern. This discussion will continue at the next Board meeting.

**D. Genre/Form Implementation at the Library of Congress**

The Board supports the creation of a wiki or any other appropriate mechanism for the BCC to communicate with association members regarding the genre/form implementation underway at the Library of Congress.

**XVI. Adjournment**

**It was moved by Paul Cary, seconded by George Boziwick, and carried unanimously to adjourn the meeting at 11:23am.**