

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Bowling Green, Ohio, June 9-11, 2000**

Friday, June 9: 1:36 p.m.-5:00 p.m.; Saturday, June 10: 9:00 a.m.-12:30 p.m., 1:30 p.m.-5:05 p.m., and 8:15 p.m.-9:15 p.m.; Sunday, June 11: 8:00 a.m.-12:43 p.m.

Present: Leslie Bennett, Bonna Boettcher, Jim Cassaro, Jim Farrington, Allie Goudy, Laura Gayle Green, Lynn Gullickson (recording), Paula Matthews (presiding), Brad Short, Leslie Troutman, Philip Vandermeer.

Guests: Susan Oderwald.

The meeting was called to order by President Matthews.

**I. Approval of the Agenda.**

**It was moved by Leslie Bennett, seconded by Phil Vandermeer, and carried unanimously that the agenda be approved as distributed.**

**Motion**

**II. Recording Secretary's Report.** Lynn Gullickson.

**It was moved by Leslie Troutman, seconded by Jim Farrington, and carried unanimously that the minutes of the February 22-27, 2000 meeting (Louisville) be approved as submitted.**

**Motion**

**III. Parliamentarian's Report.** Jim Farrington.

Farrington thanked former Board Parliamentarian Robert Curtis for a smooth transition.

The Administrative Handbook has been converted to Microsoft Word. New copies were distributed to Board members.

Farrington has answered queries from the President and Executive Secretary regarding parliamentary procedures and bylaws. Farrington has also worked with Susan Oderwald concerning the clarification of tasks now performed by Kimball & Associates.

The Activities Roster has been updated. Assistant Parliamentarian Goudy will send hard copies to Matthews and other interested Board members.

Farrington was thanked for his short, pithy report.

**IV. Treasurer's Report.** Laura Gayle Green.

Request for payment forms were distributed at the meeting; they are also available as a Word document on the Web. Green will send a per diem notice via e-mail after the meeting.

The 1999/00 Fourth Quarter Reports as of June 1, 2000, including Balance Sheet and Profit & Loss, were distributed via the Web. FY 1999/00 flowcharts for Money Market Accounts, Awards Funds, and the MLA Fund were distributed at the meeting (and also via the Web).

A flowchart of the MLA Budget Surplus FY 92/93-FY 99/00 as of June 1, 2000 was also distributed at the meeting. There is no budget surplus this year due to a lower than anticipated income.

**A. Overview: Balance Sheet.**

1. Third Quarter results demonstrate slow and steady growth.
2. There is no budget surplus this year due to lower than anticipated income.
3. It should be noted that membership renewals have not been sent out yet.

**B. Operating Budget.**

Current expenditures for FY 1999/2000 are lower than budgeted expenditures, so barring any unanticipated expenses in the next few weeks, actual expenditures should be close to or under the amount for budgeted expenditures. However, there is a significant shortfall in anticipated income.

**C. Fidelity MLA Fund.**

\$17,000 was withdrawn on March 15 and \$22,000 was withdrawn on May 16. Despite the first withdrawal, the MLA fund decreased by only \$6,023.59 during March. The market helped to cushion the effect of that withdrawal. The effect of the second withdrawal is unknown since the figures for May are not available yet.

**D. Awards Account.**

The Awards Funds continue to perform well, growing by over \$10,000 since the beginning of the fiscal year.

**E. Other Activities and Business.**

The review of all vouchers and deposits in the MLA Quickbooks database has nearly been completed.

Green continues to coordinate activities with Kimball & Associates personnel regarding honoraria payments, continued clarification of what gets booked where in the new system, etc. Green also participated in the visit to Kimball & Associates on May 8.

The USTrust account in Massachusetts was closed out.

Letters requesting address changes for royalty checks were sent to ALA and Da Capo.

A report to Dena Epstein will be sent out after the close of the fiscal year.

Kudos to Green for her meticulous job in maintaining MLA's financial records and her extraordinary efforts during the transition process to Kimball & Associates.

**V. Executive Secretary's Report.** Bonna Boettcher.

The Executive Secretary's Report, the Administrative Structure, 2000-2001 Draft Calendar, and Updated Fact Sheet were distributed by mail. The MLA Sale and Inventory Mid-Year Report was distributed at the meeting.

**A. Membership.**

The entire breakdown of membership categories is not available yet. A complete membership report should be available by the fall Board meeting after the renewal cycle is completed. Oderwald announced that membership renewals would be sent the week following the spring Board meeting; second notices would be mailed in August; and final notices would be included with the convention mailing.

**B. Publications.**

The report focuses on the period December 1, 1999 through May 24, 2000. Boettcher clarified with Shirley Lambert that Scarecrow will declare an item out of stock, but it is MLA's responsibility to declare an item out of print.

1. Index and Bibliography Series.

No new titles have been published in this series. 9 units in this series were sold, resulting in income for MLA of \$98.10

The Croissant publication is out-dated. Remaining copies will be offered to the author or discarded.

2. Technical Reports Series.

No new titles have been published in this series. 10 units were sold, generating MLA income of \$133.80.

3. *Directory of Library School Offerings in Music Librarianship*, 7<sup>th</sup> ed.

No copies have been sold. Tim Cherubini plans to finalize the 8<sup>th</sup> edition late this summer.

4. Membership Handbook.

Final proofs were returned to A-R late-February/early-March. The handbooks were completed and delivered to A-R on April 17. The Membership Handbook is currently in the process of being mailed.

5. Fact Sheets.

The fact sheet has been updated to reflect current membership and subscribership numbers.

6. Other.

Among the other publications, 2 copies of *Music Librarianship in America* have been sold. 2 copies of the *Cumulated Music Cataloging Decisions* have been sold, while 1 copy of the *Notes Index* has been sold.

From December 1999 through May 2000, 24 units have been sold, generating income of \$293.90.

**C. Contributions.**

Since January 2000, MLA has received 95 contributions totaling \$6,251.25. For informational purposes, Boettcher acknowledges all contributions under \$100, while Matthews acknowledges all contributions of \$100 or more.

Contributions break down as follows:

Patron (Haworth)	1 contribution	\$2,000.00
General (unrestricted)	4 contributions	\$65.50
Duckles	0 contributions	\$0.00
Epstein	6 contributions	\$295.00
Freeman	11 contributions	\$390.00
Gerboth	6 contributions	\$209.50
MLA Fund	67 contributions	\$3,491.25

One member upgraded to the sustaining level during the annual meeting.

**D. Other.**

1. Letterhead.

New MLA Stationery has been ordered. Please let Boettcher know if you need to restock your supply.

2. Administrative Structure.

Corrections to the Administrative Structure should be forwarded to Boettcher. If there are actual appointment concerns, please inform Matthews as well.

3. Draft Calendar.

Concerns and/or corrections to the 2000-2001 Draft Calendar should also be forwarded to Boettcher. Membership renewal dates need to be changed. The final version will be sent to David Gilbert to post on the website; Boettcher will furnish hard copy upon request.

4. MLABD-L Correspondence.

Boettcher announced that there were currently 1,026 messages dating back to April 2, 1999 on MLABD-L and she inquired about the retention policy. Discussion ensued about the need to preserve the historical record of the Association vs. the need to maintain confidentiality of informal discussions among Board members in carrying out the work of the organization. Past practice has included downloading to disk as well as printing e-mail messages, which are then forwarded to the MLA Archives. The *Index to Board Policies* was consulted. Reference to a Board motion on January 28, 1997 to accept the recommendation of the Joint Archives Committee states "that a seal of no less than four years from the date of origination of a document be applied to the hard copy of MLABD-L transferred to the Archives." It was also noted that MLA Executive Director Susan Oderwald and MLA legal counsel Kathryn Miller Goldman advised the Board not to retain MLABD-L correspondence.

**It was moved by Brad Short, seconded by Jim Farrington, and unanimously approved that the MLA Board recognizes that MLABD-L is not an official organ of the MLA Board of Directors, therefore, MLABD-L e-mail messages will no longer be archived and the Archives Committee will direct the Curator to purge the MLA Archives of MLABD-L e-mail messages.** **Motion**

A round of applause was given to Boettcher for her heroic efforts during this year of transition and for her generous hospitality during the spring Board meeting.

**VI. Vice President's Report.** Jim Cassaro.

**A. Liaison Activities.**

1. Updated membership of the chapter listserve maintained at Bates College, and sent changes to the Administrative Structure to Bonna Boettcher and David Gilbert for the Association's web site.

2. Attended the Pacific Northwest Chapter meeting, May 12-13, 2000 Seattle, WA. About 25 members attended the meeting, which featured a tour of Benaroya Hall, the new home of the Seattle Symphony, and presentations by Harry Miller (Sunhawk.com web site for downloading music scores), Leslie Bennett (a video "Roll on, Columbia: Woody Guthrie & the Bonneville Power Administration"), the author Paul De Barros (on researching jazz for "Jackson Street After Hours"), and Katt Tait, a jazz vocalist and DJ at KPLU. The Business meeting reported several items: Monica Fazekas (University of Victoria) is the new chair-elect. Kirsten Walsh (University of British Columbia) assumed

the chair position at the close of the meeting. Other comments that I said would forward to the Board focused on the annual conference. The programmatic sessions now offered by the Bibliographic Control Committee in lieu of the traditional open session of reports are a welcome change. The members of this chapter also suggested that we need to produce guidelines for presentations at the annual meeting, including no font smaller than 24 point be used for transparencies or PowerPoint programs, and that there is a need for more copies of handouts. More breaks in the conference schedule would be more than welcome. I encouraged the chapter to apply for a chapter grant award and also to submit presentations to the Best of Chapters selection committee. The next meeting of this chapter will take place in Pullman, WA in spring 2001 and in Victoria, British Columbia in spring 2002.

3. Chapter Grant Applications: Received four applications (from NYS/Ontario, NEMLA, SEMLA, and Mid-West chapters). **Troutman moved that the Board agree to fund proposals from MWMLA (\$500) and NY State/Ontario (full funding). Farrington seconded the motion and it was unanimously approved by the Board.** The NEMLA grant was denied because the Board believes it is no longer necessary to subsidize the *Directory of Music Libraries and Collections in New England*; other funding sources should be available. The SEMLA grant was denied since an Internet resources for music workshop has already been done. It was suggested to use financial and personnel resources within the Chapter and to promote the workshop to non-music specialists. The NY State/Ontario matching grant and the MWMLA grant were approved as continuing programs. It was a close vote. It was noted that the grant funding would be available July 1.

**Motion**

3. Will begin work on implementing recommendations in Plan 2001 regarding the chapters, as well as comments from the Town Meeting on Chapters that took place at the Los Angeles (?) meeting of the Association. A report will be made to the Board on the progress of this implementation at its fall 2000 meeting.

**B. Best of Chapters.**

The Best of Chapters program is continuing. Neil Hughes (SEMLA) and Donna Arnold (Texas) are the co-coordinators of the selection committee this year. They were looking for another member of the jury, specifically targeting someone from the Pacific Northwest or Mountain Plains chapters. Two presenters from the inaugural session in Louisville, Lenore Coral and Jennifer Ottervik, have joined the selection committee for this year. The selection committee is also working on the calendar to improve time concerns.

**C. Other.**

1. Received two boxes of files from Diane Parr Walker soon after the Louisville meeting.

2. Attended meeting at MLA Business Office, Kimball & Associates, in early May.

Jim was warmly thanked for his work on behalf of the Association.

**VII. President's Report.** Paula Matthews.

**A. Business Office.**

President Matthews has received 183 phone calls from individual members. Director's Insurance will cover Matthews who is currently the only Board member who is liable. As President of MLA, Matthews has been in contact with attorneys, accountants, and private investigators regarding our former business relationship, now terminated, with Academic Services.

**B. Administrative Structure.**

The following appointments have been made:

Deta Davis and Jane Penner have been appointed co-chairs of the Local Arrangements Committee for the 2004 meeting in the Washington D.C. area.

A task force to address committee term limits consists of Beth Christensen, chair; Linda Barnhart; and Laurie Sampsel. Please forward your thoughts to Beth Christensen.

**C. Contracts.**

The agreement with Project Muse has been finalized. The licensing agreements were distributed. Goldman is responsible for litigation and Donna Thomas is responsible for contracts.

**D. Toronto Meeting.**

Matthews expressed appreciation for the opportunity to participate in the Toronto "Musical Intersections" meeting. The MLA Exhibit table will be shared with CAML and IAML. The

focus will be RIDIM/RILM/RIPM/RISM. Darwin Scott's panel with the AMS Professional Development Committee will highlight music librarianship for musicologists.

**E. David Gilbert and the Web.**

Gilbert has expressed the need for a support group or advisory council for technical and content-related issues. Members of the support group include Alan Karass, Andrew Leach, and Paul Orkiszewski. Troutman asked how unofficial this group would be since it is especially important for younger members to list such activities on their resume. Matthews will discuss the concern further with Gilbert. Cassaro also asked how this support group would affect the relationship with web designer Kathy Canfield. More discussion about the Web can be found under VIII.G.

**F. MLA/MPA/MOLA.**

Matthews attended the joint meeting in early May. There was a MPA meeting in New York this past Monday and there is a possibility that they will become a corporate sponsor.

**G. NEMLA.**

Matthews attended the NEMLA meeting in May. They visited the flood-damaged areas of the Boston Public Library.

**VIII. Editors' Report.**

**A. Basic Manual Series.**

The Board reviewed the report submitted by Jean Morrow.

Two draft contracts between MLA and authors in the Series have been prepared by the Basic Manual Series Editorial Board. These contracts are based upon models used by Scarecrow Press: 1) authors submitting camera-ready copy; 2) authors submitting typescript. Scarecrow Press has granted final approval. Many thanks to Nancy Nuzzo for working on these contracts with Donna Thomas at the legal office

Cassaro asked about the titles for individual manuals in progress. Matthews responded that they are only working titles.

Troutman asked for clarification of the series title. Matthews responded that the official series title is MLA Basic Manual Series.

**B. Index and Bibliography Series.**

The Board reviewed the report submitted by David Farneth.

Bennett asked about bibliographic details regarding current projects in the series.

Matthews responded that no one knows them for sure yet.

Cassaro stated that an update to the Wenk volumes would be a very good idea.

Goudy inquired how many standing orders there are for the series. Boettcher responded there are currently 220 standing orders.

The Board is enthusiastic about the potential publication of an index of journals that document experimental music on the east and west coasts during the 1970s and 1980s. The journals are not currently indexed and library holdings are few.

The Board also anxiously awaits the publication of a discography of music inspired by art authored by Gary Evans, a professor at Ferrum College.

**C. Music Cataloging Bulletin.**

The Board reviewed the report submitted by Philip Schreur.

There have been delays with distributing the *Music Cataloging Bulletin* due to lack of labels being delivered to the printer in New York. The problem has finally been resolved.

Kathy Glennan and Nancy Nuzzo have been in communication with each other regarding Glennan's editing the *MCB* accumulation for the past 10 years.

Cassaro inquired about appointing a search committee for a new *MCB* Editor since Phil Schreur's term will conclude in September 2001. Boettcher stated that the *MCB* should become an electronic publication in the future; a decision should be made in the fall. A job description reflecting the electronic nature of the publication should be available by mid-October.

Schreur was thanked for the timely nature of this publication.

**D. Newsletter.**

The Board reviewed the report submitted by Linda Hartig.

Chapter newsletter editors have been asking about the archiving of newsletters if they have moved to electronic-only publications. The Board agrees that hard copies of electronic Chapter newsletters should be printed and sent to the MLA Archives.

Concern has been expressed with delays and lack of attention to details with the current printer. Wayne Curtis, layout person in Baltimore, has suggested making a shift to a printer and mailing house in Maryland, Pavsner. Hartig projects the change would save about \$1,200. Green noted that the bulk mail permit is up for renewal and she inquired how the proposed change would affect the renewal process. Farrington inquired as to when the current mailing house began to be used. Cassaro responded that the current mailing house began to be used under Michael Rogan's editorship. The Board approved the suggestion to move newsletter printing operations to Maryland. It was also noted that if the newsletter becomes solely an electronic publication, only Curtis' services would need to be retained for layout purposes. The Finance Committee suggested that the newsletter no longer be printed in order to save costs. Bennett expressed concerns about people who would not have access to the newsletter if it were only available in electronic form. Boettcher suggested that hard copies could be printed and mailed as Ralph Papakhian does with documents mounted on the MLA Clearinghouse. Matthews added that the Placement Service Bulletin could serve as a model. Oderwald added that print copies could also be made available from the Administrative Office. These changes need to be reviewed with Wayne Curtis before the new fiscal year.

Great thanks were expressed to Linda Hartig for an excellent job.

**E. Notes.**

The Board reviewed the report submitted by Richard Griscom.

Linda Solow Blotner traveled to Urbana-Champaign on May 4 to begin to assume her responsibilities as the new *Notes* Editor. Richard Griscom's final issue (September 2000) was sent to A-R in mid-April. *Music Librarianship at the Turn of the Century* (Technical Report no.27) remains on schedule for an August publication date. It was noted that all relevant correspondence is now being sent to Blotner.

The Board discussed the electronic future of *Notes*. The timeliness of reviews has been a longstanding problem, which might be addressed by such a change. Perhaps *Notes* could even be split into separate publications; Vandermeer suggested the idea of an online equivalent to *Choice* cards. Troutman stated that it would require a philosophical and logistical shift. Boettcher suggested it would be wise to check with the subscriber base before considering such changes. Matthews will communicate with both editors regarding these issues and ideas.

Heartfelt thanks was expressed to Griscom for his wonderful work.

**F. Technical Reports Series.**

The Board reviewed the report submitted by Philip Vandermeer.

Technical Report no. 26 (*Maple/Morrow Guide to Writing Collection Development Policies for Music*) has been edited by Philip Vandermeer and is awaiting the final version of the index. Technical Report no. 27 (Millennial Notes Issue) has been edited by Dick Griscom and will go directly to Scarecrow for publication. A 6"x9" paperback format has been chosen for both publications. Shirley Lambert (Scarecrow Press) said that both publications should be available in 2000 before the Toronto mega-meeting if received by early July. Troutman asked if they would be available in time for IAML. Vandermeer suggested brochures would be better for IAML instead.

Sheet music guidelines are in the process of being edited by Calvin Elliker. It is hoped that Technical Report no. 28 will be available early to mid-2001.

Vandermeer suggested that the new editor might want to revisit the issue of reprinting any O.P. issues as well as to review the series. Bennett also proposed placing a blanket call for publication ideas from potential authors on MLA-L. The advertisement for the new Technical Reports Editor was posted on the June MLA Job List. The new editor will begin his/her duties after the annual meeting in New York.

Much gratitude was expressed to Vandermeer for his fine editorship.

**G. Web.**

The Board reviewed the report submitted by David Gilbert.

1. Server.

Changes to the MLA web site since the Louisville meeting include: the complete administrative structure file is available in PDF format; newsletter no.120 was the first issue to be available electronically also in PDF format; the BCC web site was moved to the file space at Indiana; added "What's New" section to advertise the job list and other new documents; and a separate listing of corporate sponsors with links to their web sites and e-mail contacts. The Annual Meeting page is currently being revised. The most significant change will be a move from the Indiana disk space to a real web host and service provider this summer, if funding is approved. Gilbert recommends Mindspring as the service

provider. There would be a \$50 set-up fee and then \$29.95 per month. Advantages would include ample disk space and bandwidth for the MLA web site, better response time, server access for programming, 10 pop e-mail accounts, templates for a variety of services, anonymous FTP access, and 10 passworded FTP drop boxes. The Board concurs that hiring a service provider would be less expensive in the long run, especially since most of the design elements are already in place.

**Cassaro moved that the Board accept the recommendation from David Gilbert to change to a service provider.**

**Vandermeer seconded the motion, which was unanimously approved.**

**Motion**

2. Chapter Web Editors.

Gilbert would like the chapters to formalize the position of chapter web editors so that their web sites can be kept up to date and the position will be more stable. Consequently, he has requested meeting time and funds for a Chapter Web Editors Breakfast similar to the Chapter Newsletter Editors Breakfast. In particular, Gilbert would like to discuss keeping web sites up to date, getting chapter newsletters online, web site guidelines, and simply sharing ideas and experiences. The Program Chair and the Convention Manager will need to be contacted about this idea.

3. Administrative Structure.

Boettcher inquired how often the Administrative Structure should be updated.

Since currency is most important, Boettcher will check with Gilbert to see if it would be feasible to submit monthly changes.

4. Other.

The Board discussed musiclibrary.org, which is a porn site, and how much of a problem this is for MLA. It was decided that there was no money in this budget cycle to purchase the domain name. Matthews will investigate further and be in contact with Oderwald about this concern.

The Board enthusiastically thanked Gilbert for his wonderful work on the Web site.

**IX. Special Officers' Reports.**

**A. Advertising.**

No report. Troutman noted that the impact of electronic publications needs to be considered with regard to advertising. Oderwald was directed to formally explore electronic advertising and price structures. Thanks were extended to Dearborn for her efforts in this area.

**B. Convention Manager.**

1. Louisville Meeting.

Attendance at the Louisville Annual Meeting was 490: 370 regular registrants, 44 exhibitors, 32 students, 33 non-members, and seven one-day registrants.

A sliding cancellation fee will be charged to exhibitors in the future based upon when notification is received.

There were problems with the Internet connections purchased by several vendors; some were issued a letter of credit toward 2001 convention expenses. It was noted that it is preferable for refunds to be issued in such instances. Oderwald stated that Internet connection fees should be the responsibility of the hotel. Matthews will ask for further details about the situation.

2. 2004 Meeting.

**Cassaro moved to accept Don Roberts' recommendation for the Association to meet at the Crystal City Marriott in Crystal City, VA in 2004 instead of the Capitol Hilton in Washington, D.C. Troutman seconded the motion. The Board unanimously approved the Crystal City Marriott as the 2004 convention hotel.** Discussion revealed that the majority of solicited input agreed that the Association should meet in Crystal City in order to save money. It was also suggested that hotel web sites be included in future reports by the Convention Manager.

**Motion**

3. 2005 Meeting.

**Cassaro moved that the Board direct the Convention Manager to not pursue the possibilities of meeting in Hawaii in 2005, but rather solicit invitations from other venues in the western continental United States. Short seconded the motion, which was carried unanimously.** Discussion noted that the

**Motion**

Society for American Music is currently meeting in Trinidad and they would be in a very difficult position to co-sponsor a meeting with MLA in Hawaii. The Board also reviewed an e-mail message from Rhonelle Runner, Chair of the Southern California Chapter, which stated their membership concerns regarding local assistance for a 2005 meeting in Hawaii. Short also remarked that it would be especially difficult for new members to attend.

Roberts was warmly thanked for all his hard work.

**C. Placement Officer.**

No report. Orkiszweski was thanked warmly for his work.

**D. Publicity Officer.**

The Board reviewed the report submitted by Alan Karass.

## 1. Exhibits.

The full MLA Exhibit was taken to the Public Library Association conference in Charlotte, NC, March 28-30. Stephen Mantz served as the local arrangements contact person.

A smaller version of the MLA Exhibit was taken to the ARLIS conference in Pittsburgh, PA, March 16-22. Cassaro was responsible for setting up and dismantling the exhibit.

MLA brochures were taken to the meeting of the Society for American Music in Charleston, SC, March 1-5.

Karass is currently in the process of making arrangements for a MLA Exhibit at the ALA meeting in Chicago July 8-11 and the Music Intersections conference in Toronto November 1-5.

## 2. Publicity.

10 press releases have been written and distributed to 47 publications, 13 organizations, 57 library schools, 6 listserves, and the MLA web site since the annual meeting in Louisville.

Plans to publicize the New York meeting will include cooperation among the music, library, and academic communities and with the Local Arrangements Committee.

## 3. Other.

Many members took photos at the MLA meeting in Louisville. The photos will be used for MLA publicity as appropriate.

MLA literature was sent to Lynn Gullickson (MWMLA) and Alice Abraham (NEMLA) for library school outreach and career fairs.

Karass also thanked Jane Gottlieb for her article on the MLA meeting in Louisville, which appeared in *American Libraries* this spring.

## 4. Position responsibilities.

Karass reports that the position of Publicity Officer requires 30-35 hours per week at peak times of the year which are generally before and after the annual MLA meeting and both annual and midwinter ALA meetings. Consequently, he proposed two different plans to make the publicity-related responsibilities more manageable. Plan I basically includes appointing an Assistant Publicity Officer for two years before assuming the position of Publicity Officer, which would ensure adequate training and distribute responsibilities more equally. Plan II would involve Kimball & Associates assuming the responsibility of printing and mailing press releases. Additional assistance would be needed to answer MLA-related questions after MLA annual meetings, exhibits, and the publication of press releases.

Much discussion followed these two proposals. Cassaro suggested that MLA might re-evaluate where the Association exhibits and why. It was noted that there will only be three MLA exhibits next year: ALA in Chicago, the Toronto mega-meeting, and ALA Midwinter in D.C. Goudy suggested the possibility of hiring student assistants. Bennett asked if the Publicity Officer should be a paid position; Cassaro stated that this would not be financially possible as well as for historical reasons. Troutman suggested the possibility of a support group for the Publicity Officer similar to the one for the Web Editor. Oderwald inquired about the details of writing press releases, exhibits, and other publicity responsibilities. Oderwald noted that Kimball & Associates would be able to take over some publicity responsibilities, but of course, there would be a cost (\$50-80/hour). Oderwald suggested waiting to decide upon a new course of action until the fall when membership and financial records will be more settled before asking Kimball & Associates to add new responsibilities. Oderwald also suggested evaluating electronic vs. hard copy press releases. Oderwald reminded the Board to keep in mind the purposes of publicity such as membership, development, sales, etc. While the Board agrees in principle with Plan II, it was decided to revisit the issue in the fall and to use Kimball & Associates in the meantime only for emergencies.

**E. Executive Director.**

Matthews welcomed Susan to her first spring MLA Board meeting.

## 1. Personnel.

Oderwald provided a Kimball & Associates personnel update. 1-1/2 staff positions became vacant. Louise Kavalli was hired just prior to the Board meeting in Bowling Green and

she will begin after July 4. It is hoped another person will be hired soon. Both will work on MLA business.

2. Databases.

The accounting database is fully operational now. Most of the data in the membership database has been re-entered. More complete data will be available in October after the next membership cycle has been accomplished. Inactive members have been retained in the database. "Placement Officer" will be added as an option under the Officer section of the database and the *Placement Service Bulletin* will be listed under "Subscription via agency?" in the Subscriptions/Publications section. Farrington asked for clarification between Immediate Past President and Past President. The Immediate Past President is one term further removed than the Past President. Farrington also inquired about the inclusion of Ad Hoc Committees in the membership database. It was decided not to include them in general due to their temporary nature. It was noted that it is not an historical database.

**X. Reports of Standing Committees.**

**A. Development/Marketing.**

The Board reviewed the Development Committee report submitted by Laura Dankner and the Marketing Subcommittee report submitted by Sarah Dorsey.

1. Corporate Membership.

The corporate benefactor level is being explored.

2. Sustaining Membership.

Our accountants advise that sustaining members cannot make tax deductions on the amount of their dues over the \$75 regular membership. It is not an additional charitable deduction, but rather additional dues. However, individuals who make deductions on their taxes for professional memberships, may be able to deduct at a higher level.

3. Marketing Subcommittee.

Matthews inquired about the status of ALA/MLA posters. It looks like a poster with Yo Yo Ma is the most likely to succeed, although this cannot be confirmed until later in the summer. The Finance Committee recommends charging \$15 per poster. Oderwald suggested developing a policy, which might be applicable to other projects as well. Matthews reminded the Board that ALA has its own rubrics. Matthews also suggested that it would be a good idea for the Board to meet with the Development Committee at some point to discuss future directions.

Matthews thanked Dankner for her enormous energy and communication with the Development Committee and Marketing Subcommittee and the MLA Board.

**B. Education.**

The Board reviewed the Education Committee report submitted by Lois Kuypers-Rushing and the Outreach Subcommittee report submitted by Allie Goudy.

1. Ask MLA Session.

Boettcher inquired if it might be too late for "Ask MLA" to be included in the program for the 2001 New York meeting. The Board agreed that it would be OK to skip a year and wait until 2002.

2. Poster Session.

Vandermeer noted that the poster sessions were not yet included in the preliminary program. It was agreed that this should be brought to the attention of the Program Committee.

3. Workshop.

The Education Committee decided against pursuing a continuing education workshop in New York in 2001 because MOUG has decided to have a full meeting in New York and a workshop on the preferred topic of metadata would overlap with MOUG's proposed program. A discussion about MOUG's relationship to MLA followed. Improved communications are desirable, especially with regard to conference programs and mailings. General consensus was expressed that MOUG programs should not drive decision-making about MLA pre-conferences.

4. Library School Directory.

Boettcher noted that Tim Cherubini would need to contact David Gilbert about formatting and other technical issues regarding the new edition of *Directory of Library School Offerings in Music Librarianship* so that it can be posted on the MLA web site.

5. Outreach

Goudy reported that the Outreach Subcommittee is developing a mentoring program, which will be publicized via various listserves. The Subcommittee also invited paraprofessionals attending the MLA meeting in Louisville to join them for the second part of their meeting; many good ideas were generated from their discussions. The Subcommittee would like to sponsor a Roundtable at the 2001 meeting in New York for paraprofessional conference attendees. Cassaro suggested a different term than “mentoring” since it’s really more of a resource program for paraprofessionals.

Goudy has arranged to have Chapter and national MLA meetings listed in the calendar published in *Library Mosaics*, which is a journal for library support staff. The owner of the journal has expressed interest in publishing future articles on the mentoring program and national meetings. It was recommended that Goudy keep Alan Karass, MLA Publicity Officer, apprised of these initiatives.

Goudy has been in contact with Steve Wright, Chair of the Membership Committee, to see what opportunities there might be for cooperation. Specifically, possible cost breaks for paraprofessionals attending Chapter and national MLA meetings will be pursued.

NEMLA has established a new Ad Hoc Committee for paraprofessionals. There were approximately nine attendees at their initial meeting. Matthews reiterated that the Chapters might be able to make the biggest difference with regard to this issue.

Goudy inquired how much autonomy the Subcommittee has in formulating its agenda and fulfilling its charge. Matthews explained the traditional hierarchy and suggested that the Education Committee be kept informed of Subcommittee activities. Vandermeer especially emphasized communication about those issues that represent MLA to the outside world.

Matthews warmly thanked Kuypers-Rushing for her committee’s wonderful work.

**C. Finance.**

1. Budget.

Short distributed the proposed budget for FY00-01 along with a handout demonstrating how it would compare with actual expenditures YTD FY99-00 and the two previous fiscal years. Another handout compared the current honoraria structure with three proposed honoraria scenarios. Another handout showed options for different program scenarios. Specific income lines were examined such as *Notes*, mailing lists, the MLA Shop, and the annual meeting. Specific expenditure lines were reviewed such as management services, program expenses, members services, publications, and annual meetings. It was noted that transition costs to Kimball & Associates will not be a factor in next year’s budget.

**The Board unanimously approved the recommendation of the Finance Committee to accept the operating budget for FY 2000-2001. Motion**

2. Honoraria.

A discussion of honoraria ensued. Goudy expressed concern regarding the honoraria concept in general. She inquired whether it would be possible to make % cuts across the board for all assigned honoraria. Matthews stated that the honoraria issue has been a longstanding dilemma. Honoraria reductions would have to be phased in gradually. Boettcher reminded Board members that \$1,250 would become available from the Executive Secretary line assuming the new combined position of Executive Secretary/Treasurer is approved. Oderwald inquired if there is a philosophical distinction to be made between assigned honoraria; for example, those positions that promote professional development vs. providing service to the organization. Short suggested that the Board consider the long-term issues.

**The Board unanimously approved the recommendation of the Finance Committee of the following honoraria for FY 2000-2001: Motion**

<b>Executive Secretary/Treasurer</b>	<b>\$4,500.00</b>
<b>Convention Mgr./Asst. Mgr.</b>	<b>\$6,500.00</b>
<b>Publicity Officer</b>	<b>\$900.00</b>
<b>Placement Officer</b>	<b>\$500.00</b>
<b>Advertising Manager</b>	<b>\$3,250.00</b>
<b>Notes Editorial Staff</b>	<b>\$7,500.00</b>
<b>Web Manager</b>	<b>\$900.00</b>
<b>MCB Editor</b>	<b>\$500.00</b>
<b>Newsletter Editor</b>	<b>\$500.00</b>
<b>Technical Reports Editor</b>	<b>\$0.00</b>

<b>Index &amp; Bibl. Editor</b>	<b>\$0.00</b>
<b>Basic Manual Series Editor</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$25,050.00</b>

Further the Finance Committee recommends that the *Notes* Editor be charged to recommend to the Board how the \$4,500.00 be designated for the *Notes* staff members be distributed among them by September 1, 2000.

3. Relationship between Finance Committee and the MLA Board.

The Finance Committee recommends to the Board that their spring meeting be restructured in order to better inform the Finance Committee about programmatic concerns and issues that have fiscal implications. A tentative schedule was proposed, but the motion was withdrawn by the Finance Committee. Motion

4. Investments Subcommittee.

The Board discussed communications between the Investments Subcommittee and Fidelity Portfolio Advisory Services, and MLA's institutional profile.

The Finance Committee recommends that the Board approve the risk levels recommended by the Investments Subcommittee for FY 2000-2001. The Board voted no on this recommendation with one abstention. Motion

The Board suggests the recommendation of Fidelity Portfolio Advisory Services be followed.

5. MLA Awards.

The Board unanimously approved the recommendation of the Finance Committee the following MLA awards levels for FY 2000-2001: Motion

<b>Gerboth</b>	<b>\$1,000.00</b>
<b>Duckles</b>	<b>\$500.00</b>
<b>Hill</b>	<b>\$250.00</b>
<b>Freeman</b>	<b>\$1,750.00</b>
<b>O'Meara</b>	<b>\$100.00</b>
<b>Epstein</b>	<b>\$3,500.00</b>
<b>Special Achievement</b>	<b>\$500.00</b>

6. Other.

The Board unanimously approved the recommendation of the Finance Committee to accept the overseas shipping rates for *Notes* recommended by the Executive Secretary. Motion

The Board unanimously approved the recommendation of the Finance Committee that the mailing list rental rate remain at \$.20 per name; those who receive the list Electronically will be billed at \$.20/name; those who request labels will be billed an additional Fee for label stock, postage, and handling. Motion

The Board unanimously approved the recommendation of the Finance Committee to rescind the policy to maintain a \$40,000 reserve. (See Minutes, Feb. 6-11 1996, p.11). Motion

Cassaro reminded the Board that if per diem levels were to be changed for FY2000-2001, those changes would have to be decided upon at this meeting.

**D. Membership.**

The Board reviewed the Membership Committee report submitted by Steve Wright.

Cassaro inquired about registration figures for the Louisville meeting. Thirty-three non-MLA members registered for the meeting. Matthews noted that there would probably be a larger number of non-MLA members attending the 2001 meeting in New York. Boettcher noted that membership renewal forms will be included with the conference mailings. Registration fees affect the convention budget. Vandermeer praised the Membership Committee's proposal to charge at least \$75 more for non-member registration fees for the annual meeting and offer a free one-year MLA membership, except that it does not necessarily equal \$75.

The Local Arrangements Committee for the 2001 meeting in New York is especially targeting the Theater and Dance Associations. It was noted that reciprocity for meeting registration with "sister" organizations is administratively complex. A recommendation is needed from the Local Arrangements Committee about how many conference packets are likely to be needed for theater and dance colleagues. It was suggested that reciprocity should be decided on a meeting by meeting basis. Oderwald suggested soliciting new members with a follow-up plan.

Vandermeer moved that the Board accept the recommendation of the Motion

**Membership Committee to offer member-level conference registration fees at the 2001 New York meeting to members of the organizations being targeted by an appropriate body. Bennett seconded the motion. Troutman made a friendly amendment to include the membership rate and the registration fee. Farrington seconded the amendment. The Board unanimously approved.**

1. 'Gesamt' meeting report

The Board reviewed the 'Gesamt' meeting report submitted by Steve Wright and praised the meeting's success.

**E. Program Committee.**

The Board reviewed the Program Committee report submitted by Michael Rogan.

1. New York Program.

The Board reviewed the preliminary program submitted by Program Chair Michael Rogan. Bennett and Troutman will provide Rogan with feedback from the Board. Bennett and Troutman expressed concern about Best of Chapters and other programs running against each other.

It was noted that \$150 honoraria have been offered in the past, room and board if needed, to presenters who are not members of MLA.

Rogan requested the opportunity to suggest modifications to the workflow and calendar for gathering program information to facilitate future meetings. The Board asked for ideas to be brought forward at the New York meeting.

Michael Rogan was thanked greatly for his work.

2. New York LAC.

The Board reviewed the Local Arrangements Committee report submitted by Jane Gottlieb and John Shepard.

Boettcher noted that no contributors or advertisers could be listed in the conference program because A-R's timeline is too short. Perhaps a local printer should be found instead. It was decided that separate advertisers' booklet would not be a good idea. Troutman asked about what happens after Boettcher steps down in February. A document for the program booklet is needed. Matthews suggested that Boettcher talk to Jane Gottlieb and John Shepard and eventually Michael Rogan about these scheduling concerns. Convention Managers Don Roberts and Gordon Rowley should also be consulted.

K&A can do name badges, but the Local Arrangements Committee has designed a special logo. It was discussed whether or not to send the logo to K&A. Vandermeer inquired about onsite registrants. Boettcher will follow up with Oderwald and the Local Arrangements Committee.

Cassaro asked about conference bags and their cost.

3. Other.

Cassaro suggested that it was not too soon to begin thinking about MLA's 75<sup>th</sup> anniversary.

Thunderous thanks were given to the Local Arrangements Committee for their advanced planning.

**F. Publications.**

The Board reviewed the Publications Committee report submitted by Nancy Nuzzo.

1. Contracts.

A list of existing agreements and the dates by which changes must be submitted have been sent to MLA attorney Donna Thomas. Nuzzo is awaiting feedback.

2. Project MUSE.

The Project MUSE Board approved to include *Notes* in the project. As soon as a copy of their standard agreement is available, Nuzzo will forward it to MLA attorney Donna Thomas.

3. Logo.

A working group including Jim Farrington, David Gilbert, Dick Griscom, Alan Karass, and Dan Zager established criteria for a new MLA logo. The Publications Committee includes \$3,000.00 for the logo design, which would involve a comprehensive review of MLA's publications and the creation of a core set of templates.

4. Server.

The working group should be in touch with David Gilbert.

Enormous gratitude was expressed to Nancy Nuzzo and the rest of her committee.

## **XI. Special Committees.**

### **A. Ad Hoc Task Force on Plan 2001 Implementation.**

The Board reviewed the Task Force report submitted by David Farneth.

The Board reviewed Plan 2001 Summary of Action Items from Visibility Document.

Plan 2001 should be discussed in consultation with Oderwald, especially the process of sending more press releases. However, the Board endorsed the idea of contacting ALA with regard to another press release for *A Basic Music Library*.

The Board thought it would be better to encourage renting mailing lists to attract more users instead of offering deals and discounts on mailing lists.

The Board also thought exploration of mounting templates on the MLA Web site along with links to addresses for members of Congress was a particularly good idea.

Linda Solow Blotner will be informed about plans to publish the Task Force's final report in *Notes*.

Enthusiastic approval and enormous thanks was expressed by the Board to members of the Ad Hoc Task Force on Plan 2001 Implementation for their work.

### **B. Administration.**

The Board reviewed the Administration Committee report submitted by Deborah Pierce.

#### 1. Personnel.

The Board agreed that staffing standards for music libraries were a good idea.

Vandermeer will contact Blair about making it a MLA Technical Report. It could be fleshed out with more statistics.

#### 2. Automation Subcommittee.

The Board congratulated the Subcommittee on completion of "Automation Requirements for Music Materials" which is now posted on the MLA Web site. Farrington asked how the Automation Subcommittee would market the document.

#### 3. Facilities Subcommittee.

It was suggested that *Space Utilization in Music Libraries* (Technical Report No. 20), which is currently out of stock, be updated. Perhaps someone other than Jim Cassaro could do it, given his other current responsibilities.

### **C. Awards.**

The Board reviewed letters of appreciation and financial reports of the three Kevin Freeman Travel Grant recipients: Daniel F. Boomhower, D.J. Hoek, and Andrew Leach. Many thanks were expressed to the Awards Committee for their fine selection of candidates.

### **D. Bibliographic Control.**

The Board reviewed the Bibliographic Control Committee report submitted by Matthew Wise.

Cassaro proposed that the recommendations of the Bibliographic Control Committee to appoint two working groups be accepted. The Board accepted the recommendations to appoint a Working Group on International Music Metadata Projects and a Working Group on the Dublin Core "Relations" Element and "Type" Qualifier. Sherry Vellucci will chair the Dublin Core Working Group and Jennifer Bowen and Linda Barnhart will also serve as members of the Group.

Matthew Wise was thanked warmly for this inaugural report.

### **E. Legislation.**

No report.

### **F. Preservation.**

Marlena Frackowski sent an informal communication stating that there was nothing substantive to report at this time. The Preservation Committee is planning to prepare a draft of binding standards for music materials. More details will be available for the fall Board meeting. It was asked if this might be an appropriate publication for the Basic Manual Series. Short asked if there was a connection or conflict with Alice Carli's publication: *The Binding and Care of Music* (Basic Manual Series project). Farrington replied that they are not really the same things. It was suggested that Marlena Frackowski should further investigate and coordinate the efforts.

### **G. Public Libraries.**

The Board reviewed the Public Libraries Committee report submitted by Anna Seaberg.

The Board sincerely thanked the Public Libraries Committee for their diligence and great effort in developing a proposal for the Public Library Association for a one-and-a-half day

symposium in March 2001: "Taking the Mystery out of Music in the Library." Unfortunately, the proposal was not accepted this time. It is hoped that the program proposal may be resubmitted to ALA or published in a widely distributed journal.

Congratulations to Anna Seaberg and her committee for their hard work.

#### **H. Reference and Public Services.**

No reports were submitted from the subcommittees. It was noted that the Bibliographic Control Committee posts their reports on the MLA web site.

RAPS Chair Kathy Abromeit asked for clarification regarding the issue of live Internet network or dial-up connections at annual meetings. More details about practices and policies of other societies as well as hotel practices would be helpful. Additional input should be sought from the Convention Manager. The Board expressed some financial and programmatic concerns. It was determined that it is too late to make any changes for the New York meeting, but perhaps a policy change should be investigated before the 2002 Las Vegas meeting. The issue will be revisited at a future Board meeting.

#### **I. Resources Sharing and Collection Development.**

No report.

#### **I. Nominating.**

The Board reviewed the Nominating Committee report submitted by Roberta Chodacki.

The Board encourages the membership to participate in the voting process. Ideas regarding how to involve more members in this important process should be forwarded to Nominating Committee Chair, Roberta Chodacki.

### **XII. Search Committees.**

#### **A. Assistant Convention Manager.**

The Board reviewed the report submitted by Kathy Glennan. The committee, including Kathy Glennan (Chair), Susan Hitchens, and Michael Rogan, was thanked warmly for their successful search. Gordon Rowley will be the new Assistant Convention Manager.

#### **B. Executive Secretary.**

The Board reviewed the report submitted by Diane Parr Walker. The search committee submitted a position description for MLA Executive Secretary/Treasurer for Board consideration.

Discussion ensued about the proposed position description. The question of whether there was a more concise title for the position was raised. The Search Committee's timetable presented no concerns. Troutman inquired whether one person could reasonably handle all the duties. Vandermeer noted that many of the duties of the Executive Secretary were being folded into K&A responsibilities; the position would be primarily the Treasurer with a few other isolated duties. Short asked if it would be appropriate to reverse the order of the position title to Treasurer/Executive Secretary in order to better reflect the duties. Green and Oderwald noted that the new position would streamline many duties. It would mean only one person communicating with K&A. Oderwald projected that K&A would handle about 80% of Boettcher's work in the future. Oderwald added that most organizations work in this manner. There was general agreement with the merged position and the proposed job description. Oderwald will compile suggestions to bring back to the committee. It was noted a bylaws change would be necessary.

**Vandermeer moved that the Board accept all recommendations of the search committee Motion for the Executive Secretary/Treasurer position. Farrington seconded the motion, which was unanimously carried by the Board.**

#### **C. Technical Reports Editor.**

The committee (Ralph Papkhian, chair; Chuck Herrold, Nancy Nuzzo, and Brad Young) has publicized the position description for Technical Reports Editor. Applications are due July 14, 2000. Ralph Papkhian was thanked for his leadership and the Board extended best wishes to the committee for a successful search.

### **XIII. Joint Committees.**

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

No report.

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

Jane Penner sent an informal communication to indicate that there was nothing specific to report at this time. Many thanks to Penner and her committee for their work.

**C. MPA/MOLA/MLA.**

Matthews attended the May meeting. Enthusiasm was expressed by MPA about exhibiting at MLA in New York. MPA will also sponsor walking tours at the New York meeting. Names of potential new members should be forwarded to Matthews. John Shepard was thanked warmly.

**D. RILM Office.**

No report.

**XIV. Representatives to Other Organizations.**

**A. ALA.**

The Board reviewed the report submitted by Jane Gottlieb.

Jane Gottlieb was thanked warmly for her wonderful article "Mozart and Metadata Mix at the Music Library Association" which appeared in the April 2000 issue of *American Libraries*. Gottlieb's outreach efforts to ALA were greatly applauded.

**B. NISO.**

No report.

**XV. External Liaisons.**

**A. MOUG.**

No report.

**B. Organizational Liaison Report.**

Ruth Henderson was thanked for her work.

**XVI. Roundtables.**

All roundtables received the requisite number of letters for renewal. Short asked if perhaps there should be a period of hiatus for roundtables. Cassaro noted that the roundtables have strayed from their original informal nature. It was suggested that perhaps meeting content should alternate between programs and informal discussions.

**XVII. Old Business.**

**A. Charge for the 'Report Gatherers.'**

Bennett inquired whether roundtable reports should be included in the newsletter or distributed later. Farrington suggested that they could be issued separately on the Web, especially if the newsletter is electronic. Matthews noted that the timetable does not necessarily have to change. Bennett and Troutman will review the reports gathering process.

**B. Support for IAML meeting in San Francisco.**

A written request for formal MLA support was received from IAML-U.S. Branch President Sherry Vellucci regarding the 2002 IAML meeting to be held in Berkeley, California, August 4-9. The Board generally supports the IAML meeting and agrees to lend MLA's name for publicity and advertising purposes, although no fiscal commitments will be made at this time.

The Board reviewed a letter from IAML-U.S. Branch President Sherry Vellucci proposing a merger between MLA and IAML-U.S. Some concern was expressed especially with regard to financial interests. Matthews and Cassaro will work to find an impartial candidate to further investigate the idea. Suggestions should be forwarded to Matthews or Cassaro.

**C. Transition to K&A.**

Boettcher, Cassaro, Green, and Matthews visited K&A on May 8. Problems such as the check-writing schedule have been resolved and will be included in the next contract. Cassaro inquired as to how the contract re-negotiation should be conducted. Matthews said that it would need to be addressed during the fall Finance Committee meeting. The next contract will need to be for six months only in order to adapt to the fiscal year cycle.

**D. Internal Schedule of Board Meetings.**

See X.C.3.

**E. Review of Bylaws and Constitution.**

A review and draft of bylaws changes is needed by the October Board meeting. About 6-8 weeks advance notice is necessary before the annual business meeting.

**F. Use of MLA Fund/Endowment in Year 2000.**

Discussion tabled for the fall Board meeting.

**G. Toronto Meeting, November 2000.**

See VII.D. Short noted that the CAML/MLA reception in Toronto is included in the budget.

**XVIII. New Business.**

**A. Annual meeting 2004 in Washington.**

See IX.B.2.

**B. Term Limit for Committee Members.**

See VII.B.

**C. Fall Board Meeting; Saint Louis, October 4-8.**

The meeting time and place was confirmed. The same meeting format will be in effect.

**XIX. Adjournment.**

**It was moved by Jim Cassaro, seconded by Allie Goudy, and carried unanimously, that the meeting be adjourned at 12:43 p.m., Sunday, 11 June 2000.**

Respectfully submitted by Lynn Gullickson, Recording Secretary.