

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Madison, Wisconsin, 8-10 June 2001

Friday, 8 June: 8:52 a.m.-1:35 p.m.; Saturday, 9 June: 10:05 a.m.-1:00 p.m., 2:05 p.m.-5:30 p.m.; Sunday, 10 June: 9:30 a.m.-11:50 a.m.

Present: Jim Cassaro (presiding), Michael Colby, Allie Goudy, Laura Gayle Green, Lynn Gullickson (recording), Neil Hughes, Paula Matthews, Elizabeth Rebman, Michael Rogan, Leslie Troutman, Phil Vandermeer.

Guests: Matthew Grzybowski, Patrick Wall, Jim Zychowicz.

The meeting was called to order by President Cassaro.

I. Approval of Agenda.

Two items were added to the agenda:

XVII.F. Treasurer/Executive Secretary Support.

XVII.G. Richard French Endowment.

The dates were changed in agenda item XVII.E. from 26-30 September to 13-16 September.

It was moved by Leslie Troutman, seconded by Neil Hughes, and carried unanimously that the agenda be approved with the amendments.

Motion

II. Recording Secretary's Report. Lynn Gullickson.

A. Approval of Minutes from New York meeting.

It was moved by Elisabeth Rebman, seconded by Neil Hughes, and carried unanimously to approve the minutes as corrected.

Motion

III. Parliamentarian's Report. Allie Goudy.

Goudy reported that no changes have been made to the *Administrative Handbook*. Jim Cassaro suggested the wording of the new Treasurer/Executive Secretary position be corrected so that it is consistently used throughout the document. It was noted that there are also some blind cross-references.

IV. Treasurer/Executive Secretary's Report. Laura Gayle Green.

The Board reviewed the reports that were distributed.

Green has been working closely with A-R Editions. She attended a transition meeting in January with a follow-up meeting in Bowling Green in April. It is estimated that approximately \$20,000 has been spent on transition expenses this year which includes such things as phone calls/teleconferencing, FedEx/postage (shipping boxes, etc.), and travel (Baltimore, Madison, Bowling Green). It should be recognized that the costs for management services is under budget because Paula Matthews, Bonna Boettcher, and Laura Gayle Green took upon themselves the responsibilities for the Association's operations during the transition from Kimball & Associates to A-R Editions. Management services costs would have been significantly higher otherwise for paid positions. Some additional transition costs are booked in the Treasurer's line of the budget (6.03). It was noted that honorarium have been tracked inconsistently.

\$95,000 was withdrawn from the MLA Fund to pay the New York hotel bill. The FY budget was based on a \$72,841.50 deficit. The following withdrawals have been made from the MLA Fund:

3/31/00	\$17,000
5/31/00	\$22,000
11/30/00	\$27,000
5/30/01	\$95,000

New York State taxes on the MLA Shop/Silent Auction sales were filed. Green is in the process of turning over MLA Shop/Silent Auction materials to A-R Editions to process.

The various membership reports were reviewed. There are currently 2,505 entries in the membership database. The 881 individual members will be split into foreign and domestic. Membership renewal notices are currently being worked on; the final renewal notice will be included in the conference mailing.

A-R Editions personnel provided a demonstration of the new membership database for the Board.

Green reported 21 new members. Cassaro inquired if the Chapters have been notified about the new MLA members within their respective regions. Green responded that such notifications have not been sent yet. Cassaro asked for clarification regarding the responsibility for informing Chapters about new MLA members in their areas. Matthews responded that she would continue to take care of the Chapter notifications as the Past President. Cassaro said it would be fine to keep the status quo for now, but he thought it should become A-R Editions' responsibility in the future. Hughes and Troutman expressed concern about the difficulties of tracking Chapter officers since they change so frequently which may prove particularly problematic for A-R Editions to handle.

Green reviewed the report on conference donations. The MLA Shop brought in \$1,393 and the Silent Auction raised \$1,749. Conference donations that came in through the MLA Shop break down as follows:

MLA Fund:	\$581.25
Duckles:	\$14.75
Epstein:	\$34.75
Freeman:	\$117.25
Gerboth:	\$10.00
Unrestricted:	\$265.00

The Friends of Paula campaign raised \$5,000, which breaks down as follows:

MLA Fund:	\$2,885.00
Duckles:	\$25.00
Epstein:	\$130.00
Gerboth:	\$230.00
Freeman:	\$400.00
Ochs:	\$100.00
Wicker:	\$100.00

The remainder was unrestricted donations.

The Friends of Bonna campaign raised \$1,050, with \$185 being designated toward the MLA Fund and \$30.00 designated toward the Freeman Travel Fund. A few donations for both campaigns are included along with the general conference donations. One person upgraded to sustaining membership.

Green reviewed the investment reports. The balance as of 1 March 2001 is as follows:

MLA Fund Fidelity	\$455,945.46	
MLA Awards Fidelity	\$72,522.71	
MLA Awards Calvert Money Market		\$68,236.83
MLA Fund Parnassus	\$66,080.92	

MLA investments as of 1 March 2001 total \$598,357.23.

Green reviewed the report on MLA Profit Loss Budget vs. Actual. It was noted that while the registration fees for the New York meeting brought in above projected income, overall meeting costs were above the projected budget. It was also noted that bookings were incomplete for miscellaneous income and development campaigns. As of 23 May 2001, only 86.29% (or \$332,933.96) of the projected income for fiscal year 2000/2001 has been received. Only 92.36% (or \$130,866.87) of the projected expenses for management services have been incurred as of 23 May 2001. Other areas that are currently under budget are the Bibliographic Control Committee, program expenses, and other member services. The newsletter has only utilized 22.47% of its budget due to the new electronic format. The printing of the convention program cost approximately three times the budgeted amount. Kimball & Associates did not take care of this responsibility as anticipated, so additional funds were provided to the Local Arrangements Committee to print the program. In reality the program printing costs should be considered part of the transition costs. Overall the convention was 14.07% over budget. Hughes noted that outstanding income will put the convention budget in the black. Green still needs to write awards checks. Goudy asked about the discrepancy in the budget projected for the NYC Local Arrangements and the actual costs. The check from New Grove is still pending which will offset some of the costs. Green responded that some items have also been misbooked. In general, 86.7% (or \$402,795.11) of the projected expenses for FY 2000/2001 have been incurred. Regarding other income and expenses, there are donations that have been made but not booked yet. \$98,265.70 in dues revenue has been collected as of 23 May 2001. *Notes* has expended \$57,683.65 (or 71.82%) of its budget for the year. *MCB* has spent \$8,827.84 (or 96.48%) of its budget. Troutman noted that MLA was lagging behind in overall income at this point. Vandermeer commented that some credit card processing is still outstanding. Cassaro added that some checks for significant sums

of money are also outstanding. Vandermeer noted that these outstanding checks account for about half of the underage at this point. Troutman inquired why \$7,850 was budgeted for the maintenance and design fees for the MLA web site. Matthews responded that former Web Editor David Gilbert anticipated that would be the approximate cost of redesign efforts.

An updated copy of the *Administrative Structure* was distributed. Additional corrections to the *Administrative Structure* should be sent to Beth Rebman so that she can make corresponding changes to the Activities Roster.

Green reported that two copies of the *Directory of Library School Offerings* sold.

Cassaro expressed the great indebtedness of the Association to Green for not only making the transition from the Treasurer position to the newly created Treasurer/Executive Secretary position, but also for her extraordinary efforts toward the successful management services transition from Kimball & Associates to A-R Editions.

V. Past President's Report.

Matthews shipped the presidential files from Princeton to Jim Cassaro at the University of Pittsburgh. Matthews has also been working to make sure that the appropriate people and places are notified about the change in officers.

Matthews extended profound thanks to the Board during her term as President.

Matthews attended the Pacific Northwest Chapter meeting. She received overwhelming feedback regarding the New York meeting. There is much excitement within the Chapter about the 2005 meeting in Vancouver.

Matthews was unable to attend the NEMLA meeting due to an illness in the family, so Jerry McBride delivered the speech for Carol Tatian's retirement in her stead.

The physical location for the Chapter Chairs' listserv is at Bates College, Matthews's former institution of employment. Matthews suggested another location would be desirable, preferably somewhere where a current Board member resides. Troutman asked if it could be moved to Mindspring. Green will check the Mind Spring contract. Matthews noted that there is very little listserv traffic.

Matthews will attempt to maintain membership in all the MLA Chapters. Matthews encouraged Board members to attend Chapter meetings as MLA Board representatives. Matthews has received invitations to attend the Midwest, SCC, and Texas Chapter meetings. Matthews will be attending the Greater New York Chapter meeting and Cassaro will attend the Atlantic Chapter meeting. Board representatives should be present at all the Chapter meetings.

A. Chapter Grant Awards.

The Board reviewed Chapter Grant proposals from the Atlantic Chapter and the Southeast Chapter.

It was moved by Leslie Troutman, seconded by Phil Vandermeer, and defeated with nine no votes and one abstention to approve the Chapter grant proposal by the Atlantic Chapter. Discussion noted that speaker fees do not get paid for at the national MLA meetings and the grant proposal is outside the typical scope of funding. General consensus was that the Board was not comfortable supporting programmatic issues at this time. Hughes inquired if the concern was reflected in the Chapter Grant documentation and suggested it be added, if necessary, as well as mentioned at the Chapter Chairs breakfast. Goudy found no evidence of the matter reflected in the current documentation. Cassaro stated that he preferred inclusive rather than restrictive language which might limit the actions of future Boards. Matthews expressed the hope that programmatic ideas might be funded during better financial times.

Motion

It was moved by Phil Vandermeer, seconded by Paula Matthews, and carried with nine yes votes and one abstention to approve the Chapter grant proposal by the Southeast Chapter of the Music Library Association. SEMLA will receive \$500. The Board supported the proposal primarily because it advocates the initiatives of the Association and it is modeled after the national MLA Kevin Freeman Travel Grant Award.

Motion

The Board also reviewed a report submitted by Linda Blair, Past Chair of the New York State/Ontario Chapter, on their use of a Chapter Grant last year to support the attendance of four first-time attendees at the NYSO Chapter meeting.

VI. President's Report.

Cassaro reported that nearly all the appointment letters have been completed. Thank-you letters are still pending. Several appointments have also been made. Roundtables up for renewal have all been approved.

Cassaro has been in communication with MLA legal counsel, Kathryn Goldman, regarding the situation with Academic Services. Legal counsel suggests a tolling agreement with the banks, which would result in no lawsuits against the banks if documentation is provided. The MLA Board could then make decisions about the pursuit of litigation after reviewing the documentation.

Cassaro reported that Jim Farrington has also been in consultation with MLA legal counsel Kathryn Goldman regarding the revision of MLA constitution and by-laws.

Cassaro plans to attend the annual ALA meeting in San Francisco. He will represent MLA at the Affiliates luncheon as well as the ALA Council.

The Fairmont Hotel contract for the 2005 meeting in Vancouver has been signed.

Cassaro announced that Jim Farrington has been appointed to a four-year term on the National Recording Preservation Board.

Cassaro thanked Michael Colby for his willingness to assist the Association during this period of transition with the merger of the newly created Treasurer/Executive Secretary position.

Cassaro expressed extraordinary thankfulness and boundless gratitude to Paula Matthews for her august Presidential leadership during the most difficult period of the Association's history.

VII. Editors' Report.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

In July 2001, the first manuscript in the series, *Classification of Music*, will be delivered to Scarecrow Press. The manual is being submitted in manuscript rather than camera ready copy, so the volume will not be published until winter. The editorial board expressed thanks to the MLA Board for approving a one-time request to cover the costs of indexing the manual.

The report also noted that contracts have been signed for Mark McKnight's *Classification of Music*, Leslie Troutman's book on reference, and Michael Fling's tome *Library Acquisition of Music*. Alice Carli's contract for *The Binding and Care of Music* will be signed soon. Kathleen Abromeit, Stephen Fry, Gregg Geary, and Laura Snyder will be submitting outlines for the library instruction book this spring. James Farrington has agreed to write a manual on audio equipment and he will submit an outline this summer.

The editorial board is currently developing plans for three manuals that will deal with the topics of care and use of music manuscripts, preservation of sound recordings, and the management of music archives. Further details will be available by the Fall Board meeting.

Cassaro expressed his heartfelt thanks for moving the series along confidently and competently.

B. Index & Bibliography Series.

The Board reviewed a request from David Farneth, the former editor of the series, to seek publication with Scarecrow Press the book *Music Inspired by Art: A Checklist of Recordings* by Gary Evans.

It was moved by Paula Matthews, seconded by Leslie Troutman, and unanimously carried to accept the recommendation of Mark Palkovic and David Farneth to publish *Music Inspired by Art*.

Vandermeer inquired about the logistics of co-editorship between the current and former editors of the series. Cassaro noted a mutually agreeable arrangement was reached and proposed in the report. Vandermeer also expressed support of the publication and its importance in the field of art.

Regarding the suggestion regarding the possibility that Scarecrow might be willing to scan Wenk's *Analyses of 19th and 20th Century Music, 1940-1985* in order to produce an electronic form for updating the volume, Vandermeer pointed out the need to check the Scarecrow contract for appropriate clauses. Matthews noted it would be prudent for Jim Zychowicz (A-R Editions) to have copies of all major MLA contracts (e.g., Scarecrow, auditors, etc.) Goudy expressed concern about the slowness of producing the volume.

C. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

The transition from editor Nancy Lorimer to Mickey Koth was smooth.

Two newsletters have been produced so far including April 2001 (vol.32, no.4) and May 2001 (vol.32, no.5), although neither has been mailed yet. Total costs YTD have been \$6,475.54 including the honorarium, printing, and postage.

Green inquired about the delayed mailing of the April and May issues.

Troutman asked if Mickey Koth is pursuing the possibility of an electronic publication with the Publications Committee.

Motion

Cassaro extended special thanks to Nancy Lorimer.

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig.

Hartig would like to poll the membership regarding whether more people read the *MLA Newsletter* on-line or if they print the *MLA Newsletter* in order to read it. If the results indicate that more people read the *MLA Newsletter* on-line, then there are some significant changes that should be made to make it easier to read but more difficult to print. The new Newsletter Editor will need to make decision about the future of the on-line version.

Several photos were incorporated in the March-April 2001 issue (no.124). The quality of the photos varies a lot and the current on-line format does not necessarily accommodate the best use of photos. Hughes asked if the purchase of a digital camera for the Association would address the concern regarding photo quality. Matthews responded that Alan Karass has a personal digital camera that he uses for publicity photos. Cassaro cautioned against the possibility of the Newsletter Editor becoming the official MLA photographer. The membership should be involved and it would be helpful if Wayne Curtis had the appropriate scanning software.

Hartig suggested the Board put forth a call for applications for the position of Newsletter Editor in the September issue (no.126) of the *MLA Newsletter*. She would be happy to provide input regarding the position description, if desired. Rogan suggested that the position description should include significant Web qualifications if the Board agrees to pursue further development of the newsletter in an on-line format. Cassaro noted the current plans for the September issue includes position descriptions for the Newsletter Editor and the Convention Manager. Matthews noted that both search committees should be supplied with names of unsuccessful candidates for some of the recent searches conducted. Cassaro responded that such names have been forwarded to Debbie Campana already.

Cassaro thanked Linda Hartig warmly for her dedicated service as Newsletter Editor over the past five years.

E. NOTES.

The Board reviewed the report submitted by Linda Solow Blotner.

Mark McKnight has resigned as one of the two Assistant Editors taking effect with the June issue. He will be succeeded by Charles Turner, currently professor of music history at The Hartt School of Music. Eunice Schroeder will continue to serve as the Book Reviews Editor through December, although David Gilbert has already begun soliciting reviews for the March 2002 issue. Rebecca Littman and Karen Little have resigned effective with the June issue as the co-editor of the Books Recently Published column and the New Periodicals column respectively. Karen Little will succeed Rebecca Littmann as the co-editor of the Books Recently Published column.

A working session for the *Notes* staff was held for the first time at the annual meeting in New York. It was found to be useful and productive, so Blotner intends to make this an annual event at future conferences.

In mid-April Blotner submitted a survey to Laura Gayle Green. The survey was reviewed and approved by the *Notes* staff and Publications Committee Chair Nancy Nuzzo. The primary issues in the survey are to inquire about electronic vs. print formats, the numerous languages included in the books recently published column, and the annual trends in music prices column. Green noted the survey would go out with the renewal mailing.

The *Notes* staff continues to work with A-R Editions to send the entire *Notes* manuscript for printing in electronic format. Issues such as diacritics, musical symbols, and notation continue to need special treatment. A-R Editions would like to continue receiving print copies of the entire manuscript for safety purposes. Photocopying and mailing costs have been reduced, although the transition continues to be somewhat time-consuming.

The staff continues to work through style sheet issues. The most significant issue recently has been how to cite electronic resources. Progress is also being made toward a shared style sheet for the "list" columns such as books recently published and music received which tend to follow cataloging rather than bibliographic style. In the future, the music publishers' catalogs column will include URLs.

Regarding the trends in the Price of Music Monographs and Scores column, an informal poll, which proved inconclusive, was conducted. Some respondents find the column useful for administrative purposes while others find it useless because of skewed data. Charles Slater proposed to the MPA Board that the Music Publishers Association provide the raw data. Unfortunately the MPA Board was not receptive to the idea. Blotner appointed an informal ad hoc group to assist in determining ways in

which to improve the column. Members include Michael Fling, Jack Knapp, Jerry McBride, Brad Short, and Dan Zager.

Volume 57, numbers 1-3 of *Notes* are currently posted on Project Muse. Blotner has been working with Project Muse representatives to correct factual information about *Notes* and encourage them to present the contents in a user-friendlier format.

Eunice Schroeder, Darwin Scott, and Linda Solow Blotner have been working with Publications Chair Nancy Nuzzo and MLA legal counsel to make copyright statements more uniform and current with regard to electronic formats. The new versions will go into effect sometime in spring 2002. With assistance of the Publications Committee, there are more formal guidelines for granting permission to reprint articles and reviews from *Notes*.

Vandermeer noted that no travel was reported, which is necessary.

Blotner has held preliminary discussions with Marty Jenkins regarding next year's annual index. It is hoped to bring it more in line with standard indexing practices rather than cataloging customs which have been historical practice and tradition.

Blotner reported on the upcoming articles in future issues of *Notes*.

A new three-year contract was signed with A-R Editions in February 2001.

Cassaro congratulated Blotner on a job well done.

F. Technical Reports.

The Board reviewed the report submitted by Stephen Wright.

The Board discussed the issues surrounding fees for using examples and reproductions from *AACR2r* for the next publication proposed for the series: *Cataloging Sheet Music: Guidelines for Use with AACR2 and the Marc Format* edited by Lois Schultz, with the assistance of the MLA Working Group for Sheet Music Cataloging Guidelines. The Scarecrow contract would need to be checked regarding fees. Cassaro said that the authors obtain and pay for any necessary reproductions. Vandermeer responded that Scarecrow would charge MLA or take fees out of the royalties. Rogan clarified the total expense of the requested reproductions would be \$650. Cassaro noted that royalties differ based on camera-ready copy vs. typeset submissions. Matthews expressed reservations regarding the proposed initial print run of 300 copies. Hughes supported the idea. Matthews thought the publication should be marketed to specific target groups. Vandermeer reminded the Board that the projected fees are only estimates because of preliminary negotiations.

**It was moved by Leslie Troutman, seconded by Paula Matthews, and carried with nine Motion
yes votes and one abstention to approve the proposal regarding publication of *Cataloging Sheet Music*
and funds up to \$650 for photographic reproductions from AACR2r.**

Hughes inquired about the nature of the philosophical and stylistic differences regarding this particular project. Vandermeer summed up the controversies as primarily a difference between American sheet music vs. sheet music as published scores.

Regarding a new edition of *Careers in Music Librarianship*, Matthews thought it should live on the MLA web site for currency purposes instead of publishing a new printed edition. It was noted that the publication should be a cooperative venture between the library liaisons, the Education Committee, and the Personnel Subcommittee. The Board suggested that this publication serve as the first Technical Report in the series on the web.

Regarding *Space Utilization in Music Libraries*, Cassaro will suggest Steve Wright contact the Facilities Subcommittee about producing an updated publication since Cassaro is too busy serving as MLA President to work on the project at this time. Matthews noted that it should also be discussed at the Publications Committee meeting. In general Matthews noted that we should be aware of the concerns of publishing out-dated information. Matthews thought a new edition of this particular publication is warranted.

Regarding *Authority Control in Music Libraries*, Hughes expressed support for the pursuit of a new edition, which presented the overall view of authority control. Troutman noted that there was no reason not to investigate the possibility of a new edition.

Regarding *Cataloging Musical Moving Image Material*, the Board thought an updated edition could sell well. Matthews cautioned the Board regarding the currency issues in utilizing print-on-demand. Vandermeer noted that print-on-demand should only be used until a revised version of the publication, which reflects DVDs, is available. Hughes underscored the importance of including the new DVD format. Matthews inquired if this might be another suitable web publication.

Regarding *Knowing the Score*, Wright suggested print-on-demand while he investigates the possibility of an updated edition that reflects the advances in digitization. Vandermeer thought it would be fine if the volume were out-of-print. Troutman recommended inquiring about what other similar publications might already be available.

Cassaro extended thanks to Steve Wright for his fine work.

G. Website.

The Board reviewed the report submitted by Judith Pinnolis.

The Web Editor responsibilities transferred from David Gilbert to Judith Pinnolis following the New York meeting in February 2001. In March 2001 a complete backup of the entire site has been made as an archival record. Updates have been made in the administrative pages, the new calendar, the job listings for April and May, various chapter listings, roundtables and interest groups pages, committees' pages (especially for the Bibliographic Control Committee), awards listings, *MLA Newsletter* no.124 and the MLA Annual Report 2000, and *Notes* (June 2001). In addition, retranslated graphics of the MLA logo in multiple formats were supplied.

Troutman noted that there was no budget request.

Cassaro has asked Judy Pinnolis to investigate the possibility of a server with IP authentication and security issues for documents and to encourage consideration of further web development issues.

Troutman raised the issue of how to handle the issue of the Ad Hoc Implementation Task Force for MLA Plan 2001 documents on the Web. Troutman suggested leaving the information up until the final report is published in *Notes*. Cassaro suggested waiting until the MLA Plan 2001 discussion later in the agenda.

Cassaro thanked Judy Pinnolis for a fabulous job.

VIII. Special Officer's Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

Billings to date for the first three issues of *Notes*, volume 57, totaled \$18,780, or 63% of the advertising revenue goal for the year. New advertisers include Alamire, Mary Chan and Jamie Kassler of University of New South Wales, Arnoldo Forni Editore, Douglas Frank Chorale, Gourmet Musical, Marston Records, MusAcom, and University of North Carolina Press. The mailing to 35 companies that had exhibited at the Toronto meeting yielded three new advertisers for this volume.

The campaign for advertising in the 2001 MLA Membership Handbook was delayed while the Board considered the format for the 2001 edition. The effort is now underway. A ten percent discount is being offered to those companies that advertise in both the September 2001 issue of *Notes* and the 2001 Handbook. Vandermeer asked about the current status of the 2001 Handbook. Green and Cassaro responded that the 2001 Handbook would be printed in September 2001. It will be a scaled down version that only includes the constitution and by-laws. Green asked Susan Dearborn to inform the advertisers that it would be a scaled down version of the Handbook this year. Green will also add an expenditure line to accommodate the 2001 Handbook.

Susan Dearborn continues to work with Laura Gayle Green to resolve outstanding billing issues from Kimball & Associates.

Cassaro extended special thanks to Susan Dearborn for her patience in handling problems with Kimball & Associates.

B. Convention Manager.

The Board reviewed the report submitted by Don Roberts.

The total number of attendees was 668 and surpassed the previous record set in Boston. There were 457 regular attendees (including 15 students and 41 first-timers), 41 daily registrants, 125 exhibitors, and 45 non-paying guest speakers. The bottom line figures for the financial outcome of the conference are still pending due to some outstanding accounting matters.

Internet connections through a local phone company proved problematic. It was necessary to switch to the hotels' more expensive DSL line. In the future, it is recommended that Internet connections will be made available only through DSL, T3, or other high-speed connections. Even though they are more costly, it is imperative that vendors be able to access their online products during the exhibit times. The additional charges will be passed on to those requesting Internet services. Rogan and Troutman asked about the impact of Internet connections on MLA. Matthews responded that it is a matter between

the MLA budget and the convention budget. Green said she would need to go into the convention budget to pull out the relevant figures. Matthews suggested the possibility of having a technical support person onsite since there are always technical problems. Matthews suggested the problem be addressed proactively. Rogan said the hotels couldn't be relied upon to address these issues. Troutman suggested an official appointment of a person designated with these specific responsibilities would be an improvement. Matthews suggested that a member of the Local Arrangements Committee could be assigned oversight of the technical responsibilities. Troutman asked about reimbursement issues. Matthews will suggest Gordon Rowley solicit additional help for technical issues from the Local Arrangements Committee.

Sixty-six firms from Argentina, Belgium, Canada, France, Germany, Hong Kong, Italy, New Zealand, Switzerland, and the United States purchased 79 exhibit tables. Approximately 44% of the exhibitors were by firms who had not exhibited at the 2000 MLA conference and many were first-time exhibitors. The exhibits generated an income of \$37,368.90. Internet connections sold through MLA resulted in an additional \$1,750. Twenty-one firms purchased 16 full-page, 8 half-page, and three full cover ads in the conference program for \$3,950.

It was suggested that the impact of the time zone be considered when setting the time for the opening reception in Las Vegas. Many exhibitors have been traveling and working hard to set up their tables on the same day as the opening reception. Hughes inquired what possibilities should be considered regarding the opening reception. Cassaro responded that it is really a non-issue. The Board supports the current arrangement for several reasons.

Cassaro congratulated Don Roberts on a successful New York meeting.

C. Placement Officer.

The Board reviewed the report submitted by Renée McBride.

Renée McBride assumed responsibilities as the new Placement Officer in March 2001.

The transition from Paul Orkiszewski was smooth and the April Job List was issued on time.

IFLA's Library and Information Science Jobs list (i.e., LIBJOBS) has produced many job listings for the *MLA Placement Service Bulletin*. It has resulted in broadening the types of positions included in the Job List as well as serving as a public relations tool by making more institutions aware of the service provided. Hughes and Troutman expressed some concern about the nature of some of the job descriptions. Vandermeer suggested that while broadening the scope of job possibilities, perhaps it should be suggested that it is necessary for there to be a music component in the job ad. Cassaro expressed concern about why there is a current lack of music-specific jobs in the library market. Hughes noted the distinctions between music and media. Troutman noted her concern about the types of job ads was because the Job List is the **Music** Library Association Placement Bulletin. Matthews suggested it would be a good idea to contact the library liaisons about these issues, too, in order to find out what kinds of jobs students are looking for these days. Cassaro said he would ask Renée McBride to reassess the criteria for posting job ads. Rogan noted the profession has changed. Matthews and Hughes suggested that the job ads could be divided into separate categories such as music-specific jobs and music-related jobs.

In March Renée McBride invested a considerable amount of time following up with institutions that had placed job ads in the Job List but not notified her about the successful candidates. These efforts resulted in 24 entries in the Positions Recently Filled portion of the Job List. McBride received favorable comments from institutions for MLA's interest and follow-up. The Job List is currently up-to-date in this regard. Membership Committee Chair Sarah Dorsey asked to be provided with the names in the Positions Recently Filled column so that she may contact people who are not MLA members.

Renée McBride and Jim Zychowicz (A-R Editions) have begun communications regarding billing and labels for the Job List. Regarding billing issues, Renée McBride suggested the following changes to the description of the Placement Service:

- 1) change "...the MLA Business Office, which handles all remittances, correspondence about subscriptions to the Job List, and changes of address requests" to "...MLA Business Office, which handles all remittances, correspondence about subscriptions to the Job List, billing inquiries, and changes of address requests."
- 2) change "Please send your questions or suggestions concerning the Placement Service to the Placement Officer" to "For subscription and billing inquiries, please see below."

Reimbursement requests are limited to postage at this time since Renée McBride's home institution (University of California-Los Angeles) is subsidizing the costs for envelopes and printing.

McBride also suggested a change to the MLA Calendar regarding the deadline for submitting materials to the *Placement Service Job List*. Currently the deadline is seven days before the first of the month. McBride recommended the deadline be changed to the last Wednesday of the month for personal scheduling reasons.

The Board consensus expressed no problems with the billing concerns. The scheduling issues were also fine.

Rogan expressed appreciation for the new proactive approach.

Cassaro thanked Renée McBride profusely for her enthusiastic accomplishments in such a short period of time.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass.

The Board discussed the idea of ordering inexpensive MLA pens or pencils for travelling MLA exhibits. Gullickson elaborated on the idea, which originated when she and Ken Calkins were staffing the MLA exhibit at the 2000 ALA conference in Chicago. The intent of the pens or pencils embossed with the Association's name and URL would be as promotional gifts for interested attendees. The estimated cost for a small test batch would run about \$60. Matthews asked if the idea should be part of the Development Committee and Marketing Subcommittee. The Board expressed enthusiasm for the idea.

It was moved by Elisabeth Rebman, seconded by Michael Rogan, and unanimously carried to authorize \$100 for MLA pens and pencils.

Motion

Cassaro profusely thanked Alan Karass for his publicity efforts and releases on behalf of the Association.

E. Management Services.

Jim Zychowicz said that Matthew Grzybowski's primary responsibility thus far has been to create the MLA membership database. There are plans for further development, but the essential elements of the database are in pretty good shape right now. It was agreed that database uniformity is important. Matt Grzybowski from A-R Editions provided Board members with a live demonstration of the new membership database. Cassaro extended hearty thanks for the efforts put forth into creating the database for the Association. Matt Grzybowski expressed a desire to define the direction regarding the membership database for both short-term and long-term development. Cassaro asked about generating reports regarding donations. Matthews suggested that it would be a good idea for Matt Grzybowski to meet with the Development Committee and the Membership Committee at the Las Vegas meeting.

Jim Zychowicz told the Board not to be overly concerned about changes, requests, etc. at this time. The contract may be refined.

A-R Editions received many boxes of claims from Kimball & Associates. Many of the claims were redundant since they had not been filled yet. Significant progress has been made in this regard. Jim Zychowicz recommended that a claims policy be developed and he distributed a draft copy for consideration by the Board. It could help to avoid large amounts of paperwork. The Board agreed to proceed with the recommendation made by management services.

The draft copy suggested a 10% agency discount available for memberships, *Notes*, and *Music Cataloging Bulletin* subscriptions, but no discount on extra copies of membership handbooks. Cassaro inquired further about this idea. Troutman asked if agency discounts are currently in place. Zychowicz responded in the affirmative. Troutman asked how many institutional subscriptions were with Faxon and EBSCO. Matthews and Cassaro responded that there was no bearing on this issue. Vandermeer observed that MLA loses on both side of the issue and it doesn't make sense. Zychowicz suggested keeping cashflow in mind and that it is good to have direct relationships with jobbers. Cassaro said he would review the contracts with jobbers and then perhaps move forward with the idea of no agency discounts.

Zychowicz spoke about his vision of MLA's current priorities. The membership database needs to be continually improved. The first renewal will be mailed in mid-June and the last renewal will go out with the convention mailing. He would like to see continual review, feedback, and recommendation flow between the Board and A-R Editions. Cassaro agreed that mutual communication is invited and welcome from the Board as well.

Zychowicz thought that the matters related to the publication of *Notes* is going well.

Cassaro thanked Jim Zychowicz and Matthew Grzybowski from A-R Editions for inviting the Board to hold their spring Board meeting on their premises and joining us for a portion of the meeting.

Cassaro expressed his heartiest congratulations for moving forward so quickly in a new and positive direction.

IX. Reports of Standing Committees.

A. Development/Marketing Subcommittee.

The Board reviewed the report submitted by Ruthann McTyre.

Jane Gottlieb met with the Development Committee in New York regarding the necessity of having a packet of information for prospective donors. Packets and/or brochures would include the MLA Fact Sheet as well as information on different ways to become involved with MLA. Such packets would be available at MLA tables at other professional conferences with names and addresses to be forwarded to the MLA President for follow-up letters. The importance of a timely and consistent follow-up schedule was stressed.

It was agreed at the Membership Committee meeting and the Gesamtmeeting that there should be a tri-fold membership brochure available that would incorporate information for both individual and corporate membership. A tear-off form for members to fill out would be desirable as well. Laura Dankner and Jim Farrington will work on the text and layout now that the new logo is available. A first draft is anticipated by the fall Board meeting.

The number of sustaining members has risen from eight in 1997 to 41 in 2000. Vandermeer inquired if Jane Gottlieb will continue to work on the sustaining membership drive. Cassaro responded in the affirmative. Elisabeth Rebman inquired about the purpose of targeting special groups. Cassaro responded that financial means need to be a consideration. Matthews reminded the Board to send suggested names to Jane Gottlieb. Goudy stated that at least it serves as a beginning point.

Work on a planned giving brochure will continue now that the new logo is ready. Ray White will put together a mock-up of the brochure. A first draft should be available for the fall Board meeting.

At the suggestion of President Cassaro, the Development Committee has begun to consider specific projects that benefactors could fund. Some preliminary ideas include an endowment for editorships. The Committee also discussed proper recognition of benefactors including acknowledgement of in the Membership Handbook or perhaps a published donor list in the June issue of *Notes* with a pertinent prefatory article from Jim Cassaro. Another idea was to develop an identifying emblem, possibly incorporating the new MLA logo, which would be included in the advertisements for the particular corporate donor/benefactor that they could use as part of their ads for as long as they maintained donor/benefactor status. If the logo could not be incorporated, perhaps a statement like "MLA Corporate Benefactor" or "MLA Corporate Benefactor since 19???" could be used. The Committee would like feedback from the Board regarding this idea. Matthews had no problems with the idea. Green suggested that Cassaro check with MLA legal counsel and/or Marilyn Schneider regarding non-profit status issues. Matthews suggested a preference for "MLA Corporate Benefactor since 19???"

The Friends of Paula and Friends of Bonna campaigns both raised generous donations. The Silent Auction and MLA Shop were also successful fund-raising efforts. However, the Marketing Subcommittee will work with the Assistant Convention Manager to ensure a more visible location for the MLA Shop/Silent Auction and Membership tables at future conferences. Matthews underscored the importance of notifying the Convention Managers about these concerns. The total from the combined MLA Shop, Silent Auction, donations, and campaigns was \$10,725.75. Other fund-raising efforts are also being considered and further details will be included in the fall Board report. Matthews expressed support for the ideas currently under consideration. Vandermeer inquired how MLA members who live outside the regional areas of Chapters might find out about and contribute to local fund-raising campaigns to honor individuals. Cassaro responded that anyone who is interested can send checks to Laura Gayle Green.

Cassaro raised the idea of a *Notes* endowment in memory of Calvin Elliker and Nathan Eakin. It could use the Kevin Freeman Travel Grant as a model. Cassaro has informally discussed the idea with Ruthann McTyre. Gullickson asked for clarifications regarding the distinction between the Midwest-MLA Chapter's Student Scholarship/Retirees Fund and the *Notes* endowment concept. Cassaro said that he would pursue the endowment idea with MWMLA Chapter Chair Laurie Probst and Ruthann McTyre.

Personnel changes include the resignation of Pauline Baynes from the Development Committee. Two new members include Bruce Wilson and Deborah Davis.

Efforts to target newer members of the Association, in cooperation with the Membership Committee, will be developed in the future. Discussions with Membership Committee Chair Sarah Dorsey and her committee members have already begun.

Different methods of payment for donations were discussed at the New York meeting including automatic deductions from individual checking accounts and monthly credit card payments. Discussion about these ideas will continue. Cassaro suggested that electronic transfer also be considered.

Cassaro extended kudos to Ruthann McTyre and heartiest congratulations for her extraordinary efforts thus far.

The Marketing Subcommittee's new initiative this year was the Yo-Yo Ma poster. The poster received good coverage in ALA publications. It was successfully promoted at the New York meeting and it enhanced MLA's visibility during the 70th year as an organization. Kudos to Sarah Dorsey for spearheading the project. The posters continue to be sold via the MLA Shop web site. In general the MLA Shop enjoyed continued success at the New York meeting.

At the business meeting in New York, it was decided to include New Orleans t-shirts as a bonus with the sales of the MLA bags in order to reduce the large supply of these items. Potential new shop items include caps with the new MLA logo, MLA luggage identification tags, and massages.

Personnel changes include the resignation of Sarah Dorsey as chair, although she will remain a member on the subcommittee during the next year. Leslie Bennett will be the new chair. Outgoing members include Debbie Herman-Morgan and Jennifer Ottervik. New members include Ericka Patillo and Alicia Snee. Roberta Chodacki Ford will also be appointed as a new member.

B. Education.

The Board reviewed the report submitted by Deborah Pierce.

A new committee structure includes the appointment of new members one year prior to the expiration of another committee member's term so that there is an apprentice period to learn the assigned duties. Consequently three new members have been appointed including Lynne Jaffe (Pre-Conference Coordinator), Rebecca Littman (Poster Session Coordinator), and Betsy Gamble (Directory of Library School Offerings in Music Librarianship). It is hoped the new model will create smoother committee transitions in the future. Troutman asked if the new configuration of members would be effective. Cassaro expressed support of the general concept of the new committee structure.

Ruthann McTyre submitted a report as the Ask-MLA Coordinator on the session held in New York: "The Successful Music Librarian: One Size Does Not Fit All." Matthews asked Board members about the AskMLA session since she was not able to attend. Feedback indicated a good response. Possible sessions for the Las Vegas meeting are currently being considered such as how to get published. Matthews recommended forwarding program ideas to the committee. Cassaro asked for suggestions. Matthews put forth the following: social responsibilities and ethics, streaming audio, and donating to MLA. With regard to the potential publishing session, Troutman cautioned about the lack of publishing opportunities within MLA. Matthews noted that it would be important to include electronic publishing possibilities. Rogan reminded the Board about the resuscitation of *Music Reference Services Quarterly* with its new co-editors Alan Karass and Jennifer Ottervik. In general, the publishing session was met by mixed enthusiasm by the Board.

Tim Cherubini supplied an update regarding the eighth edition of the *Directory of Library School Offerings in Music Librarianship*. Print and web versions are planned for the new edition, although interest in the print is dwindling. In general it was agreed that print versions need to be continued for a variety of reasons such as for publicity and archival purposes as well as individuals who may find the format more convenient. There was also agreement that the web version should be developed into a more dynamic web publication such as including active links to library school web sites, more frequent updating of the document, and the addition of search capabilities. The various issues will be further investigated and reported upon at the 2002 Education Committee meeting. Vandermeer asked if there was communication with the Publications Committee about this particular project. Matthews said they should be reminded to do so.

Kathleen Abromeit reported on the poster session in New York. The presentations covered three broad categories including recently completed research, new and innovative library or music library projects, and systematic efforts at resolving practical library or music library problems. Vandermeer expressed enthusiasm for the poster sessions.

Goudy reported on the Outreach Subcommittee activities. An Open Forum was held in New York for library support professionals. Six individuals attended in addition to the subcommittee

members. Discussions included the educational qualifications necessary to become a music librarian, the importance of music librarianship courses, online programs in librarianship, and the necessity of a second masters degree to obtain a music librarian post. During its business meeting, the subcommittee reviewed and defined its mission. A mentoring service will continue to be pursued. The subcommittee will also be soliciting information from other MLA committees engaged in outreach activities. A programmatic session at the 2003 meeting in Austin is also under consideration. Kristina Shanton will become the new chair after the New York meeting and Carol Tatian will resign upon her retirement from Brown University. Rogan commended Goudy for her accomplishments during her tenure as Chair of the Outreach Subcommittee.

Jean Morrow reported on the Library School Liaison Subcommittee. Geri Laudati replaced Mark McKnight during the summer of 2000. Various projects have been discussed, however, the *Directory of Library School Offerings* continues as the only viable project that supports the primary objective of increasing MLA's visibility in the library school community. The Subcommittee considered the Board's request to develop a policy statement on education for music librarianship that could be linked to the ALA web page on educational policy statements. The Subcommittee decided that it was uncomfortable assuming this role and suggests that an ad hoc group which better reflects the MLA membership as a whole be formed to address this charge. However, the Subcommittee will submit a brief statement that defines the requirements for success in music librarianship that will address criteria such as education, experience, interest and commitment. It could be linked to the ALA web page with educational policy statements. The possibility of a web-based course in music librarianship continues to be of interest. A proposal that outlines the content, potential audience, and possible vehicles for delivery will be developed. Troutman inquired when the proposal would be available. Cassaro responded that there would be more information by the fall Board meeting and then a policy statement would be created. Vandermeer asked about the goal for the policy statement. Matthews indicated the primary idea would be to identify standards in music library education and to develop a document that could be taken to library school administrators in order to codify professionalism. Matthews hoped the policy statement could be available at the fall Board meeting. Matthews asked for other suggestions of people to add to the Subcommittee. Rogan expressed interest in the web-based course, although the scale of availability issue needs to be addressed.

The Board reviewed a pre-conference workshop ideas proposed for the 2002 annual MLA meeting in Las Vegas submitted by Continuing Education Coordinator, Neil Hughes. Possibilities include UCITA (Uniform Computer Information Transactions Act) legislation and its impact on music libraries, a session on Library of Congress Subject Headings for music conducted by LC staff, and a practical "how-to" session on digital audio reserves. The digital audio reserves workshop idea is preferred by the Education Committee for the Las Vegas meeting. Sub-topics include why use streaming technology, getting the project started, technical issues, managing the project, information sharing regarding projects at various institutions, and copyright issues. Vandermeer asked if MLA could afford weekend rates in Las Vegas to sponsor a pre-conference workshop. Hughes responded that it would be only a half-day workshop on Monday afternoon. Matthews noted that Program Chair Stephen Davison still needs a second plenary session and streaming audio might be suitable since a pre-conference workshop severely limits participation. Cassaro suggested the possibility of a workshop on streaming audio that covers the nuts and bolts of the issues while the plenary session could be more theoretical with a smaller practical part about streaming audio. Hughes expressed concern about the lack of incentive for people to pay for the MLA conference registration *and* the pre-conference workshop registration. Rogan also expressed concern about the inherent limits involved with a pre-conference workshop. Cassaro inquired if it would be feasible to insert the pre-conference workshop into the conference program. Matthews expressed preference for a conversational format such as AskMLA. Vandermeer suggested a morning plenary session on the topic to address the intellectual property issues with an AskMLA session to address the practical issues in the afternoon. Troutman suggested that someone contact Brad Short about issues involved with legal counsel and fair use. Rogan will tap potential people for the program.

Cassaro extended warmest thanks to Deborah Pierce and congratulated her on a successful start to her term.

C. Finance.

Hughes is working on the *Fiscal Policies Handbook*.

Work is being done to create a web page on organizational fiscal matters under the Administration section of the MLA web site. The future of the Fiscal Officers Breakfast is uncertain since it has not proven to be the most productive or effect meeting. In general there needs to be better communication about responsibilities.

There was discussion about how to handle the \$2,400 in unrestricted donations. Cassaro noted that past practice moved the funds into the MLA Fund. Of course, it has been necessary in recent times to use these funds for the operating budget. Cassaro recommended that the Board begin putting unrestricted donations back into the MLA Fund in order to begin the process of replacing the \$95,000 that was withdrawn. Troutman asked if the general cash flow was adequate now. Cassaro said it was too soon to know yet. Vandermeer suggested more financial strategic planning in general as well as discussing how to replenish the MLA Fund. The discussion regarding financial strategic planning was tabled for the fall Board meeting, although Cassaro stated that a decision still needed to be made with regard to the unrestricted donations made this year. Green noted that she did not specify miscellaneous funds in the operating budget line.

The Finance Committee recommends to the Board and it was unanimously carried that unrestricted donations for 2001/02 be added to the MLA Fund or a socially responsible investment instrument if designated by the individual donor.

Motion

Vandermeer reviewed the budget for income and expenditures. There was a 4% increase in material services for the A-R Editions fees (\$67,000), but the legal fees will be substantially less. Vandermeer also noted that the budget lines for the Executive Secretary and Treasurer would need to be conflated. The budget line for the accountant includes expenses for the audit and cleaning up the books; it should cost much less in the future. Cassaro asked when the audit would take place. Matthews suggested checking Hertzbach's recommendation, which she believed, was prior to the fall Board meeting. Vandermeer also noted that Michael Colby's travel was being paid from the current Treasurer's travel budget line.

It was moved by the Finance Committee that 7.25% of the total expenditures be used for funding honoraria this year.

Motion

Cassaro noted that the proposed honoraria provides an increase in all honoraria and emphasizes current priorities within the Association. The proposed dollar amount spent on honoraria would be \$30,000. Matthews noted that the figures did not include editor royalties and advertising sales, so the actual percentage of total expenditures toward honoraria may be closer to 10%. Of course it will be impossible to determine the exact figures until later in the year when it is known what the royalties and sales produce in actual dollar amounts. Regarding an honorarium for the Advertising Manager, the revenue will need to be paid out on a quarterly basis. Green will check with Marilyn Schneider about the best accounting practice to employ in booking this type of honorarium.

Cassaro brought up the potential income from a Mellon grant to support indexing of the Hill volume. The grant would pay MLA the overhead to administer the grant, which would amount to roughly 200-300 checks per year until completion. A fair price needs to be determined.

Vandermeer suggested that income surplus should go to the MLA Fund (estimated to be \$907). Cassaro agreed that this is a priority of the Association.

Troutman said the content of *Notes* requires basic discussion that addresses music library-related needs.

The Finance Committee recommends to the Board to approve the FY 2001/02 budget, which was unanimously carried by the Board.

Motion

Heartiest of congratulations were expressed to Vandermeer and the Finance Committee for their industrious work on the operating budget.

Matthews distributed the MLA Calendar.

1. Investments Subcommittee.

Vandermeer reported that investment issues have been discussed with the Subcommittee as well as Jane Gottlieb. Further discussion has been tabled until the next meeting.

D. Membership.

The Board reviewed the report submitted by Sarah Dorsey.

The Board examined the two different quotes (gatefold vs. trifold) presented for two possible MLA brochure templates from Jim Zychowicz (A-R Editions). Since it is anticipated that there will be more than one MLA brochure, a brochure template seems appropriate. The initial brochure will include both corporate and individual members. Hughes asked about examples. Matthews responded that

Jim Farrington created previous examples via desktop publishing. Jim Zychowicz recommends gatefold brochures because there are more panels with which to work, although they are more expensive. Gatefold brochures are also easier with regard to mailing labels. Goudy asked about the coordination of brochures. Troutman noted that all brochures go through the Publications Committee. Cassaro reminded the Board that different brochures serve different purposes. Troutman thought the brochures would be appropriate for discussion at the next Gesamt meeting. Rogan expressed support for a smaller run of gatefold brochures in case changes occur at a later date. Troutman asked if the Board would be able to see the brochure content beforehand. Cassaro said that the Board would most likely be able to see the brochure content at the fall Board meeting. Matthews inquired if the identical brochure content could be mounted on the web. The general consensus seemed to be yes. Troutman said that Sarah Dorsey should be urged to explore the web possibilities as well. Vandermeer asked about the cost issues such as printing, design, set-up, samples, and typesetting.

It was moved by Phil Vandermeer, seconded by Paula Matthews, and unanimously carried to approve the proposal for \$1,000 for gatefold brochures.

Motion

E. Program Committee.

1. Las Vegas Program.

The Board reviewed the report submitted by Stephen Davison.

The report contained a preliminary program for the 2002 meeting in Las Vegas. The days of the meeting have been shifted accordingly so that the Finance Committee will meet on Saturday (16 February) and the full Board will meet on Sunday (17 February) and Monday (18 February). The Board noted that no time slot had been reserved for the Membership Committee on Monday (18 February) which could use the time reserved for the Ad Hoc Task Force on Plan 2001 Implementation since they will have no reason to meet. The Board suggested the possibility of moving the Chapter meetings to Wednesday (20 February) instead of Tuesday (19 February) so that they could follow the Best of Chapters session. Perhaps the Best of Chapters session could be 4-6 p.m. followed by a small reception with the Chapter meetings to be held 7-9 p.m. It was also suggested to merge the Chapter Newsletter Editors and Chapter Web Editors Breakfasts since many people serve both roles in some Chapters. Linda Hartig and Judy Pinnolis should be notified about this idea. It was noted that the President's Reception should be held on Wednesday (20 February). The Board of Directors will also need a room reserved for meeting in the morning on Friday (22 February).

Stephen Davison requested the Board consider raising honoraria from \$100 to \$500 for this meeting only due to the special nature of the Las Vegas environment. Cassaro emphasized the importance of consistency regarding honoraria. Troutman asked for clarifications about what Stephen Davison can offer to potential speakers. Vandermeer inquired how exceptions should be requested. Cassaro said that Stephen Davison should offer the current level of honoraria for speakers, which is \$150 and no more. Matthews offered the possibility of the Local Arrangements Committee conducting additional fund-raising efforts to cover additional fees, which has been the precedent. Other possible incentives could be extra banquet tickets or free registration. Matthews cautioned to keep the Convention Managers included in these communications.

Stephen Davison also proposed plenary sessions and requested feedback from the Board. It was noted once again that there couldn't be a pre-conference on streaming audio since Stephen Davison is planning a plenary session on the topic.

Rogan and Troutman will communicate the specifics of the Board's programmatic discussions to Stephen Davison.

2. Las Vegas LAC.

The Board reviewed the report submitted by Cheryl Taranto.

The Local Arrangements Committee has been concentrating primarily on fund-raising, the Local Arrangements Reception, and tours. With regard to fund-raising, card sales have been going well in addition to contributions from several institutions and individuals. Christine Clark of Theodore Front has offered to provide conference bags for registration materials. Cassaro and Matthews noted that it might be more important to ask Christine Clark for assistance in funding the Local Arrangements Reception than providing free conference bags. In general Goudy suggested that the Local Arrangements Committee's responsibilities regarding fund-raising need to be codified.

A contract has been signed with the Liberace Museum for the Local Arrangements Reception to be held on Tuesday (19 February). There will be a cash bar unless corporate support is found.

Rogan asked for clarification regarding funding for the Local Arrangements Reception. Cassaro responded that it is the responsibility of the Local Arrangements Committee to fund it. Rogan asked what other sources of assistance might be tapped. Cassaro suggested the Committee might solicit additional help from the Mountain Plains Chapter. Troutman commented on the expenses related to the use of the Liberace Museum, especially if there are a number of attendees. Cassaro and Rogan agreed that it is the responsibility of the Local Arrangements Committee to consider all possible factors.

One tour will be offered on Monday (18 February) to Hoover Dam at the cost of \$45 per person. There will be two trips offered beginning at 7:30 a.m. and noon, but there needs to be at least 30 people signed up for each tour in order to make them financially feasible. Other entertainment ideas for the banquet and opening reception are in progress. Cheryl Taranto has also been working with Program Chair Stephen Davison regarding the plenary session on Las Vegas music. Taranto has also been in contact with Roundtable Coordinators regarding viable topics related to Las Vegas.

Rogan and Troutman will communicate the Board's discussions to Cheryl Taranto and the Local Arrangements Committee.

F. Publications.

The Board reviewed the report submitted by Nancy Nuzzo.

The committee discussed the need for a policy on reprinting articles from *Notes* at the New York meeting. Linda Hartig and Dick Griscom drafted a statement that was subsequently folded into two new agreements to be used with *Notes* authors and reviewers. Cynthia Sanders of Astrachen Gunst Goldman and Thomas, P.C drafted the new agreements. The Transfer of Copyright agreement will be used in most cases, in which the author transfers all rights to MLA. The Assignment of Copyright agreement will be used only when an author insists on retaining copyright in which the agreement assigns exclusive rights to MLA for one year. Both agreements will address a number of situations and will protect MLA's rights in several areas. Vandermeer expressed preference to continue to offer authors the option of maintaining copyright. Troutman noted that the Assignment of Copyright is for only one year. Vandermeer still preferred offering the option of always offering the option of maintaining copyright.

Astrachen Gunst Goldman and Thomas are in the process of reviewing an amendment to MLA's agreement with EBSCO Publishing. MLA has the option of participating in a number of third-party services such as subscription-based services, pay-per-view, advertising-supported sites, and sites supported by an annual license fee. The Publications Committee would like to know how the Board feels about participating in such services. The Board expressed support of subscription-based services and pay-per-view and discomfort with advertising-supported sites and annual licensing fees. Cassaro will clarify questions with Nancy about advertising supported sites and annual licensing fees. Consequently there will need to be an amendment to the current EBSCO agreement. Troutman inquired about a recommendation from Nancy Nuzzo regarding these partnerships. Cassaro will ask the Publications Committee to develop recommendations. Matthews noted that they are an avenue for revenue.

Change of address notices have been sent to H.W. Wilson, ISI, IAC, EBSCO, Project Muse, and Bell & Howell in order to ensure the timely receipt of royalties.

Cassaro announced that Barbara McKenzie (RILM) is writing grant proposals to fund the project to include music titles in JSTOR. JSTOR will probably include no more than 40 titles. Ranked lists of music periodical titles will be sent to JSTOR through the Publications Committee.

Cassaro thanked Nancy Nuzzo profusely for the incredible accomplishments of the committee.

X. Reports of Special Committees.

A. Ad Hoc Task Force on Plan 2001 Implementation.

The Board reviewed the report submitted by David Farneth.

Cassaro applauded the Task Force's efforts to produce such a well-crafted final report on such short notice.

It was moved by Phil Vandermeer, seconded by Elisabeth Rebman, and unanimously carried to accept the Ad Hoc Task Force on Plan 2001 Implementation Report.

Motion

Consequently, the committee is now officially discharged. The final report forwarded two recommendation to the Board: 1) The Task Force recommends that on occasion the Board devote meeting time to planning, and adopt specific agendas to address goals and objectives; and 2) It recommends that the Board review recent planning activity every five years to determine if another formal planning process is required.

Vandermeer suggested that the final report be studied carefully at the fall Board meeting for strategic planning purposes. Cassaro agrees that the document provides good guidelines for discussion

purposes and he will invite others to join us in September. Matthews endorsed the idea because it will give people a sense of ownership.

Cassaro noted that there needs to be some clean-up with regard to names in order to reflect new appointments across the board as well as some misspellings.

Troutman noted that it is important to acknowledge the ability to carry-through this long-term plan during such a difficult period in the Association's history. Vandermeer agreed that the document would serve the Association well in the future.

Cassaro extended heartiest congratulations for a job well done.

B. Administration.

The Board reviewed the report submitted by Bob Acker.

Two new members were appointed to the Automation Subcommittee after the New York meeting (Victor Cardell and Avery Sharp) and three members resigned. The Automation Requirements document has been mounted on the MLA web site. The Subcommittee also updated its charge and the System Users Groups list, which has also been added the MLA web site. A name change was also recommended.

It was moved by Phil Vandermeer, seconded by Paula Matthews, and unanimously carried to accept the recommendation to change the name of the Automation Subcommittee to Integrated Library Systems Subcommittee and its revised charge.

Motion

The Board emphasized the importance of evaluating vs. endorsing particular online systems. Vandermeer noted the omission of users groups in the charge as reflected in the *Administrative Handbook* and the *Administrative Structure*. The Subcommittee sponsored the Automation Forum and eight system users' groups during the New York meeting. The Automation Forum would like to co-present a session with the Technical Services Roundtable on the ways various online systems handle authority control. The Board enthusiastically endorses the idea.

The Music Library Facilities Subcommittee presented a program on four new facilities including the University of Nevada-Las Vegas, the University of Kansas, the University of Northern Colorado, and Cornell University at the meeting in New York. The Subcommittee is also in the final editing stages of its web page. The Subcommittee also discussed updating Technical Report no. 20, *Space Utilization in Music Libraries*, compiled by James P. Cassaro. New chapters might need to be added and the revised edition could also be incorporated with an upcoming program session. The Board suggested the possible coordination of this effort with related publications in the Basic Manual Series, Technical Report Series, etc.

The Personnel Subcommittee co-presented a public session on sabbatical leaves with the Large Academic Libraries Roundtable. They also issued a report on staffing standards for music libraries. New projects include exploring the feasibility of producing a second edition of the 1990 Technical Report on *Careers in Music Librarianship*. Carol Tatian, the author, declined an invitation to be involved in the second edition. At the encouragement of Technical Report Series Editor, Stephen Wright, the Subcommittee has begun to develop a proposal for submission in the near future. The Subcommittee is also looking for an appropriate venue for the publication of their report on standards. The editor of the MLA Basic Manual Series, Jean Morrow, has expressed tentative support toward including the report in the manual on administration. Paula Elliot will continue to serve as moderator of the annual Interview Workshop.

At the New York meeting, Lenore Coral reported to the Statistics Committee on the Forum on Library Statistics and Performance Measures held in Washington D.C. in February. There was concern over the current lack of interest in the NISO community with regard to standards for counting musical materials (i.e., scores). A review of the 1999-2000 Survey of Music Libraries took place, which resulted in the possibility of an open session in Las Vegas on the potential uses of statistics for music librarians. A joint session with the Automation Forum regarding the relationship of library automated systems and statistics served as yet another possibility. Matthews expressed great enthusiasm regarding a program about automated systems and statistics perhaps as an AskMLA session. The current survey will be reviewed to see if it might be simplified and other methods for reporting the results was also discussed. A budget proposal to cover the cost of postage for mailing copies of individual responses to the Music Library Annual Questionnaire to responding libraries was submitted. Goudy inquired where the data collected from the survey actually resides. She also suggested the creation of a database. Matthews noted that a *Notes* article has also been presented as an idea.

The possibility of producing a MLA Technical Report publication was discussed. The directory project was also discussed.

C. Awards.

No report.

It was noted that the Gerboth Committee requested an extension of the application deadline because no applications had been received to date.

D. Bibliographic Control.

A one-year extension is being requested for both the Music Thesaurus Project Advisory Task Force and the Form/Genre Terminology Working Group. A final report of the Form/Genre Terminology Working Group is expected at the Las Vegas meeting. There is a perceived need for the continued presence of group devoted to the Music Thesaurus Project, so it is anticipated that the Advisory Task Force will need to revise and extend its charge and its membership. The International Music Metadata Projects Working Group is expected to present a final report at the Las Vegas meeting, if their charge can be extended for one-year in order to analyze their findings and make recommendations. In order to accomplish the second part of their charge, which is “to monitor developments in existing music metadata projects and identify new projects,” an on-going task force will need to be established. The Dublin Core “Relations” Element “Type” Qualifier Working Group has also requested a one-year extension. The Board expressed support for all extension requests, although Matthews noted that this is the third extension for the

Advisory Task Force.

After lengthy discussions in New York, the BCC decided to experiment during the Las Vegas meeting with one-hour sessions for its five open meetings rather than 90-minute sessions. The four subcommittee meetings will be merged into two 2-hour blocks. It is hoped that this will assist in simplifying the program schedule and perhaps create more programming flexibility. Troutman and Rogan will communicate program requests to Stephen Davison.

Terry Simpkins has been appointed Chair of the Authorities Subcommittee, replacing Mark Scharff. Margaret Kaus, Ralph Papkhan, and David Sommerfield have also joined the Authorities Subcommittee. Dennis Davies-Wilson, Brad Young, and Joe Bartl have been appointed to the Descriptive Cataloging Subcommittee. Mark Scharff and Lois Schultz have filled vacancies on the MARC Formats Subcommittee. Ray Heigemeir, Wendy Sistrunk, and Patricia Thomson have joined the Subject Access Subcommittee. Sharon McKinley has been named the new LC Representative to the Music Thesaurus Project Advisory Committee. In June Beth Tice will replace Dennis Davies-Wilson as the BCC Recording Secretary/Webmaster.

Cassaro extended thanks to the Matthew Wise and the BCC for their excellent work.

E. Legislation.

The Board reviewed the report submitted by Bonna Boettcher.

The Committee met once in New York to discuss current issues and priorities for the next year. Madeline Nichols reported briefly to discuss the work of ALA’s Copyright Subcommittee. Mary Wallace Davidson intends to attend the “Intellectual Property in the Digital Environment: Exploring the Possibilities” conference at the University of Wisconsin-Madison in May. Mary Wallace Davidson has also been working with her local colleagues regarding copyright issues associated with Indiana University’s Digital Music Library Project. Matthews encouraged people attending sessions such as Mary Wallace Davidson to report back to the Board and the MLA membership via MLA-L.

Brian Cockburn has created a new look for the copyright web site. However, the committee thinks that the responsibility of updating the information provided and ongoing maintenance for the site is too much for a single person. The appointment of a subcommittee to “ensure that all information presented on the web site currently titled *A Guide to Copyright for Music Librarians* is as complete, accurate, and current as possible, and to take advantage of the ever-expanding potential of the web as an information resource.” Goudy inquired if the web site is currently linked to the MLA web site. Cassaro responded that it is connected. The Board thought a web site subcommittee led by Brian Cockburn was a sound idea. Troutman inquired about the importance of web site consistency especially with regard to graphics. It was agreed that the subcommittee should work in conjunction with Judy Pinnolis. The Board supports the creation of a web site subcommittee to work in conjunction with Web Editor Judy Pinnolis, especially with regard to design issues.

Bonnie Jo Dopp has resigned from the committee and Charles Reynolds has been appointed as a new member.

Cassaro extended many thanks to Bonna Boettcher for her wonderful work.

F. Preservation.

The Board reviewed the report submitted by Marlena Frackowski.

Membership changes include the resignation of John Shepard and R. Wayne Shoaf. Donna Arnold, Marcelyn H. D'Avis, and Kathleen Haefliger have been appointed as new members. Matthews encouraged the Committee to find more new members.

The Committee held an open meeting in New York on the binding of music materials. The session entitled *Objectives of the Binding Policy for Music Materials* featured a panel of experts representing the publishing and binding industries, music librarians, and composers. A discussion on proposed alterations to the ANSI/NISO/LBI Library Binding Standard also took place. The Committee will explore the possibility of including an MLA representative to serve as an advocate on the NISO (National Information Standards Organization) committee, which will be working on a revised standard for 2005.

The Committee also discussed program ideas for the 2002 meeting in Las Vegas such as developments in the sound recording industry and their preservation implications, preservation issues for small collections, standards for copying old formats, the review of sound recording preservation Internet sites, and critical assessment of digital audio formats, including DVD.

Cassaro encouraged the Committee to reach out to ARSC (Association of Recorded Sound Collections) and rebuild connections.

Cassaro thanked Marlena Frakowski for her thoughtful work.

G. Public Libraries.

No report.

Matthews encouraged the Committee to work with Alan Karass with regard to the upcoming Public Library Association meeting. It is an outreach opportunity. Their previous program proposal could also be re-considered for an ALA conference.

Hughes suggested the Committee consider working with the Personnel Subcommittee regarding standards for music librarians working in public libraries.

H. Reference and Public Services.

The Board reviewed the report submitted by Kathleen Abromeit.

All three subcommittee chairs, Charles Reynolds, Alan Green, and Suzanne Eggleston, have resigned. Marty Jenkins, Mary DuMont, and Paul Cary have assumed the positions as chair.

The Bibliographic Instruction Subcommittee presented a session at the New York meeting on assessing teaching effectiveness. The Subcommittee also continues to host an online listing of instructional materials related to music libraries. A new home for the web site may be a good idea since Suzanne Eggleston is leaving the subcommittee. There was also interest in retrieving statistics on much use the online site attracts. The subcommittee will also pursue information literacy as a possible program topic for the 2002 annual meeting.

The Electronic References Services Subcommittee presented a session in New York that involved demonstrations of The Digital Archive of Recorded American Music, Schwann Online, and RIPM Online. Ideas discussed at the business meeting included possible future program topics such as the use of specific online reference tools, databases of notated music, the impact of electronic resources on collections, automation standards for bibliographic databases, and issuing a call for papers.

The Information Sharing Subcommittee presented a meeting in New York that informed attendees about new digital projects in music libraries. Two ongoing projects include the aggregation of high-quality music-related web sites and informing the MLA membership about new digital music library projects. A website for sharing information on the latter is a work in progress.

The Reference Performance Committee hosted its annual reference refresher on iconographic resources for theater and music librarians and reference resources for Renaissance and Baroque dance. The plan for next year's session in Las Vegas is on the use of non-music reference sources to answer music questions. The Subcommittee is considering moving the WOREP project to a working group, since it has taken up so much time and energy of the Subcommittee as a whole. Such a move would allow the subcommittee to focus on other pressing agenda items. One idea sitting in the wings is the creation of a webliography of literature on music reference work.

RAPS continues to talk about its organization and subcommittee structure with regard to its relevance to the current state of public services in music libraries. Student training seems to be an issue of particular interest. There also seems to be general confusion about the nature of the Information Sharing

Subcommittee. It was suggested that this subcommittee could be turned into a group that addresses issues that seem to be of more immediate concern such as personnel, staffing, and training.

Vandermeer expressed concern over the ongoing review of the RAPS charge. Matthews responded that the issues of personnel, training, and staffing belong under the jurisdiction of the Personnel Subcommittee. Troutman expressed the desire to hear more specific details and suggestions. Vandermeer agreed that the Information Sharing Subcommittee should disband. Goudy read their old charge. Matthews noted that RAPS had been asked to review their charges two years ago. Matthews suggested that Cassaro contact Kathy Abromeit to assist in recruiting new members and provide guidance for future directions. Goudy thought it was important to give the new chairs an opportunity to lead without interference. Rogan suggested deadlines be imposed for help in focusing the new charges. Matthews responded that they've been give deadlines in the past that have gone unheeded. Vandermeer expressed concerns about the WOREP study. Goudy suggested that the WOREP study be turned into a working group. Cassaro will charge RAPS to see what changes are needed to reflect the current state of public services to be reported at the Las Vegas meeting. Matthews applauded the Committees efforts in recruiting new members. She suggested that the group re-evaluate RAPS after Kathy Abromeit's term ends. Another ongoing concern is Internet connections. Matthews also endorsed the continual good results with the Reference Refreshers and Bibliographic Instruction sessions.

I. Resource Sharing/Collection Development.

The Board reviewed the report submitted by Mark Germer.

The primary topic of the report addressed the desirability of MLA participation in the construction and/or hosting of a collective music website. Questions addressed include who is the audience and what is needed. Leadership and visibility would be concrete benefits. Other issues considered include how does the idea relate to MLA's mission and how would the enterprise serve the Association. The report cautioned the Board to keep in mind the differences between timeliness, urgency, and importance.

Recommendations include: 1) further research into music librarians' use of metasites; 2) canvass a greater portion of the MLA membership regarding daily interactions with the Web and the redirection of capital and human resources toward cataloging what is found there; 3) the development of an internal administrative structure which would support the web site; 4) implementation; and 5) ongoing review. In general the report suggests the best advice is to slow down and carefully consider the magnitude of the commitment for the best possible result.

Goudy and Rebman questioned the need with regard to the amount of work vs. the potential gains. Hughes noted the need to be careful about what MLA would endorse as web sites. Cassaro expressed concern about the duplication of effort. Goudy questioned whether it was realistic to develop a web site for music resources that would address the all the needs of the different kinds of libraries and their local clientele.

Matthews expressed support for Yale Fineman's proposal and encouraged the Board to take a risk. She likened the project to the *Basic Music Library*.

Hughes emphasized the importance of focusing on the architectural models and issues involved such as controlled vocabulary. Vandermeer noted that two very different models have been proposed thus far.

Goudy suggested the Board first determine if such a mega music site is really desirable, and if so, what kind of site best suits the needs to be met.

Hughes raised the issue of problems created when institutions host the servers and then people move around to take other positions.

Vandermeer inquired about the possibility of subscription sites such as New Grove II.

Cassaro asked the Board how to proceed. It was decided to charge an Ad Hoc Committee to use the five recommended criteria to research if MLA needs this web site first. The group should also address legal issues.

Matthews noted that ARLIS and the Association of Law Librarians are working on a similar initiative. She encouraged visionary thinking.

Hughes asked about the timeline for the Ad Hoc Committee. Cassaro suggested a town meeting to talk about the idea in Las Vegas with a final report to be issued next spring. Goudy suggested canvassing the MLA membership for ideas on MLA-L beforehand.

Troutman suggested reviewing other models such as ARL and WestWeb for the Western European section of ALA, too.

Vandermeer questioned the importance of the project idea. Matthews responded that MLA would validate authorized web sites.

Rogan encouraged other options to be investigated besides the current two proposals.

Goudy noted that financial implications should be kept in mind.

Matthews noted that institutions without music librarians such as small public libraries should also be kept in mind.

Troutman reminded the Board that if MLA does not do it someone else will do it.

Hughes expressed special concern over the legal and administrative issues.

Cassaro suggested a new plan with a recommendation by the Ad Hoc Committee by the end of the Las Vegas meeting. A town meeting would still be possible early in the conference schedule.

Rogan and Troutman will communicate the need for a time slot to Stephen Davison.

The Board discussed possible names of people to serve on the Ad Hoc Committee.

J. Nominating.

No report.

XI. Search Committees.

It was noted that announcements and job descriptions for both positions will appear in the next issue of the *MLA Newsletter*.

A. Assistant Convention Manager/Convention Manager.

No report.

B. Newsletter Editor.

No report.

XII. Joint Committees.

A. AMS/MLA Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.

Lenore Coral's term as the MLA Chair of the Joint Committee ended at the conclusion of the New York meeting. The new chair is Peter Lefferts, an AMS representative. Marjorie Hassen has been appointed to replace Lenore Coral on the Joint Committee.

John Shepard is currently serving in the role of MLA Coordinator.

Sarah Adams reported on the work of the U.S. RISM Office at Harvard University.

Records still remain to be edited and input for the U.S. portion of the A/II project (manuscripts 1600-1800). The cost of completing the work during the next fiscal year is estimated to be approximately \$2,000. The RISM Joint Committee therefore requests a subvention for FY2002 of \$1,000 each from AMS and MLA. Peter Lefferts relayed the request of the Joint Committee to AMS.

Marjorie Hassen will require travel assistance to attend the Joint Committee meeting to be held in Atlanta, GA, 17 November 2001. Round-trip airfare is estimated to cost \$250, which has also been submitted as a budget request to Fiscal Officer Phil Vandermeer for consideration by the Finance Committee.

Vandermeer will send information regarding budget requests to John Shepard as the MLA Coordinator.

John Howard has convinced the RISM *Commission mixte* of the necessity of moving the RISM database to a MARC-like platform so that participating countries can more easily send data electronically to RISM. The desired end result would be to move the publications of RISM A/II from CD-ROM to the Web, with a subscription arrangement such as is currently used by RILM to generate income that can help fund the ongoing work of RISM. NISC would be a logical consideration as a possible vendor for the new product in order to unify RILM, RISM, RIPM, and RidIM. A foundation grant is being sought after to underwrite the costs of developing a new web-based product. Troutman asked for clarification about the cost of the RISM web product.

Cassaro heartily thanked John Shepard for his report and keeping the Board up-to-date on the RISM database developments.

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

The Board reviewed the report submitted by Jane Penner.

Jane Penner reported on the meeting of the Joint Archives Committee meeting that took place at the University of Maryland on 30 April 2001. The primary agenda item was to generate a recommendation in response to the MLA Board's June 2000 decision to discontinue archiving the e-mail messages written over MLABD-L. The Joint Archives Committee expressed concern over the

incompatibility of this decision with MLA's Policy on Machine-Readable Records, especially since the Committee has never been directed to review or alter the policy.

Vandermeer represents the University of Maryland on the Joint Committee and he serves as the current Fiscal Officer on the MLA Board, so he shared his unique perspective on the issue at hand. Matthews provided further historical background. Vandermeer noted that policy changes need to be implemented by the Archives Committee.

It was moved by Paula Matthews, seconded by Leslie Troutman, and carried with nine yes votes and one abstention to accept the recommendation of the Archives Committee that the archival copy of record of MLABD-L shall be such paper copies as the President, at his or her discretion, shall make and incorporate into the Presidential files.

Motion

Point 2 of the Policy on Machine-Readable Records shall be changed accordingly.

C. MPA/MOLA, Joint Committee.

The Board reviewed the report submitted by John Shepard.

Joe Boonin and John Shepard reported on the annual MLA meeting held in New York at the joint meeting held on 11 May 2001. In particular they thanked MPA and its constituent members for their monetary contributions. They also thanked J.W. Pepper for its in-kind donation of the conference bags. MPA and MOLA expressed much interest in MLA's transfer of management services to A-R Editions.

Tom Broido announced during his report the resignation of Christine Hoffmann as MPA Administrator.

MOLA reported on its March meeting in Seattle. Its next meeting will be in Salt Lake City, 27-29 April 2002. One of the featured plenary sessions will be publishing on the Internet. Robert Sutherland requested that an MLA member participate serve on the panel. John Shepard offered to forward any suggestions from the MLA Board to Robert Sutherland. The Board offered Nancy Nuzzo as the MLA Publications Chair as one suggestion.

The next meeting of the joint committee will be Friday, 26 October 2001 at the newly re-opened New York Public Library for the Performing Arts. Matthews offered to attend the meeting if Cassaro could not make it.

Cassaro expressed sincere thanks to John Shepard for keeping the Board informed of the activities of the Joint Committee.

D. RILM/U.S. Office.

The Board reviewed the report submitted by Dan Zager.

The RILM/U.S. Office Governing Board met at the *Musical Intersections* conference in Toronto in November 2000. All organizations were represented with the exception of the College Music Society. The next meeting will take place in Atlanta, GA at the American Musicological Society meeting (15-18 November 2001).

Lenore Coral developed the RILM/U.S. Office budget for FY 2001/02 based on current levels of support from MLA, AMS, IAML-U.S., CMS, SEM, SMT, and SAM. Estimated contributions exceeded budgeted expenses by only several hundred dollars. A negative budget is possible in the near future. Dan Zager will appeal to the leadership of the other organizations to see if they would consider increasing their level of support.

2,480 abstracts were produced during 1999/2000. The number of abstracts was lower than in previous years due to Lenore Coral's inability to solicit abstracts during the move into Cornell University's new music library. The number of abstracts should increase again in 2001.

Cornell University continues to provide space, computer support, administrative support, and postage. This year a new computer was also provided along with a direct telephone line.

A \$500 increase from \$6,500 to \$7,000 has been requested from MLA for the annual contribution to the RILM/U.S. Office. The Board requests a financial report for the RILM/U.S. Office, especially since MLA subsidizes these reports.

Cassaro extended hearty thanks to Dan Zager for his report.

XIII. Representatives to Other Organizations.

A. ALA.

The Board reviewed the reports submitted by Jane Gottlieb.

ALA filed a suit in a federal district court to overturn the Children's Internet Protection Act (CIPA), which mandates the use of blocking technology on computers in public and school libraries.

ALA believes this legislation is unconstitutional. Executive Director William Gordon sent a letter to ALA Affiliates to ask for financial support to the CIPA Legal Fund.

It was moved by Paula Matthews, seconded by Leslie Troutman, and unanimously carried to contribute \$250 to the CIPA Legal Fund in support of ALA's efforts to overturn the Children's Internet Protection Act.

Motion

ALA Executive Director William Gordon attended the MLA meeting in New York, which greatly assisted in raising the visibility of MLA within ALA. The attendance of members from the Theatre Library Association, Dance Librarians Discussion Group of ACRL Arts, and Congress on Research in Dance also aided the efforts of increasing MLA's visibility within related organizations. It is hoped that there will be continued outreach activities coordinated among these groups.

Mary E. Edsall's *A Core Collection in Dance* will be published in June 2001 and should be available for sale at the ALA annual meeting. A report on the new publication was presented at the Bibliography Roundtable session in New York.

Jane Gottlieb will begin her term as a member of the ACRL Arts Dance Librarians Committee at the 2001 ALA annual conference and her service will conclude in 2003.

MLA's interests will be well represented at the ALA program sponsored by the Theatre Library Association entitled *Performance by the Bay: Documenting the Performing Arts in San Francisco*. Jane Gottlieb will post notices on MLA-L prior to the ALA meeting in order to alert the membership of sessions of particular relevance to music librarians.

Jane Gottlieb and Jim Cassaro will attend the ALA Affiliates luncheon hosted by ALA Executive Director William Gordon. There will also be an MLA at ALA party again in the Scarecrow Press Suite.

The new Yo-Yo Ma poster will be featured at the ALA Store. MLA publications will also be available at the Scarecrow Press table. Alan Karass is in the process of coordinating the MLA Exhibit table.

Matthews suggested that Jane Gottlieb work toward a program idea for ALA with the Public Library Committee. Hughes added working within the Chapters to solicit other potential program ideas.

Cassaro thanked Jane Gottlieb profusely for building connections with ALA affiliate organizations such as the Theatre Library Association.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

Mark McKnight succeeded Lenore Coral as the MLA Representative to NISO at the conclusion of the New York meeting.

The Board suggested that there be further communication surrounding these important issues such as on MLA-L.

Cassaro extended great thanks to Mark McKnight for his report in this important arena of library standards.

XIV. External Liaisons.

A. MOUG.

No report.

B. Organizational Liaison Committee.

No report.

XV. Roundtables.

No report.

The Board expressed a desire for the Roundtables to report to the Board and not just in the *MLA Newsletter*. There was a motion in the Board minutes to this effect on 24 September 1994.

XVI. Old Business.

A. Membership Handbook.

The Membership Handbook will be distributed in September 2001 after the second renewal membership mailing.

B. IAML U.S./MLA.

The Board will provide a free copy of the MLA mailing list for the IAML meeting to be held at the University of California-Berkeley. Funding issues and potential exhibition at the meeting will be discussed at a later date as will the possible merger between MLA and IAML/U.S.

C. Transition to A-R Editions, Inc.

The transition to A-R Editions should be completed by fall. Some banking issues need to be resolved yet.

The Board extended great thanks to A-R Editions for the extremely successful and smooth transition.

Management issues from MLA Plan 2001 will be addressed in the future.

D. Honoraria.

The Board reviewed the report submitted by Renée McBride.

The report of the Ad Hoc Working Group on Honoraria addressed equity issues among honoraria and made recommendations to the Board regarding the distribution of honoraria. Data was gathered and recommendations were made based upon responses solicited via MLA-L and related organizations as well as a comparison of MLA budgets from FY 1999/2000 and FY 2000/2001. Troutman expressed particular interest in how related organizations handle honoraria issues. The Working Group found that MLA appears to be rather generous overall with regard to the number of honoraria offered as compared with similar organizations. The following criteria were established: the number of hours per year spent on position responsibilities, level of expertise required, whether or not the position is appointed by a search committee, whether or not the position involves editorial responsibilities, and the impact of the position on MLA.

It was moved by Neil Hughes, seconded by Paula Matthews, and unanimously carried that FY2001/02 honoraria should be set at 10% of the total operating budget expenditures.

Discussion ensued about how to incorporate the financial aspects of the recommendations into the budget for FY 2001/2002. The Board charged the Finance Committee to work out the bottom line figures.

Motion

It was moved by Paula Matthews, seconded by Neil Hughes, and unanimously carried to accept the recommendation to distribute the honoraria budget as suggested by the Working Group with allowances for slight variations in percentages.

Motion

The Board reviewed proposed percentages with current percentages. The distribution recommendations were based on duties. Troutman inquired if the proportions should be left the same. Goudy inquired about the formulas used. Troutman noted the explanations provided on the Positions Evaluation Chart. Matthews expressed concerns about the methodology employed; some of the figures reported appear inaccurate and do not reflect the current priorities of the Association. The Board agreed that honoraria should be reviewed annually. Cassaro suggested the possibility of building an endowment fund for *Notes*. Gullickson reminded the Board about previous discussions regarding potential *Notes* changes such as reviews on the Web in order to improve timeliness. Rogan suggested changing the Advertising Manager's honorarium to a percentage of ad sales and removing the position from the honorarium structure, which would ultimately result in an overall better situation. Cassaro inquired about the impact on the budget. Vandermeer suggested the transition be made gradually. Cassaro noted that the suggested honorarium for the Advertising Manager could be reallocated among the other positions. The Finance Committee worked out financial details for presentation to the Board.

It was moved by Paula Matthews, seconded by Leslie Troutman, and unanimously carried to accept the recommendation to continue to offer current levels of support for travel to the MLA Annual Meeting to the Treasurer/Executive Secretary and Convention Manager/Assistant Convention Manager.

Motion

It was moved by Leslie Troutman, seconded by Michael Rogan and defeated with eight no votes, one yes vote, and one abstention to offer all other honoraria positions the option of receiving their full honoraria amount as travel support.

Motion

Matthews expressed discomfort with the lack of distinction between honoraria and travel support. Vandermeer agreed and also asked about the tax issue. Cassaro responded that the tax issue only applies if the amount is over \$600.

It was moved by Phil Vandermeer, seconded by Paula Matthews, and unanimously carried to reimburse each series editor 25% of the royalties received by MLA for the title(s) produced by that editor.

Motion

Consequently, the series editors will be removed from the honoraria structure. Vandermeer inquired if the recommendation would apply to the series editors strictly during their term of office or indefinitely for publications produced during their terms of office. Rogan suggested the receipt of royalties only during the first year of publication as yet another alternative. The Board agrees with the recommendation in principle with parameters and equity issues between editors to work out the details. It presents an incentive to be

removed from the honoraria structure. The series that would be affected include the Basic Manual Series, the Technical Reports, and the Index & Bibliography Series.

It was moved by Paula Matthews, seconded by Leslie Troutman, and unanimously carried to accept the recommendation to continue the current practice of not offering honoraria to *Notes* departmental editors and indexers.

Motion

Cassaro thanked Renée McBride and her committee for their report and hard work on this controversial subject.

E. Review of By-Laws/Constitution.

The review of MLA By-Laws/Constitution is in progress. A preliminary report is expected from Jim Farrington for the fall Board meeting.

F. MLA Web Issues.

Matthews provided background on the issues involved. Judy Pinnolis will be asked to review them with the working group. Changes need to be made across the board. Hughes suggested that Judy Pinnolis to pick members of the working group, which should focus on web support, if she needs it.

XVII. New Business.

A. Annual Meeting 2005.

The Fairmont hotel contract has been signed for the 2005 annual meeting in Vancouver.

B. Affiliate Organizations.

Cassaro suggested that MLA develop a parallel structure to the ALA affiliates program, which would supersede the Organization Liaison Committee. Possible perks for potential affiliate organizations such as MOUG, ARSC, MPA, MOLA, etc. could be registration discounts. They could be included on official MLA letterhead and the web site to indicate stronger and more official connections with MLA. It could also facilitate joint organizational projects. Cassaro will discuss the idea further with ALA Executive Director William Gordon at the ALA Annual Conference.

Matthews suggested looking at the ALA web site as a possible model for handling affiliate organizations.

Cassaro asked that additional ideas be forwarded to him. He will gather information and may charge a Board subgroup to further research the possibilities, especially with regard to financial implications. Vandermeer offered his assistance.

C. Endowment Fund for NOTES.

Cassaro suggested charging the Midwest Chapter with targeting \$5,000 to be raised by the Las Vegas meeting and then to issue a challenge in Las Vegas to begin a public campaign to match funds in memory of Calvin Elliker and Nathan Eakin. The money could be used to supplement the *Notes* Editor at his or her discretion. The same rubrics that guide the Epstein Award could be employed with regard to covering administrative overhead and maintaining the principal.

Matthews asked if Calvin Elliker's wife had been contacted about the idea. Cassaro has been in touch with her.

Green thought it was possibly a good idea. Matthews suggested talking with Ruthann McTyre as Chair of the Development Committee.

Hughes suggested pitching the campaign to create more financial independence.

It was suggested that major fund donors might be past *Notes* editors.

Gullickson expressed reservations about the Midwest Chapter's ability to raise such a large sum of money in such a relatively short time period. Cassaro said the idea could be divorced from the Midwest Chapter, although the Midwest Chapter could be involved in other ways. Ruthann McTyre could be charged to target past *Notes* editors and editorial staff with possible letters from Charles Reynolds and Brad Short. The goal will be to have a public campaign by the Las Vegas meeting.

D. Mellon Grant.

The Mellon Foundation is willing to pay the overhead for MLA to administer the grant to index the George Hill and Norris Stephens publication. \$5,000 of income would be provided, although it would definitely require some work such as cutting about 250-300 checks per year for graduate students.

Matthews asked if there were precedents for such arrangements. Cassaro responded that there was an NEH grant some years ago. It was noted that it would be easier for MLA to take care of the 1099 forms. The grant total is \$250,000.

Green suggested that the arrangement be re-evaluated after six months.

Troutman asked if A-R Editions should be notified in case there was additional overhead. Green didn't think it would be necessary.

Troutman inquired if the MLA lawyers should be consulted. Matthews didn't think it would be required since Geroge Hill would be writing the final report.

Rogan asked about the final format of the index. Cassaro thought it would be a multi-volume printed index, but he will confirm with George Hill.

Matthews noted that the project could bode well for MLA in the future if the grant is administered well. Perhaps it would produce possibilities for the MLA web site. In any case, Cassaro will move forward with the idea.

E. Fall Board Meeting (26-30 September)

The dates of the fall Board meeting have been changed to 13-16 September. The Board will stay at the Palmer House, which is the Princeton University guesthouse. The full Board will begin meetings at 2 p.m. on Friday.

Strategic planning, especially with regard to repaying the MLA Fund, will serve as a significant agenda item at the fall Board meeting. Cassaro will invite other appropriate people to join the Board in these discussions.

F. Treasurer/Executive Secretary Support.

Cassaro presented an ongoing support idea. He wanted to brainstorm about ideas to expand the duties of the Recording Secretary. Parliamentarians need to be involved in the discussion.

Troutman asked about expanding the duties of other Board members such as the Report Gatherers. Cassaro was concerned about continuity with two terms overlapping.

Matthews noted that the roles of the Members-at-Large differ in intensity over the years due to particular circumstances at the time.

Cassaro questioned if the duties could be divided among the three members-at-large.

Matthews noted according to the Administrative Structure and the Activities Roster should be the same person.

Gullickson inquired if the difference between voting and non-voting members was an issue or a non-issue.

Rogan suggested a paradigm to identify discrete tasks to be passed around from the MLA Calendar, the Administrative Structure, the Activities Roster, etc.

A-R Editions may increasingly assume responsibilities for the Quickbooks database. Another idea included the Assistant Fiscal Officer's assistance with the distribution of financial reports.

Goudy asked about the timeline for making a decision. Cassaro responded that Michael Colby would offer his assistance through the Las Vegas meeting.

G. Richard French Endowment.

The idea was suggested to create a fund built in memory of Richard French.

Jane Gottlieb and Ginny Danielson have been talking about the idea. There are several people to target.

Such a fund could possibly be used to support a scholarship, a research award, or a RILM endowment.

Cassaro threw out the idea for Board consideration. He asked for a proposal. The Board agreed it would like something specific to react to with more concrete information.

Matthews cautioned against waiting too long and suggested continuing the discussion over e-mail before other organizations take the opportunity first.

Cassaro thanked the Board, Jane Gottlieb, and Ginny Danielson for all the thoughtful ideas.

XVIII. Adjournment.

Cassaro expressed his thanks to Board members for making his first Board meeting as President a productive and pleasant experience.

It was moved by Paula Matthews, seconded by Phil Vandermeer, and unanimously carried to adjourn the meeting at 11:50 a.m.

Motion

Respectfully submitted,
Lynn Gullickson
Recording Secretary