

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Middleton, Wisconsin, June 7-9, 2003**

Saturday, 7 June: 8:30 a.m.-12:30 p.m.; Sunday, 8 June: 8:30 a.m.-12:30 p.m.; 1:00-5:30 p.m.; Monday, 9 June, 8:30 a.m.-12:00 pm

Present: Pauline Bayne, Joseph Boonin, Jim Cassaro, Michael Colby (Recording), Virginia Danielson, Laura Dankner, Alan Green, Richard LeSueur, Renée McBride, Nancy Nuzzo

Guests: Gordon Rowley (VIII. B)

The meeting was called to order by President Dankner.

A moment of silence was observed in remembrance of Leslie Troutman and Beth Rebman's husband.

**I. Approval of Agenda.**

**It was moved by Joe Boonin, seconded by Virginia Danielson and carried unanimously that the agenda be approved as submitted.**

**Motion**

**II. Recording Secretary's Report.** Michael Colby

Colby noted that the draft of the Austin minutes had been mounted on the MLA website. The draft label will be removed after the minutes are approved at this meeting.

**It was moved by Jim Cassaro, seconded by Joe Boonin and carried with one abstention that the minutes of the February 11-16, 2003 meeting (Austin, Texas) be approved as submitted.**

**Motion**

**III. Parliamentarian's Report.** Alan Green.

Green mentioned that work on the Activities Roster is moving forward and the update should be completed soon. He distributed a document outlining the changes to be made to the Administrative Handbook. These included changes in wording regarding the membership year, terms of office for committee chairs, committee reporting to the Board, terms for Investments Subcommittee members, the President's role on the Finance Committee, the addition of the Copyright Website Editor to the Publications Committee, addition of the Convention Manager as ex officio member to the Local Arrangements and Program Committees, and resolution of conflicting information regarding the reappointment of the Treasurer/Executive Secretary.

The change in the membership year would be a change in the by-laws and will require approval by the membership. Cassaro asked that a letter of explanation be sent along with the ballot.

**The Board unanimously approved putting a change in the by-laws to modify the membership year to coincide with the fiscal year to a vote by the membership.**

**Motion**

**IV. Treasurer/Executive Secretary's Report.** Nancy Nuzzo.

The Board reviewed the following reports, which were distributed: Profit and Loss, Budget vs. Actual, July 1, 2002-May 24, 2003; Total Membership Report; Investments and Endowments; Sales and Inventory; Beta Test Responses

**A. Budget**

Income: Dues income is nearly \$8900 over budget. As of June 4, sales income was \$3875 over budget; this figure reflects advertising revenue. Meeting income was less than expected, but it more than covered expenses. "Other" income is where we really fell short.

Expenses: Convention expenses came in way under budget, with a surplus of \$15,697. Under Management Services, Headquarters Functions: D&O insurance was high, as were legal fees. Other lines are on target or a little under. Nuzzo expects the Board line to go over. Nominating Committee is high because of cost of shipping the citation. Program Expenses and Other member services should be on target or low.

Under Publications, expenses for the Monographic Series were high because of ALA payment to quote from AACR2 in *Sheet Music Cataloging*. Notes printing looks low because the first billing for Sept. 2002 was paid in last fiscal year.

Housekeeping: Pat Wall and Nuzzo rearranged some lines. Under 5.0, other income, we now have 5.02 for Development Campaigns and its sublines; 5.03 for Interest Income From Savings Account; 5.04 for Miscellaneous Income. We moved 6.09, Nominating Committee, to 7.039 under Committee Projects. 6.09 is now used for depreciation expense. Investment income lines that used to be under 5.01 are now classified as other income and show up at the end of the budget with the other investment lines.

An issue arose over long outstanding checks. There were a couple of big checks issued in 2002 that were never cashed and some smaller ones dating back to 2001. Nuzzo followed up with the big ones. Pat suggested putting a note on the check, "Expires in 60 days after date printed above." We have a large stock of checks, so Kris will have a stamp made. This will make bookkeeping easier and will limit our liability, putting the responsibility on the payee to contact us regarding an old check. We will reissue an expired check if asked.

#### **B. Sales and Inventory Reports**

The report shows cumulative sales activity for the fiscal year. As discussed at the February meeting, Nuzzo removed historical amounts; the totals reflect activity during the Scarecrow era. Nuzzo requested further clarification of what the board wants from this report. It was the wish of the Board for quarterly totals only and copies remaining.

#### **C. Investments and Endowments**

Only the cash investment accounts showed a gain from the end of the 2<sup>nd</sup> quarter to the end of the 3<sup>rd</sup>. Those accounts show a total of \$4,788.27, up \$10.27. The awards accounts stand at \$128,947.69, down \$1129.13 from Dec. 31. The MLA fund balance is \$408,358.34, down \$3443.02. Total in the investment accounts on March 31, 2003 was \$542,094.30, down \$4561.88

Contributions to the awards funds in the 3<sup>rd</sup> quarter totaled \$212.50, for a total year-to-date of \$1532.50. Contributions to the endowments in the 3<sup>rd</sup> quarter totaled \$3717.16, for a year-to-date total of \$4,917.16.

Contributions to the publications awards funds seem to be tapering off. Nuzzo suggested that this might be the time to consider combining these awards funds into one "Publications Awards (Duckles, Hill, O'Meara)" fund. The Board was in favor of a single "Publications Awards" fund.

#### **D. Membership**

1. Renewals are coming in at a good pace. The Planned Giving brochure was mailed to individual members only, instead of to all personal members. A special mailing will be sent to sustaining and retired members in late summer or early fall. Honorary members receive a special mailing and the brochure will be included. It is very important that we present the constitutional amendment to change the membership year for a vote this fall.

2. Nuzzo distributed a summary of responses to the database test. She is talking to Jim Zychowicz and Matt Gryzbowski about the cost of making changes; some are not possible or desirable.

#### **E. Calendar**

Nuzzo sought advice on changes to the calendar. She had gone through it pretty closely to eliminate some instructions, such as A-R sending mailing labels to A-R, and adding new things, such as the dates on which the membership database should be refreshed. This has fiscal implications, by the way: \$40 per refresh, or \$480/year.

#### **F. Other**

1. Still to be done: investigating advertising on the website (still waiting to hear back from the accountant on the effect on tax-exempt status). Done: A-R has the issues of *MCB* they need; Nuzzo opened a corporate Visa account for T/Ex use; the Administrative Structure now shows Convention managers as ex officio on the Program and LAC; the By-Laws revision committee was removed. [The Board saw no need to reconvene it.]

##### 2. Contracts

Linda Solow Blotner, Jim Zychowicz, Karen Little and Nuzzo have agreed on how contracts will be handled. These are the contracts with providers of electronic access to *Notes*. Jim Zychowicz will be the holder of official copies of signed copyright forms, including letters of copyright permission; the holder of official copies of signed vendor and publisher contracts; and will refer questions from vendors, publishers and MLA editors to Karen Little or series editors as appropriate. Laura Dankner will be the signer of official copies of vendor and publisher contracts and will be provided background information by Jim, Nancy, Karen, and MLA editors. Nancy Nuzzo will be the holder of institutional memory regarding vendor and publisher contracts and will provide background information, support, and direction regarding such contracts to Jim, Laura, Karen and the MLA editors. Karen Little will be the

holder of photocopies of signed vendor and publisher contracts; will be the contact person for vendors and publishers (for works not in an established series); and will seek background information, support, and direction from Nancy, Jim, and MLA editors as appropriate to accurately represent MLA as their contact person. Linda Blotner and other editors (including column editors and other series editors) will be the solicitors of author/reviewer copyright forms (this may be delegated to column editors); will be the contact person for publishers of established series and *Notes*; and will provide background information, support, and direction to Laura and Karen as appropriate.

Regarding author contracts, Nuzzo has not addressed the issue of royalty/honorarium payments to authors and series editors. She suggests that our contracts be changed so that authors and editors receive a flat fee for a new work.

### 3. Logo

One of the outcomes of Plan 2001 was that we wanted to keep the name “Music Library Association” up front, and when the logo was designed the requirements were:

- As the organization often is referred to as an acronym, MLA, the initials should be prominent and legible.
- The words “Music Library Association” should also be present, but perhaps not prominent. This should distinguish us from other groups with that acronym (e.g. Medical Library Association, Modern Language Association)

Nuzzo noticed that our corporate member logo does not include the full name of the organization. A-R will offer some suggestions to correct this.

### 4. Tax number

Our fiscal policies manual cites a “tax exempt number”: “When appropriate, the tax exempt number (962-1615201) is used in making MLA purchases. (Handbook, II.A.4.i.)” Nuzzo found a letter from William Weichlein, dated April 1, 1969, and an attached form in which the number is cited as 926-16152-01, and is cited as the District of Columbia tax-free certificate number. Nuzzo called the D of C and they have no record of our tax-exempt status there; the number isn’t “one of theirs.” As far as Nuzzo can tell, there is no such thing as a federal tax-exempt number; each state handles tax exempt status separately. MLA does have a Federal ID number or FEIN, similar to the Social Security number used by individuals. Nuzzo suggests that we remove the reference to the “tax exempt number” in the manual, except for historical purposes.

### 5. Files.

Nuzzo continues to weed out the files, destroying duplicates. Jane Penner forwarded a draft Transfer Guidelines document that is moderately helpful. The Treasurer/Executive Secretary needs to construct a retention schedule specific to her office.

## V. Past President’s Report. Jim Cassaro.

Cassaro reported that he had attended the Mountain Plains Chapter meeting, which had an interesting program and tours. The chapter informed him that they had received a \$1300 grant in 1998 to implement a traveling program on cataloging which never came to fruition. The chapter sought approval from the Board to use the allocated funds over several years for travel grants to increase chapter membership. The Board was in favor of this use of the grant monies.

The Board was happy to receive a report from the New England Chapter on the grant they received in 2002/03. Only two chapter grant proposals were received this year and there was discussion regarding the possibility of revising the chapter grant program into a grant for travel to the national meeting by chapter members. Such a grant might fund travel for members that meeting’s Local Arrangements Committee, could be treated as a rotation weighted by geographic location, among other possibilities. Cassaro will work on a proposal for the next Board meeting. In the meantime, Board members should express their thoughts to him; he may raise the topic on the chapter listserv as well.

**The Board unanimously approved the grant request from the Atlantic chapter for \$1000 to provide travel grants to either the chapter or Annual Meeting for its members and potential new members and the grant request from Southeast Chapter for \$200 for outreach to library schools in the region.** Cassaro will notify the chapters of their successful proposals and request issuance of the checks after the start of the 2003/04 fiscal year.

**Motion**

To date, only one proposal for Best of Chapters at the Annual Meeting had been received. Discussion ensued as to whether this program should be continued. Cassaro will check with committee chair Jane Subramanian to see if any additional proposals have been received. The Board will consider

putting the program on hiatus for this year and monitor the reaction. An attempt will be made to accommodate the one proposal in another session in the program.

Cassaro gave a progress report on the creation of a template for chapter information. The Board was in favor of the draft template he presented; he will complete work on the template.

The Joint Archives Committee has asked where the chapter archives are kept. Cassaro will pursue this question between now and the Fall Board meeting.

## **VI. President's Report.** Laura Dankner.

### **A. Appointments.**

Dankner reported that she had made appointments to the Recruitment Task Force (which will be chaired by Jane Gottlieb), Marty Jenkins was made new chair of the Reference and Public Services Committee, the Placement Officer Search Committee was formed with Ray Heigemier as chair, the Search Committee for Publicity Officer was appointed with Leslie Bennett chairing, Lois Kuyper-Rushing was appointed Program Chair for the 2006 Memphis meeting, Roberta Chodacki Ford will chair the MLA 75<sup>th</sup> Anniversary Committee and George Boziwick was appointed chair of the MPA/MOLA Joint Committee.

### **B. Correspondence.**

Thank you letters have been sent to various committee and roundtable chairs and coordinators who have completed their terms, to the members of the Austin meeting Local Arrangements Committee and to retiring Board members. Changes have been duly noted for the Administrative Structure and, eventually, the Activities Roster. Acknowledgement letters for 3<sup>rd</sup> quarter contributions over \$100 were also sent. Dankner has received letters from the Freeman Award winners, along with their expense records.

Newsletter columns for two issues have been written and submitted. The sub-chapter on MLA for the new edition of *Careers in Music Librarianship* has been written and submitted.

Communication, either by phone or e-mail, has been made with the all committee chairs. Phone calls were made to chairs of Archives, Development, Organizational Liaisons, Preservation and Resource Sharing and Collection Development and e-mail notes were sent to all other chairs along with the pertinent section of the Austin minutes—chairs who failed to submit reports were contacted as well. This process was aided by the committee chair routing list created by Nancy Nuzzo. Renée McBride was thanked for her work on the chapter chairs checklist, which was to be discussed at this meeting under New Business.

Dankner has also been in contact with the *Newsletter* editor and the web editor, the Association's legal counsel, the President of the American Musicological Society in introduction and a possible firm to serve as the Association's registered agent in D.C. Contact was also made with Carol June Bradley, Dena Epstein and Michael Ochs. In-person meetings were held with Jane Gottlieb regarding the Recruitment Task Force and Ruth Henderson regarding the Organizational Liaison Committee.

Condolences were sent to Leslie Troutman's husband and to Beth Rebman.

### **C. Meetings.**

Dankner has attended the MPA/MOLA Joint Committee meeting and hopes to attend the upcoming MPA convention. She also attended the NEMLA meeting in Maine.

### **D. Roundtables.**

The Film Music and Musical Theatre roundtables were renewed to 2007. One only letter was received for renewal of the Large Research Libraries roundtable, which consequently could not be renewed. A new roundtable, Performing Arts, was formed with Liza Vick as coordinator.

### **E. Other.**

Dankner tried hard to enforce term limits on committees, but thought it in the best interests of MLA not to in some cases. Enforcement of the "active member" rule was also attempted, after discovering that many members lapsing at the end of the 2002 fiscal year had failed to rejoin. The new online membership directory will make this chore much easier, as will, it is hoped, a current Activities Roster.

Two large boxes of older presidential materials were sent to the MLA Archives at the University of Maryland. A new and updated listing of Presidential file folder subject headings was created for the use of the current and future Presidents. The contract with Scarecrow Press on the new MCB index was signed, as well as the PILA/CrossRef membership agreement (through Project MUSE).

Many thanks to Nancy Nuzzo for her help on a variety of issues, including the ways and means to have the website reflect—in all places—the most recent Administrative Structure data.

## VII. Editors' Reports.

### A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

The need to find a new author for the reference manual was mentioned. It was noted that no policy is reflected in the Administrative Handbook regarding the terms of office for editors (other than *Notes* and the *Newsletter*). The Board feels that current editors of the Basic Manual Series were appointed to see specific titles to publication and it is its wish that these editors see the current projects through. There was discussion on the broader issue of terms for other editors, which was tabled for a future Board meeting.

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 was moved by Jim Cassaro, seconded by Virginia Danielson and approved unanimously to move forward with publication of the index to the *Etude*.** It was noted that this volume could have a broader appeal than the typical title in this series and the advertising implications should be considered at the appropriate time.

**Motion**

Dankner thanked Mark Palkovic for his work.

### C. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

The Finance Committee had discussed moving *MCB* to a web-only publication. This would occur in the middle of the next fiscal year and would require additional management fees; issues regarding IP authentication and licensing issues by institutions would need to be addressed as well. The current budget request was for \$9000 in printing and \$4000 in postage and handling; web production should be significantly less. Cassaro had concerns that all current subscribers would be able to access the web publication as well as concerns about archiving.

**The Board unanimously approved the recommendation of the Finance Committee that the editor of the *Music Cataloging Bulletin* move ahead with preparing for possible movement to electronic publication of *MCB* by January 1, 2004.**

**Motion**

Cassaro commented that if the electronic *MCB* were searchable, future creation of an index would not be necessary. The 10 year cumulative index is going to press and mailing for the advertisement with the subscription renewals will be accommodated by A-R.

Mickey Koth was thanked for her work.

### D. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

The Board discussed pdf production of the *Newsletter*; it was noted that A-R could do pdf production for less than the current arrangement. **The Board unanimously approved the recommendation of the Finance Committee that the *Newsletter* editor be instructed to work with A-R regarding pdf layout.**

**Motion**

Dankner added that she would like to see the posting date of the *Newsletter* to the MLA website to be added to the calendar. The Board discussed the timing of annual reports as suggested in Mantz' report. Danielson commented that it was an improvement over the current one and the period covered by the annual reports tends *de facto* to be from convention to convention. The Board was in agreement with the new dates and Nuzzo will add these to the Calendar. Danielson noted that it would be helpful to remind the report writers that these are their reports to the membership, while other reports are to the President and Board. The Board was also in favor of Mantz' request to reinstate the column on new members.

Dankner sincerely thanked Stephen Mantz for his conscientious work.

### E. Notes.

The Board reviewed the report submitted by Linda Solow Blotner.

Blotner had requested increases in both the honoraria for *Notes* editors and for travel. The Finance Committee looked at the percentage of the total honoraria given that each editor and special officer receives. The earlier report on honoraria recommended that the total expenditure for honoraria should equal no less than ten percent of the total MLA operating budget expenditures. The Board examined the following possibilities: raising all honoraria by the same percentage, raising only the *Notes* honoraria (Blotner's request reflected a 35% increase) or not raising any honoraria. The Board felt that when the economic picture warranted increases, that all honoraria should be increased at the same percentage.

**The Board approved the recommendation of the Finance Committee that existing honoraria not be increased in the 2003/04 budget, looking towards a potential increase in future years if fiscally feasible.**

**Motion**

Regarding the *Notes* reception at AMS, the Board would like to see some form of recognition expand beyond AMS (to the Society for Ethnomusicology, the Society of Music Theory, etc.) when financially possible. Danielson will speak informally with Blotner about this issue.

Dankner thanked Linda Solow Blotner for her work.

**F. Technical Reports.**

The Board reviewed the report submitted by Steve Wright.

The Board was pleased to see that publication of *Cataloging Sheet Music* is imminent, after many years of preparation. The Board would also like to see the issue of a new edition on shelflisting music pursued. The Finance Committee was charged to present a new proposal on the payment of royalties to editors at the Fall meeting.

Dankner thanked Steve Wright for his continuing work.

**G. Web.**

The Board reviewed the report submitted by Judith Pinnolis.

The Finance Committee has discussed the budget request for redesign of the website. Dankner asked if A-R could be brought into the redesign process. The current management services contract with A-R expires in December 2003. We are not looking at increasing the total amount spent on management services, but at consolidation of tasks already done elsewhere to A-R.

**The Board unanimously approved the recommendation of the Finance Committee to have A-R explore the feasibility of the hosting and redesign of the MLA website.**

**Motion**

Dankner will ask Pinnolis to work on creating hotlinks between the committee sections and the Administrative Structure.

Pinnolis was thanked for her work.

**VIII. Special Officers' Reports.**

**A. Advertising.**

The Board reviewed the report submitted by Susan Dearborn.

The Board is delighted with her work and profound thanks were extended to Susan Dearborn.

**B. Convention Manager.**

The Board reviewed the report submitted by Gordon Rowley. Rowley met with the Board.

Rowley brought up some concerns from the 2003 convention that could impact the next conference budget. While some revenue was seen, income from registration fell 15% below the projection and program booklet advertising was 30% below. Selling internet connections raised \$4000 for MLA and the packet insert netted \$350. Exhibitor-sponsored e-mail stations saved MLA \$2500. The budget is still out \$1600 for performers, a fee that was expected to be picked up by the Local Arrangements Committee. A-R's involvement in registration was a big step forward.

Rowley shared a draft of the convention calendar. He expects to complete the Convention Manger's Handbook by July 1, 2003 and Nuzzo will add this date to the calendar. The manual will have new sections on MOUG and pre (or post)-conference workshops.

Dankner thanked the Convention Managers for their diligent work.

**C. Placement Officer.**

The Board reviewed the report submitted by Renée McBride.

The Board noted that McBride's term is ending and offered thanks for doing a terrific job.

**D. Publicity Officer.**

The Board reviewed the report submitted by Alan Karass.

Dankner will ask Karass to publicize the D.C. Annual Meeting among the theater and dance library communities. It was the feeling of the Board that exhibiting at just one (summer) ALA meeting a year would be sufficient.

Dankner heartily thanked Alan Karass for his work.

**IX. Reports of Standing Committees.**

**A. Development/Marketing.**

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

The Board discussed the suggestion of the Development Committee that individual donors not be listed in the program booklet; only corporate members and donors to the convention would be listed.

**It was moved by Joe Boonin, seconded by Virginia Danielson and carried with seven for and two against that the list of individual donors not be printed in the program booklet.** The possibility of another poster was discussed. The Board was in favor of it and the Development Committee will be asked to coordinate with the Ad Hoc Committee on MLA's 75<sup>th</sup> Anniversary on pursuing this idea. Danielson reminded the Board that establishing a scholarship in Richard French's name had been discussed; she has conversed with Jane Gottlieb about this. It is not clear if this is the appropriate time to move forward, but the idea is still alive. **It was moved by Joe Boonin, seconded by Renée McBride and carried unanimously to approve the recommendation of the Marketing Subcommittee to produce magnetic bookmarks to be sold at the price of \$5.00 each.** Dankner announced that she has scheduled two time slots at the conference when she will be available at the MLA Shop to meet members and respond to questions.

Motion

The Board appreciates the good work of the committees. Special thanks were offered to Allie Goudy for her work on the Sustaining Member drive. Thanks were also given to the members' institutions for absorbing the costs of supplies. Dankner thanked Ruthann McTyre and Leslie Bennett for their report.

Motion

#### **B. Education.**

The Board reviewed the report submitted by Deborah Pierce.

The Board discussed the proposal to produce a DVD on equipment maintenance. The proposal showed a budget of \$7530 for production; advertising could add to the total cost. A very high number of sales, at a relatively high price, would be needed to break even on this endeavor. The question arose, is this a good idea whose time has come and gone? The Board appreciated all of the work that had gone into this proposal, but agreed with the Finance Committee not to pursue it any further.

The Board discussed the topics presented as possible Ask MLA sessions. It appeared that the session, which had started as an informal meeting about the business of MLA has been evolving into a more conventional conference session. It seemed that it was time to put the Ask MLA session on hiatus. The ideas presented were good ideas that might work well elsewhere on the program, but most did not address MLA organizational issues. Cassaro raised the question of whether the LCSH pre-conference program could be repeated on the conference Sunday. Dankner will check with Debbie Pierce. Dankner will also ask Pierce to see if the purchase of Metro cards for pre-conference attendees can be coordinated with the other Metro cards the Local Arrangements Committee will be obtaining. Pierce's report noted a discrepancy in when the budget for workshops is presented. It should be presented at the Fall Board meeting; Alan Green will make the correction to the Administrative Handbook.

Deborah Pierce was thanked for her years of service.

#### **C. Finance/Investments.**

Joe Boonin reported that the Investments Subcommittee has been active. He further reported that, although the 2002/03 budget was passed with a deficit, it is currently operating in the black.

**The Board unanimously approved the recommendation of the Finance Committee to approve an overage of \$188.12 in line 6.09, Nominations Committee.** The overage was due to shipping of the MLA Citation. It was also noted that in the future this budget line would change and be moved under committee activities.

Motion

The relationship between the Music OCLC Users Group (MOUG) and MLA was discussed. MOUG shares many benefits through MLA allowing it to take advantage of the convention contract. It was also noted that the presence of MOUG at the Annual Meeting is a positive contribution to that meeting. MOUG shares the MLA meeting mailing, food service arrangements and other aspects of MLA's buying power. To date, MOUG has only been asked to shoulder its direct costs. **The Board unanimously approved the recommendation of the Finance Committee authorizing the President to begin discussions with the MOUG president about contributing to MLA to defray MOUG's portion of administrative costs.**

Motion

In the future, on the membership renewal forms the Duckles, Hill and O'Meara publication award funds will be combined on a single line; this will be explained in the renewal cover letter.

**The Board unanimously approved the recommendation of the Finance Committee that, for Fiscal Year 2003/04, the established percentage of revenue generated by the convention budget and the operating budget be applied to MLA's endowment accounts.**

Motion

**The Board unanimously approved the recommendation of the Finance Committee that, on October 1, 2003, the Treasurer/Executive Secretary will direct all earmarked donations received in the first quarter of Fiscal Year 2003/04 to the appropriate endowment accounts. The impact of this**

Motion

**action will be assessed by the Board at its Winter Board meeting.** This reflects a return to earlier policy, which was suspended during turbulent budgetary times for the Association.

The Finance Committee presented the Board with a 2003/04 budget showing a projected deficit of \$36,388. It was noted that royalties from electronic versions of MLA publications is an increasing source of income. Nuzzo reminded the Board that it had previously passed a motion to put the first \$30,000 recouped from the legal settlement into the endowment funds. It was noted that income estimates for the purpose of this budget were conservative. The Board was reminded of the policy that has been followed allowing withdrawals from the MLA Fund to balance the budget. Using the formula devised by the Investments Subcommittee, this would reduce the deficit in this budget to a more palatable approximate \$11,000. Cassaro suggested that if the budget performs better than projected, \$25,000 might be taken from the MLA Fund to repay money that was taken from the Award Fund for the operating budget. Cassaro noted that MLA is currently spending less on committee projects than it is on other member services, which is a departure from the past, when funding was used to sponsor many interesting projects. Regarding the increase in the Convention Managers line, the Finance Committee stated that in the transition between convention managers, having both the Convention Manager and the Assistant Convention Manager attend the Fall Board meeting, as will happen in the fall of 2003, should not be considered a precedent for funded travel.

**The Board unanimously approved the 2003/04 Fiscal Year budget as recommended by the Finance Committee.**

**Motion**

**D. Membership.**

The Board reviewed the report submitted by Sarah Dorsey. Dankner will ask Dorsey to coordinate the proposed training “road show” with the Reference and Public Services Committee. The Board is pleased to see the Lost Sheep campaign move forward and urges the committee to develop additional initiatives to increase membership. Danielson commented that it is difficult to maintain a continual effort to build membership year after year; membership drives might be a more effective way to accomplish this. Cassaro wondered if the committee needed more direction from the Board; for example, the Board could ask them to work with the Library School Liaisons Committee on outreach efforts. Boonin mentioned work with the public library sector; LeSueur commented that what public libraries need is practical “road shows” (such as on how to catalog music, how to acquire music) and that this is the only way to attract public library members to MLA. Cassaro wondered how the charge of Membership differed from that of the Outreach Committee. Dankner will ask the committee to pursue follow-up with attendees at the New Members Forum. The membership brochure will be reprinted in early fiscal 2003/04.

Dankner thanked Sarah Dorsey for her report.

**1. Recruitment Task Force.**

The Board reviewed the report submitted by Laura Dankner for Jane Gottlieb. Dankner has met with Gottlieb about the Task Force. A preliminary timeframe for the effort was seen as: a progress report for the Fall 2003 Board meeting, a written report to be presented at the annual meeting in 2004, a possible Town Meeting, final report and project kick-off at the 2005 annual meeting. This timetable needs further consideration and it might be advisable to move it up somewhat.

Dankner thanked Jane for her efforts so far.

**E. Nominating.**

The Board reviewed the report submitted by Michael Rogan.

Rogan has been reminded that the Recording Secretary will need to appear on the ballot.

Dankner thanked Michael Rogan for his work so far.

**F. Program Committee.**

**1. 2004 Crystal Gateway Marriott Program.**

The Board reviewed the report submitted by Rick McRae.

Dankner offered thanks to Danielson for contacting the roundtable coordinators about attempting to combine their meetings whenever feasible. The Board discussed corrections to the proposed conference schedule and Danielson will bring these corrections to Rick McRae.

Dankner thanked Rick McRae for his efforts.

**2. 2004 Local Arrangements Committee.**

The Board reviewed the report submitted by Catherine Dixon and Jane Penner.

The Board found it to be a wonderful report and finds the LAC to be making terrific progress.

Dankner thanked Catherine Dixon and Jane Penner for their work

**3. 2005 Vancouver Local Arrangements Committee.**

The Board reviewed the report submitted by Terry Horner and Kirsten Walsh.

The Board appreciated the report and finds the LAC to be on target so far. The LAC should receive the revised convention manual soon. The Board looks forward to hearing more details at the D.C. Board meeting.

Thanked Terry Horner and Kirsten Walsh for their work so far.

**4. Ad Hoc Committee, 75<sup>th</sup> Anniversary.**

The Board reviewed the report submitted by Roberta Chodacki.

The Board discussed the ideas presented and urge the committee to pursue the multimedia history idea. It would be ideal to have this in a form that will endure (like a documentary film or video). The committee should put out a call on MLA-L to locate subjects for the oral history component. The committee should also get the Oral History Subcommittee involved with this. The Board also supports the "\$75 for 75<sup>th</sup>" fundraising campaign and the scholarship idea. Dankner will contact BMI about the possibility of their sponsoring a commemorative composition. The Board would also like to see the proposed reception folded in the banquet.

Dankner thanked Roberta Chodacki and her committee for accomplishing a lot of wonderful work in a short period of time.

**5. Program Planning Final Report.**

The Board reviewed the report submitted by Michael Rogan.

Danielson lead the Board in a discussion based on the groundwork laid by Rogan, including the minutes from the Town Meeting held in Austin. She noted that, in order for any impact to be seen in the 2007 meeting, we need to start working on some changes now.

Danielson guided the Board through an exercise devised to help the Board articulate the values it finds most important for the meeting. It was noted that the Board reflects a particular demographic of the membership. It is necessary to do the exercise with a random sample of the membership to get a broader perspective. Next Danielson led the Board to articulate what fixes could be implemented.

Danielson then solicited reactions to specific suggestions in the Rogan report. The following comments were made:

- remove the perceived requirement for a Local Arrangements reception
- time for chapter meetings at annual must remain
- no longer offer a suite for the LAC and use that space for meetings
- time for user group meetings must remain
- do not expect committees to meet in officers' suites
- do not meet at ALA meetings

Danielson will write up her notes from this discussion for comment. Gordon Rowley will investigate how much reduction in meeting space would be needed to open up hotel options for the next meeting. Nuzzo and Danielson will collaborate on obtaining a random sample of the membership to respond to these same questions

The next steps will be to get a sense of how to move ahead on changes and whether to do so soon. Danielson will write up the details of the discussion for Board review present this report to the Board at the Fall Board meeting. It was noted that the Convention and Assistant Convention Managers would both be present at this Board meeting and Dankner will schedule the continuing program planning discussion at a time when both Rowley and Thompson can attend. In the meantime, roundtable coordinators will be urged to manage and program their time.

The Board expressed great appreciation to Virginia Danielson for doing a superb job in continuing the wonderful work begun by Michael Rogan. Dankner added that Jim Cassaro's expertise and organizational memory have been invaluable to this discussion.

**G. Publications.**

The Board reviewed the report submitted by Publication Chair Karen Little.

It was noted that the issue of royalties is to be addressed (see VII. F). Little has prepared and circulated an excellent "division of labor" document clarifying various publication-oriented responsibilities of management, board officers and editors.

Dankner thanked Karen Little for her organization and wonderful work.

**X. Reports of Special Committees.**

**A. Administration.**

The Board reviewed the report submitted by Robert Acker.

Dankner noted that several members of the committee are reaching the end of their term. The Board was in favor of the suggested session on personnel surviving institutional restructurings. The mentoring project could be coordinated with the Membership Committee. The Board would like to see both of these ideas more fully fleshed out and pursued.

Dankner thanked Robert Acker for his work.

**B. Bibliographic Control.**

The Board reviewed the report submitted by Matthew Wise.

The Finance Committee had discussed the travel budget proposal and would have liked to have seen more justification. While the Board supports the work of the BCC and recognizes the importance of MLA input in the realm of cataloging policy at ALA, the budget cannot support any more than a 15% increase over last year's allocation in a budget year in which no honoraria will be raised.

The proposal to constitute a working group on metadata was discussed. Danielson was concerned that the charge duplicated work that was already being done. It was felt that an ending date for the work should be set. The Board did not anticipate that any funding would be available for this working group.

**It was moved to accept the recommendation of the Bibliographic Control Committee to establish the Working Group on Metadata Standards with a final report to the Board for its Spring 2005 meeting and carried with seven in favor, one against and one abstention.**

**Motion**

The Board thanked Matthew Wise for his report and the work of the Bibliographic Control Committee.

**C. Legislation.**

The Board reviewed the report submitted by Bonna Boettcher.

Dankner thanked Bonna Boettcher for her report.

**D. Preservation.**

The Board reviewed the report submitted by Alice Carli.

Alan Green will see that the approved change to the committee's charge will be reflected in the Administrative Handbook. Dankner noted that the committee is abiding by the new guidelines on term limits and that several long-term members have cycled off of the committee. The Board felt that the concerns of the committee about the NISO standards should be conveyed through MLA's NISO representative.

Dankner thanked Alice Carli for her report.

**E. Public Libraries.**

The Board reviewed the report submitted by Stephen Landstreet.

The Board discussed the proposal for a "mini *Basic Music Library*." LeSueur confirmed that there was need for such a work, especially for smaller collections; he has sent a list to Landstreet. Cassaro mentioned that MLSC maintained a list of in print recommended recordings on its web site. He was also concerned about use of the words basic music library in the title, since that was a joint publication with ALA. A better title might be *Checklist for Small Music Collections*. LeSueur mentioned that the committee will be looking for partners on the project when it nears completion and they were considering contacting someone from each state library association. Dankner suggested that MLSC might consider sponsoring the project in some way, perhaps the printing of the brochures.

Dankner thanked Stephen Landstreet for his report.

**F. Reference and Public Services.**

The Board reviewed the report submitted by Martin Jenkins.

The Board sees a lack of direction in the support staff training project. Alan Green noted that WOREP Working Group is working on training; the group is collecting information on current training programs. Dankner expressed a desire for a short-term project and Green is confident that the working group is moving forward. He will make sure that Marty is aware of the working groups efforts and ask Marty to confer with the Personnel Subcommittee, Outreach Committee and Public Libraries Committee on this project. Regarding the proposed survey on training of music library support staff, Cassaro noted that the Board must vet surveys; Dankner will remind Marty of this policy.

The Board thanked Martin Jenkins for his work.

**G. Resources Sharing and Collection Development.**

The Board reviewed the report submitted by Mark Germer.

The Board discussed the proposed project on an electronic supplement to recordings in *A Basic Music Library*. Cassaro would like the legal implications to be explored, as the title was a joint publication with ALA. It was not clear if the project was limited to sound recordings or would be expanded to include all materials in *Basic Music Library*. The Board felt the project to have merit, but was concerned that it might place too much responsibility in the hands of a single person. Dankner would like to know what the role of the other subcommittee members is expected be; Cassaro would like to know what is expected under MLA sponsorship, who owns the data, and what are the legal and financial implications. LeSueur wondered where the data would reside in the long run and Green commented that he would like to see all such projects eventually brought to reside on one MLA server, preferably one maintained at A-R. Bayne suggested that the first step to be made should be to confer with ALA. LeSueur also commented that access to the data would be appealing to public libraries and might attract interest in membership in MLA. The Board supports the project with the first step being resolution of the implications of ALA's connection with *Basic Music Library*. Dankner will notify Germer of this.

Regarding the committee's thoughts on updating *Resources in American Music History* (RAMH), it seemed to the Board that the project David Day is working on in conjunction with IRMA accomplishes the same goals. The Board finds the project to be worthwhile (Cassaro commented that many archival collections in the U.S. did not appear in RAMH) and would like the committee to explore what role they and MLA could play in the IRMA project.

Dankner thanked Mark Germer for his work.

#### **XI. Search Committees.**

##### **A. Placement Officer.**

The Board reviewed the report submitted by Ray Heigemier.

**It was moved by Jim Cassaro, seconded by Richard LeSueur and carried unanimously to accept the recommendation of the search committee.** Dankner will ask Heigemier to notify the applicants of the result of the search.

**Motion**

Dankner thanked Ray Heigemier for his work.

##### **B. Publicity Officer.**

The Board reviewed the report submitted by Leslie Bennett.

Dankner thanked Leslie Bennett for her work so far and the Board looks forward to seeing a recommendation soon.

#### **XII. Joint Committees.**

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

Danielson reported that RISM was in good shape.

Dankner thanked John Shepard for his commitment.

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

The Board reviewed the report submitted by Jane Penner.

The Board reviewed the "Guidelines for Transfer of Official Documents to the MLA Archives."

**The Board unanimously approved the recommendation of the Archives, Joint Committee to approve the "Guidelines for Transfer of Official Documents to the MLA Archives."** The President will remind outgoing committee chairs to weed and transfer their documents.

**Motion**

Dankner thanked Jane Penner for her work.

##### **C. MPA/MOLA.**

The Board reviewed the report submitted by George Boziwick.

The Board was glad to see that a link was made from the copyright web page to MOLA's *Music We Perform: an Overview of Royalties, Rentals and Rights*. Dankner noted that the travel funds approved for the MPA/MOLA representatives were less than the request; the Board will monitor participation and travel to see if this works. Dankner also plans on attending the MPA annual conference and remarked that two MLA members are scheduled to speak.

Dankner thanked George Boziwick for his work.

##### **D. RILM/US Office.**

The Board reviewed the report submitted by Dan Zager.

The Board discussed the requested increase in support for fiscal year 2003/04 to match the AMS figure. The Board supported this request. Dankner requested that the RILM/US Office budget be included in this report every year as a matter of course.

The Board also discussed the report of the US RILM Office Long-Range Planning Task Force. After considerable debate, there was agreement that some organization needs to take the initiative on this effort. (Other options discussed were asking RILM to raise funds by adding a surcharge to US subscriptions and the possibility of the establishment of a separate 501(c) 3 organization focused on this fundraising project). We certainly expect the other organizations mentioned (AMS, SEM, SMT, etc.) to join in. The first step will be for Dankner to contact Peter Burkholder, current AMS President, asking for their support and a commitment to become an equal partner with MLA in the initiative. Dankner will then report back to the Board. This will begin the dialogue, but some Board members felt that more should be happening at this point.

Dankner thanked Dan Zager for his creating a logical document that enabled discussion out of the somewhat amorphous previous Board discussion.

### **XIII. Representatives to Other Organizations.**

#### **A. ALA.**

The Board reviewed the report submitted by Jane Gottlieb. Alan Karass will be succeeding Gottlieb as the ALA liaison. Dankner thanked Jane Gottlieb for her many years of service.

#### **B. NISO.**

The Board reviewed the report submitted by Mark McKnight. David Sommerfield has agreed to serve as the alternate representative to NISO, as McKnight had suggested.

Dankner thanked Mark McKnight for his report.

### **XIV. External Liaisons.**

#### **A. MOUG.**

The Board reviewed the report submitted by Stephen Luttmann.

Since MOUG has chosen not to cosponsor the 2004 pre-conference on Library of Congress Subject Headings for Music, Cassaro asked whether the session could be repeated after the conference. This topic was discussed with the Convention Manager's report (VIII. B).

Dankner thanked Stephen Luttmann for his report.

#### **B. Organizational Liaison Committee.**

The Board reviewed the report submitted by Ruth Henderson.

Dankner met with Ruth Henderson and a plan for reports of liaisons was devised. Under the new plan, liaisons would report at least once annually, usually after the annual conference of the liaison organization, with the reports intended for publication in the *Newsletter*. Ruth Henderson would like to step down as coordinator. Discussion followed on how to best deal with liaisons to other organizations. It was mentioned that the committee model may not work well here and that a Board member might take on coordination of the liaisons as part of his/her duties. McBride noted that liaisons need guidance and there is more to the coordinator's role than just gathering reports. Dankner suggested that an internal mailing list, such as that for chapter chairs, should be implemented. It was decided to remove the word "committee" from the listing in the Administrative Structure, list LeSueur as coordinator and list all of the liaisons there as well. This arrangement will be tried informally to see how it works. Green mentioned that he has some ideas about major changes to the role of the Parliamentarian that might work better than the present arrangement; he will bring a proposal to the Fall Board meeting. Cassaro mentioned that a reconfiguration of Board members' duties may come out of the strategic planning process.

Ruth Henderson was thanked for her work.

### **XV. Old Business.**

#### **A. Strategic Financial Planning Update.**

Cassaro has agreed to coordinate and lead the Town Meeting on financial planning at the D.C. Annual Meeting. He will review the Board discussions on the topic and prepare an overview as a template for the discussion. He will report on his progress to the Board at the Fall meeting.

#### **B. Legal Issues Update.**

Dankner has been in frequent contact with MLA's legal counsel. Their most recent communication was on May 30 and counsel reported that she had just called the bank attorney. While we anticipate resolution of this issue soon, a date cannot be stated. The Board appreciates the tenacity of our

legal counsel, but is more interested in bringing this matter to a close and moving forward. **It was moved by Joe Boonin, seconded by Jim Cassaro, and carried unanimously that MLA's legal counsel be instructed to accept a settlement of an amount no lower than \$15,000 from the bank and for the matter to be settled no later than June 30, 2003.**

**Motion**

**C. Bylaws Revision Issue Update.**

Dankner has sent a letter to legal counsel regarding the proposed by-laws revision and received no reply to date. Dankner has made some progress on the issue of the registered agent; it would be easiest for the Association's agent to remain in the D.C. area. She has communicated with the firm HIQ about serving as our agent and they are currently researching who our previous agent was; Dankner awaits a reply. The Finance Committee was not in favor of pursuing the other suggestions regarding the by-laws revision as they could prove to be costly. Nuzzo noted that some of the revisions concerned rectifying internal inconsistencies and that it would benefit the Association to pursue these. Green will look at these in hopes of making them presentable as a single item for a membership ballot; he will report on this at the Fall Board meeting.

**XVI. New Business.**

**A. Proposal for Future MLA Annual Meeting.**

The Board reviewed the proposals to host an annual meeting in Chicago in 2007 or 2009, in Pittsburgh in 2007 and from NEMLA for 2008. **It was moved by Richard LeSueur, seconded by Virginia Danielson, and carried unanimously to pursue the invitation for an annual meeting (or joint meeting with the Society for American Music) in Pittsburgh in 2007.**

**Motion**

**It was moved by Virginia Danielson, seconded by Joe Boonin and carried unanimously to accept the offer for Chicago to serve as the host of the 2009 meeting.**

**Motion**

**It was moved by Jim Cassaro, seconded by Virginia Danielson and carried unanimously to accept the offer for NEMLA to serve as the host of the 2008 meeting.**

**Motion**

**B. Committee Chair Checklist.**

The Board reviewed the report submitted by Member-at-Large Renée McBride.

Renée will make some additions suggested by the Board, after which the checklist will be sent to all committee chairs.

The Board applauded Renée for her work.

**C. Fall Board meeting.**

The Fall Board meeting is tentatively slated for 10-12 October 2003 in Davis, California. The Finance Committee will commence at 2:00 pm on Thursday, October 9.

Sincere thanks were expressed to A-R and to Pat Wall, Jim Zychowicz and Matt Gryzbowski individually for making us feel so welcome in Middleton.

**XVII. Adjournment.**

**It was moved by Joe Boonin, seconded by Alan Green, and carried unanimously to adjourn the meeting at 11:30 a.m.**

**Motion**

Respectfully submitted by Michael Colby, Recording Secretary.

**Appendix I. New Policies Adopted by the Board.**

1. Electronic-only publication of *Music Cataloging Bulletin* to be pursued (VII. C).
2. List of individual donors no longer included in program booklet (IX. A).
3. Working Group on Metadata Standards established (X. B).
4. *Guidelines for Transfer of Official Documents to the MLA Archives* adopted (XII. B).