

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Madison, Wisconsin, June 8-10, 2002

Saturday, 8 June: 8:30 a.m.-12:30 p.m.; Sunday, 9 June: 12:00 p.m.-5:00 p.m.; Sunday, 10 June: 9 a.m.-6 p.m.; Monday, 10 June, 8:30 a.m.-12:00 pm

Present: Joseph Boonin, Jim Cassaro, Michael Colby (Recording), Virginia Danielson, Laura Dankner, Alan Green, Laura Gayle Green, Neil Hughes, Deborah Pierce, Michael Rogan,

Guests: Paula Matthews, Matthew Gryzbowski, Pat Wall, Jim Zychowicz

The meeting was called to order by President Cassaro.

I. Approval of Agenda.

It was moved by Virginia Danielson, seconded by Deborah Pierce, and carried unanimously that the agenda be approved as written.

Motion

II. Recording Secretary's Report. Michael Colby

It was moved by Michael Rogan and carried unanimously that the minutes of the February 17-21, 2002 meeting (Las Vegas, Nevada) be approved as submitted.

Motion

III. Parliamentarian's Report. Deborah Pierce.

Deborah has donated a new edition of *Robert's Rules of Order* to The Association. The revision of the *Administrative Handbook* done by the previous Parliamentarian, Allie Wise Goudy, had been distributed in April. The revision to the by-laws was slated for discussion at this meeting. [Discussion was tabled. See XVI.B.) The Activities Roster was compared to the current Administrative Structure and necessary changes made before the Roster was passed to Assistant Parliamentarian Alan Green. The benefits of having the Roster and Administrative Structure maintained by A-R were noted. A-R would be best suited to maintaining the current versions, yet it would be necessary to keep the historical data in the Roster as it is at present.

Deborah Pierce was thanked for her work and for taking over the Parliamentarian's duties at short notice.

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

The Board reviewed the following reports, which were distributed: Budget update spreadsheet, Investment accounts spreadsheet, Award donations, Draft MLA official calendar for FY03, and Revised administrative structure.

The renewal mailing has gone out and \$16,000 in renewals had come in as of Thursday. Matt Gryzbowski reported that as of Friday afternoon there was \$20,000 in renewals for 250 members. Green has worked closely with A-R, the Membership and Development committees on this year's renewal form and process; a place to indicate when a member first joined will be added to the form. She has worked closely with A-R this spring, and came in early for this meeting to work with Jim Z. and Pat on various issues. She and Pat are getting things cleaned up and ready for the audit. She has worked with A-R on next steps for the MLA database; for example, acknowledgement templates, etc. She has checked with Dan Wahlberg at Hertzbach; current IRS mileage is \$0.365. The Administrative Structure is constantly changing. It has been updated and the PDF file sent to Judy Pinnolis. The administrative web page has been updated. Judy has now mounted it. The Administrative Structure was updated for the September *Notes* issue.

Green has revised the MLA Calendar. Debbie Pierce suggested that dates when committee chairs need to report to the Program Chair be added to the calendar. Green has been working closely with Jim Zychowicz (who appears to be adept at reading minds.). He has prepared a wonderful breakdown and

compilation of A-R's bills to help us budget well. Green has renewed domain names for MLA, and assisted with facilitating the "lost sheep" campaign.

Budget details: Some misbookings bring up questions (a negative number in one of the MCB income lines). These will be resolved with Pat Wall. Overall, the conference made money (just over \$14,000). The dues and Notes income lines look very healthy because the incoming renewals have been booked in those areas. After consultation, those will be rebooked to reflect income for FY03 (according to accrual basis accounting). *Notes* royalty income is quite healthy. Investments have been up and down with the market; socially responsible instruments have performed better. Advertising revenues are down, but royalties are good at \$22,000, with J-STOR revenues yet to come. *MCB* subscriptions are over the projection. Total income is slightly under that budgeted, but doing well.

In expenses, legal fees have been slightly higher than budgeted. The overage in the Vice Presidential line needs to be approved. Inventory management for publications is way under budget, thanks to the services of A-R.

Green reviewed the investment reports. The balance as of March 31, 2002 is as follows:

MLA Fund Fidelity:	\$370,510.16
MLA Awards Fidelity:	\$ 73,446.14
MLA Awards Calvert Money Market	\$ 25,090.93
MLA Awards Calvert Managed Growth	\$ 43,192.26
MLA Fund Parnassus	\$ 76,199.92

MLA investments as of March 31, 2002 total \$593,168.68

Yet to do: File copyright for v. 58 of *Notes*. Send a letter to Dena Epstein.

Laura Gayle Green was thanked for her immeasurable service to The Association.

V. Vice President's Report. Laura Dankner.

In her role as liaison to the chapters, Laura Dankner has been comparing the lists of chapter officers as found on the chapter websites to what is on The Association's website. This data will be sent to Laura Gayle Green for updating the Administrative Structure. Dankner has been urging chapter chairs to renew their MLA memberships at the Sustaining level.

Cassaro suggested that Dankner review which chapters have been visited in recent years when determining which chapters to visit.

A. Chapter grants.

The requests for grants from chapters totaled \$2000. Most of the requests were for travel. Michael Rogan suggested that recipients of chapter grants report at the Chapter Chairs Breakfast at each annual meeting. Deborah Pierce noted that all chapter chairs do not attend the meeting and/or breakfast; it was agreed that delegates should be sent to the breakfast. Rogan noted that information like this would be useful in a Chapter Chairs Handbook. Dankner suggested that reports also be sent to the chapter chairs list. Dankner will work on a checklist of duties for chapter chairs. Virginia Danielson voiced a concern about reporting on chapter grants; in particular, it would be very desirable to see if they produce any long-term benefits. Danielson also noted that the travel grants help make it possible for younger members to get involved in The Association. Jim Cassaro noted that the amounts for mileage for chapter grants would need to be raised to meet current IRS guidelines.

It was moved by Joe Boonin, seconded by Virginia Danielson and carried unanimously that the chapter grants be funded at the following amounts:)

Motion

NEMLA	\$500
Atlantic	\$500
New York State	\$300
SEMLA	\$500

Dankner will notify the chapter chairs and Publicity Officer Alan Karass about the grants awarded.

VI. President's Report. Jim Cassaro.

President Jim Cassaro noted that he has more appointment letters yet to write. Many thank you letters are in process. Those to donors over \$100 need to be written.

Web Editor Judith Pinnolis has been investigating a redesign of the website. The process of sending appointment letters needs to be coordinated with the updating of this data on the website. There has been communication with A-R regarding linking this information on the website.

Cassaro has issued an invitation to the Canadian Association of Music Libraries (CAML) for the annual MLA meeting in Vancouver, B.C. in 2005. CAML members will be offered the same registration rate as MLA members. Cassaro has corresponded with Carol June Bradley about the research award. The first one will be issued at the 2004 meeting.

Regarding the legal action with the bank, things are not moving at the pace we had anticipated. The bank has become unresponsive. As of June 7, our legal counsel sent another letter to the bank's lawyers raising the possibility of litigation if there is no further response. Counsel remains optimistic about recouping some of our losses.

Cassaro has contacted American Musicological Society president Jessie Ann Owens regarding long-term planning for the Joint Committee on US-RILM, but has received no response. Cassaro would like to charge the MLA members of this joint committee to investigate a long-range plan and received the Board's support.

Cassaro reported that the Resource Sharing and Collection Development Committee would be working in conjunction with the Society on American Music on a new edition of *Resources in American Music History*.

VII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

Many thanks were extended to Jean Morrow for her excellent work.

B. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic. It will be necessary to monitor the fiscal implications (including royalties) of any title published this year. *Music Inspired by Art: a Guide to Recordings* is due to appear late this calendar year.

It was moved by Joe Boonin, seconded by Alan Green and carried unanimously to accept the recommendation to publish a revised edition of *Analyses of 19th and 20th Century Music*.

Motion

The Board heartily thanked Mark Palkovic for his work thus far in his term as Editor of the Series.

C. Music Cataloging Bulletin.

The Board reviewed the report submitted by Kathy Glennan. There are 528 subscribers to *MCB* so there is a significant possible audience for the proposed index. When published, availability of the index could be announced on the annual subscription invoice; this needs to be coordinated with A-R.

It was moved by Michael Rogan, seconded by Virginia Danielson and carried unanimously to accept the proposal to publish an updated index to the *Music Cataloging Bulletin*, with the print-on-demand option.

Motion

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig. Her work in the editorial change over was acknowledged. Alan Green raised the issue of selling advertising in the HTML version of the *Newsletter*; the print version has not carried advertising.

Cassaro thanked Linda Hartig for her years of dedicated service.

E. Notes.

The Board reviewed the report submitted by Linda Solow Blotner.

The Board thanked Linda Solow Blotner for her work in producing a wonderful journal and noted with appreciation her efforts at increasing the quality of the journal while streamlining the process.

F. Technical Reports.

The Board reviewed the report submitted by Steve Wright. There was no news on the *Cataloging Sheet Music* manuscript nearing completion. The Board felt the need for a deadline and set it at

January 1, 2003 for a complete draft, so that it can be evaluated when the Board meets at the annual meeting. Cassaro will ask Wright to notify Lois Schultz of the deadline.

It was moved by Alan Green, seconded by Michael Rogan and carried unanimously to accept the proposal to publish a new edition of *Careers in Music Librarianship*. The Board would like to receive a status report, including the names of contributors, for its Fall meeting.

Motion

Cassaro thanked Steve Wright for his work.

G. Website.

The Board reviewed the report submitted by Judith Pinnolis. Her suggestion regarding a redesign would need to come to the Board as a proposal, including costs. The Association is looking into having A-R maintain some of the technical aspects of the website, including links between committee sections and the Administrative Structure. An additional editor may be needed. Alan Green raised the question of offering advertising on the website.

The Board thanked Pinnolis for her report.

VIII. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

Billings to date for the first three issues of *Notes*, volume 58, total \$16,616. At this time last year the billings for advertising totaled \$18,779. New and returning advertisers were noted.

Profound thanks were extended to Susan Dearborn for her excellent work.

B. Convention Manager.

The Board reviewed the report submitted by Gordon Rowley.

Alan Green raised the question of how to attract students and new professionals to the meetings. Cassaro noted that student registration fees are lower and that the Freeman Grant aids first-time attendees. Dankner noted that surveys in the past had shown no support for changing the time of year for meetings in order to lower costs.

Michael Rogan reported technical problems in revising the Convention Managers Handbook. Laura Gayle Green and Rogan will confer on this. Cassaro will send a letter of thanks to Don Roberts for his exceptional years of service as Convention Manager/Assistant Convention Manager.

Cassaro thanked the Convention Managers for their diligent work.

C. Placement Officer.

The Board reviewed the report submitted by Renée McBride.

The Board was especially impressed with the timeliness of the Job List.

The Board warmly thanked Renée McBride for her work.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass. The Board has been pleased with Alan's idea to offer MLA pens and pencils at the MLA table, as well as with his conscientious work on press releases. Karass and Pinnolis should confer on the taking of official photographs at meetings.

Cassaro thanked Alan Karass for his enthusiasm and accomplishments.

E. Management Services.

Matthew Gryzbowski, Pat Wall and James Zychowicz of A-R met with the Board. A demonstration of the membership database was given. Gryzbowski showed how membership dues are entered, as well as subscriptions to *Notes*, *Music Cataloging Bulletin* and the Placement Service. Claims and invoices were also shown. The Board also saw how donations are tracked and were shown how links between the membership database and the Administrative Structure could be established. Accounting practices were also demonstrated.

The Board thanked Matthew Gryzbowski, Pat Wall and James Zychowicz for the demonstration.

IX. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Ruthann McTyre and Leslie Bennett.

The motion from the committee was carried unanimously that the MLA Fund brochure, as redesigned by the Committee, be mounted on the website and printed at the cost of \$650. The wording "I want to support MLA and its *Plan 2001*" should be changed to "I want to support MLA and its mission." There was discussion as to the dissemination of the brochure. It was decided that Cassaro would suggest to McTyre that the brochure be sent with the membership renewals.

Motion

The report expressed concern about informing corporate members of the new corporate logo. A-R is working on getting this information out. Jane Gottlieb is working on contacting potential new sustaining members.

The Board discussed at length the report of the Marketing Subcommittee. It was felt that the proposed MLA scarves and ties would have limited appeal. The Board did support obtaining 100 pins with the new MLA logo and the request to purchase two easels for displaying Silent Auction items. The need for a formal liaison between the Development Committee and the conference Local Arrangements Committee was recognized. Cassaro will appoint one.

B. Education.

The Board reviewed the report submitted by Deborah Pierce. The Board discussed the "Ask MLA" session on customer satisfaction proposed for the Austin meeting. Given the lack of detail, the Board would like to see a script of the session prior to the annual meeting.

It was moved by Alan Green, seconded by Joe Boonin and carried unanimously that the "Ask MLA" session proposed be approved in theory and that the script of the session be presented to the Board for its Fall meeting.

Motion

The Board was enthusiastic about the suggestion to produce a videotape on equipment maintenance in music libraries. The Board would like the Education Committee to work with the Preservation Committee on this project, suggests that a digital master be produced and would like to see a proposal, including costs, come to the Board in the future.

There was a question as to whether co-sponsorship of the Latin American music primer session would make it eligible for fiscal support from MLA. The conference budget does not fund roundtables; as this session lacks true coordination with the Education Committee, it is not open to MLA funding.

The Board discussed the proposed Information Literacy workshop, to be a pre-conference session. **It was moved by Neil Hughes, seconded by Michael Rogan and carried with one member recused, that the Information Literacy workshop be approved.** The Board would like to see a full budget for this session at its Fall meeting.

Motion

The Board reviewed the draft document "Core Competencies and Music Librarians" prepared by David Hunter. The Board recommended removing the phrase "the most" from sections 3.1 and 3.2. This should be placed on the MLA website and linked to from the ALA website, under Educational Policy Statements.

It was moved by Virginia Danielson, seconded by Joe Boonin and approved unanimously that the document be approved as edited.

Motion

Cassaro thanked Deborah Pierce for her double duty as Parliamentarian and Chair of the Education Committee.

C. Finance.

Neil Hughes, chair of the Finance Committee, reported on the committee's recent meeting. They heard the financial report from Laura Gayle Green and incorporated the Convention Manager's suggestions into the calendar. They reviewed the Fiscal Policies Handbook and had made the revisions suggested at the Las Vegas Board meeting. The Finance Committee determined that repayments to the MLA Fund would be made at the Fall Board meeting. This makes the best sense for reasons of cash flow.

The Board unanimously approved the recommendation of the Finance Committee that the first \$5000 in unrestricted donations go into the operating budget, with the remainder to be placed in investment funds.

Motion

The Board unanimously approved the recommendation of the Finance Committee that the amount of overages that the Treasurer/Executive Secretary may pay without approval of the Finance Committee be set at \$250.

Motion

The Board unanimously approved the recommendation of the Finance Committee that mileage reimbursement rates for Fiscal Year 2002-2003 be raised to \$ 0.365 to reflect the current IRS rates.

Motion

Hughes distributed the proposed budget for Fiscal Year 2002-2003. Discussion ensued on support for chapter projects, obtaining a secure server and increased support to RILM. Additional funding from the norm will be necessary in the Treasurer/Executive Secretary line due to the transition. A dues increase for this fiscal year was rejected.

The Board unanimously approved the recommendation of the Finance Committee to accept the operating budget for FY 2002-2003.

1. Investments Subcommittee.

No report.

D. Membership.

The Board reviewed the report submitted Sarah Dorsey .

The request for postage to distribute the membership brochure was approved. The Board was supportive of the “lost sheep” campaign and it was noted that the responsibility for contacting some of these lapsed members could be divided among members of the Board. The Board was also in favor of the suggestion to have an ex officio member from the Membership Committee and Outreach Subcommittee of the Education Committee. These members will need to be appointed by the president.

Cassaro thanked Sarah Dorsey for her enthusiasm.

E. Nominating Committee.

There was no report at this time. The committee will report with a slate at the Fall Board meeting.

F. Program Committee.

1. Austin Program.

The Board reviewed the report and the preliminary conference program submitted by Ken Calkins. Debbie Pierce expressed some concern about the timing of equipment requests. Calkins will coordinate these with the requests from committee chairs, etc. The Board was comfortable with the plan for the two plenary sessions and with the proposed change in the time for opening the exhibits on Thursday (from 8:00am to 10:00am). Michael Rogan will convey the Board’s comments to Calkins.

Ken Calkins was sincerely thanked for his remarkable efforts.

2. Austin Local Arrangements Committee.

No report.

3. Crystal City Program.

No report.

4. Crystal City Local Arrangements Committee.

No report.

G. Publications.

The Board reviewed the report submitted by Publication Chair Nancy Nuzzo. The Board favored the invitation for *Notes* to participate in JSTOR. The Board also supported the suggestion of that the membership of the Basic Manuals Editorial Board not be reviewed until next winter.

Thanks were extended to Nancy Nuzzo for her wonderful work.

X. Reports of Special Committees.

A. Awards.

No reports.

B. Administration.

The Board reviewed the report submitted by Robert Acker. He was offered hearty thanks for his work in steering this committee in good directions and for his fitting recommendations for new members.

C. Bibliographic Control.

The Board reviewed the report submitted by Matthew Wise. The recommendation to establish a new subcommittee of the BCC on metadata was discussed at length. It was seen preferable to monitor how other library organizations are dealing with the issue. Consequently, the Board did not support forming the new subcommittee at this time, favoring an integrated approach to metadata with the existing structure of BCC.

The Board thanked Matthew Wise for his report and for keeping MLA visible in the world of bibliographic control.

D. Legislation.

The Board reviewed the report submitted by Bonna Boettcher. The Board recognizes the value of the copyright website as well as the enormous amount of time spent in maintaining it. The Board shares the concern of the committee and encourages the committee to monitor the effort going therein. If this becomes an increasing problem, the Board would prefer to be informed of any difficulties earlier rather than later.

Bonna Boettcher forwarded a request from the Olle Middle School to Cassaro. The school was seeking permission to copy text from the copyright website for use in a teacher handbook at the school. It was determined that the school district could copy the text, but it was decided that a disclaimer needed to be added to the website that information contained within is the opinion of the Legislation Committee and should not be considered legal advice.

Cassaro thanked Bonna Boettcher for her report and Brian Cockburn for all his work on the copyright website.

E. Preservation.

The Board reviewed the report submitted by Alice Carli. The Board discussed the proposed new charge for the committee.

It was moved by Virginia Danielson, seconded by Alan Green and passed with one abstention to accept the revised charge.

Motion

The charge will need to be changed on the Association's website and in the Administrative Structure. The Board discussed the membership of the committee as presented in the report. Cassaro will ask the chair about the membership vis-à-vis term limits.

The Board thanked Alice Carli for her report.

F. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet. The Board was pleased with the increased activity of the committee and with their work on an MLA presence at the Public Libraries Association meeting.

The Board thanked Stephen Landstreet for his service thus far as chair.

G. Reference and Public Services.

The Board reviewed the report submitted by Kathy Abromeit. The committee responded to the Board's request to examine their structure and decided against restructuring but to focus on projects requiring less web server space. Michael Rogan suggested that the committee might consider aiming some of its projects to the chapters.

The Board examined the proposal to create a Working Group on the Wisconsin-Ohio Reference Evaluation Program. Alan Green shared some background on the project with the Board. Jim Cassaro suggested that the name of the Working Group be changed to distinguish it from the original WOREP project. Given the nature of the project, Virginia Danielson offered a friendly amendment to remove mention of term limits from the proposal.

The Board accepted the recommendation of the committee, with one abstention, to form a Working Group on WOREP, pending a revised charge and committee roster.

Motion

The Board thanked Kathy Abromeit and all the subcommittees for their sincere and thoughtful work.

H. Resources Sharing and Collection Development.

No report.

XI. Search Committees.

A. Executive Secretary/Treasurer.

Paula Matthews, chair of the search committee, met with the board. The search committee met with the candidates; the two finalists had the opportunity to tour A-R and see the operation. Both finalists were phenomenal candidates and the committee was confident that either could successfully fill the position.

The Board unanimously accepted the recommendation of the Search Committee to Appoint Nancy Nuzzo Executive Secretary/Treasurer.

Motion

The Board expressed its profound thanks to Paula for her efforts in conducting a successful search.

XII. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard. Cassaro reported that Judy Tsou has been appointed to fill the vacancy left as J. Rigbie Turner stepped down. The Board approved the \$600 travel request and \$1000 subsidy.

The Board thanked John Shepard for his report.

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

No report received.

The Board discussed the budget request submitted, which asked for an increase in the processing subvention to \$1800 a year. This figure was based on the charge per linear foot that the University of Maryland charges other organizations. The relationship with the University of Maryland was established in 1998 with a \$200 a year contribution (per MLA Board minutes, May 1998, XII.A). Many Board members were not clear on why this situation needed to be changed.

It was moved by Neil Hughes, seconded by Joe Boonin and passed unanimously that the processing subvention not be increased. Neil Hughes will inform the chair of the joint committee as to the Board's decision.

Motion

C. MPO/MOLA/MLA.

The Board reviewed the report submitted by John Shepard. The report raised a question from members of the MLA Legislation Committee as to whether they could direct questions through Shepard to the MPA members of the Joint Committee. It was agreed by the Board that this was an appropriate use of this forum.

The Board thanked John Shepard for his report.

C. RILM/US Office.

The Board reviewed the report submitted by Dan Zager. The Board was particularly pleased to receive the budget. It was agreed to increase support to \$7000. The issue of long range planning for RILM needs to be addressed.

The Board thanked Dan Zager for his report.

XIII. Representatives to Other Organizations.

A. ALA.

No report.

B. NISO.

The Board reviewed the report submitted by Mark McKnight. The Board was very pleased to receive the report. The Board identified the need to appoint an alternate representative to NISO.

Cassaro thanked Mark McKnight for his report and for his efforts in standards on behalf of the Association.

XIV. External Liaisons.

A. MOUG.

No report.

B. Organizational Liaison Committee.

No report was received. The Board discussed the issue of how the liaisons report to MLA, as there is no official mechanism in place. Alan Green and Michael Rogan noted that this is another example of the need for a handbook for committee chairs; this could state when and why reports are submitted.

XV. Roundtables.

Five roundtables are currently up for renewal: Jazz and Popular Music, Research in Music Librarianship, Social Responsibilities, Video and Women in Music. Cassaro posted on MLA-L that six letters of support were needed by the deadline in order for these roundtables to be renewed for an additional four years. Only three received the required number of letters. The *Administrative Handbook* was consulted and it appears clear that roundtables not receiving the required letters will not be renewed. Any dissolved roundtable could be revived if the president receives six postal letters of support in the next renewal cycle. Michael Rogan will notify the coordinators of the roundtables not being renewed; he will also notify Ken Calkins that these roundtables will not need to be in the Austin program.

XVI. Old Business.

A. Membership Handbook.

Acquisition of secure server to mount online handbook will move forward this fiscal year.

B. Review of By-Laws/Constitution.

Discussion was tabled for the Fall Board meeting.

C. Program Scheduling Issues.

The Board has seen a need to put a mechanism in place to address program scheduling issues. The revision of the Convention Managers' Handbook would improve this process, as well as

guidelines for committee chairs. Issues needing to be addressed include the increase in the size of the meeting and the demand this places on time and space.

It was decided that an ad-hoc task force on program scheduling should be formed. They should produce a position paper that will emphasize what the purpose of the annual meeting is. This paper should be presented to the membership at a Town Meeting at the Austin meeting. The recommendations of this task force should then be presented to the Board at its Spring 2003 meeting.

D. Legal Issues.

See section VI.

F. Ad-Hoc Task Force on an MLA Aggregated Website

Given the magnitude of the project and the need for funding in light of the Association's current budgetary situation, the Board concurred with the recommendation of the task force to proceed with caution.

Cassaro thanked the task force for their work.

XVII. New Business.

A. MLA 2006: Hotel Recommendation.

The Board reviewed the recommendation of the Convention Managers.

It was moved by Michael Rogan, seconded by Virginia Danielson, and carried with One abstention to accept the recommendation of the Convention Managers to hold the 2006 conference at the Peabody Hotel in Memphis, TN, February 19-24, 2006 with a confirmed rate of \$176 single/double.

Motion

B. Fall Board Meeting: Columbus, OH.

Alan Green has invited the Board to Columbus for the Fall Board meeting, to be held October 3-6, 2002. Alan will coordinate hotel accommodations, etc. with Laura Gayle Green.

XVIII. Adjournment.

It was moved by Alan Green, seconded by Joe Boonin, and carried unanimously to adjourn the meeting at 11:35 a.m.

Motion

Respectfully submitted by Michael Colby, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Repayments to the MLA Fund will be made this year after the Fall Board meeting. (IX.C)
2. *Notes* will participate in JSTOR. (IX.G)
3. Roundtables not receiving the required six letters of support will not be renewed. (XV)
4. MLA will proceed with caution regarding an aggregated website. (XVI.F)

Appendix II. List of Actions to be Taken.

<u>Action</u>	<u>By whom</u>	<u>By when</u>
1. Send updated information on chapters to Laura Gayle Green for updating the Administrative Structure.	Dankner	Soon
2. Compile a checklist of duties for chapter chairs.	Dankner	Soon
3. Raise the amounts given for mileage in chapter grants to match current IRS guidelines.	Dankner	Soon
4. Notify chapter chairs and Publicity Officer Alan Karrass about chapter grants awarded.	Dankner	Soon
5. Complete new appointment letters.	Cassaro	DONE
6. Send acknowledgment letters to donors giving over \$100.	Cassaro	Soon
7. Charge the MLA members of the Joint Committee on US-RILM with investigating a long-range plan.	Cassaro	DONE
8. Coordinate with A-R availability of MCB index on annual subscription invoices.	L.G. Green	When published
9. Notify Stephen Wright of January 1, 2003 deadline for complete draft of <i>Cataloging Sheet Music</i> .	Cassaro	DONE
10. Resolve technical problems in revising Convention Managers Handbook.	L.G. Green and Rogan	Soon
11. Send letter of thanks to Don Roberts for his service as Convention Manager.	Cassaro	Soon
12. Confer on taking official photographs at annual meeting.	Pinnolis and Karrass	Soon
13. Suggest to Ruthann McTyre that the MLA Fund brochure be sent with membership renewals.	Cassaro	DONE
14. Appoint formal liaison between Development Committee and Local Arrangements Committees.	Cassaro	Soon
15. Present script for the Ask MLA session to the Board.	McTyre	Soon

16. Appoint ex officio members between Membership Committee and Outreach Subcommittee of the Education Committee.	Cassaro	Soon
17. Report the Board's comments on the Austin program to Calkins.	Rogan	Soon
18. Place the new charge for the Preservation Committee on the website and in the Administrative Structure.	Pinnolis and L.G. Green	Soon
19. Inquire with the chair of the Preservation Committee about term limits issues regarding members.	Cassaro	DONE
20. Inform the chair of the Archives, Joint Committee with the University of Maryland that the Board does not support the increase in the subvention.	Hughes	Soon
21. Appoint an alternate representative to NISO.	Cassaro	Soon
22. Notify the chairs of the non-renewed roundtables and Calkins that they will not be on the Austin program.	Rogan	Soon
23. Add disclaimer to copyright website that information within is not legal advice.	Boettcher	Soon
24. Form ad-hoc task force on program scheduling.	Cassaro	Soon
25. Co-ordinate accommodations, etc. for Fall Board meeting.	A. Green and L.G. Green	Soon