

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, June 5-7, 2004

Saturday, 5 June: 8:30 a.m.-12:30 p.m.; Sunday, 6 June: 8:30 a.m.-12:30 p.m.; 1:00-5:30 p.m.; Monday, 7 June, 8:30 a.m.-12:00 pm

Present: Pauline Bayne, Bonna Boettcher, Pamela Bristah, Michael Colby (Recording), Laura Dankner, Richard LeSueur, Renée McBride, Ruthann McTyre, Nancy Nuzzo, Matthew Wise

The meeting was called to order by President Dankner.

I. Approval of Agenda.

It was moved by Richard LeSueur, seconded by Pauline Bayne, and carried unanimously that the agenda be approved as submitted.

Motion

II. Recording Secretary's Report. Michael Colby

It was noted that the motion appointing Jim Cassaro as editor of *Notes* should indicate that this is effective as of July 1, 2004.

It was moved by Matthew Wise, seconded by Richard LeSueur, and carried unanimously that the minutes of the February 9-11, 2004 meeting (Arlington, Va.) be approved as amended.

Motion

III. Parliamentarian's Report. Richard LeSueur.

The Board reviewed the report submitted by Richard LeSueur. Two changes to the Administrative Handbook were recommended. **The Board unanimously approved adding the following sentence to V.A.3. Terms of Office: Members may be reappointed after being off a committee for one year.**

Motion

The Board unanimously approved revising V.H.7.b. Program Committee Membership to read: The Program Committee consists of 6 regular members: two members will be newly appointed each year for three year terms; of these two, one will chair the committee the following year. In addition, there are the following ex officio members: the liaison from the board, a representative of the Education Committee, chair of the Local Arrangements Committee, and the Convention Manager. The Program Chair works closely with the chair of the Education Committee.

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, 2003-May 17, 2004; Membership; Investments; Awards Principal; Endowments; Sales and Inventory.

A. Budget

Income: Dues are at \$114,136.17 or 97.26% of budget. Individual, Institutional, Corporate Members were below the estimate; Student, Retired, Sustaining, Corporate Patron were above. *Notes* subscriptions are down but royalties are up, so overall *Notes* income is \$20,229.35 over budget, or 123.33%. Other sales: MCB subscription income is down. Renewals for 2004 are still coming in. The slowness is associated with the change to an online format (supplying IP addresses, reviewing the license agreement; mostly with jobbers). Scarecrow royalties are way ahead of budget; they will settle down next year. Overall sales (including *Notes*) are over budget by \$20,431, or 118.66%. Meeting income came in at 102.76%, or \$3,446.25 over budget. Development campaigns came in close to target. Miscellaneous income is at 0% of budget, reflecting that settlement income was taken out of this budget and put in 2002-3. Total income is at \$375,899.77 or 100.63% of budget. We have received \$10,465.25 in contributions. Last year at this time we were at \$310,314.01 or 82% of budget.

Expenses: The meeting came in at 93.56% or \$8,027.80 less than expected. The bottom line for the meeting is that \$11,474.05 was gained. 11.0 Miscellaneous: Bank and credit card fees are higher than budgeted. Also, this line shows the investment advisory fees, which were not budgeted. Need to approve overage in Oct. 9.091 Membership handbook came in over budget; this overage will need to be approved.

B. Sales and Inventory Reports

In first quarter of calendar 2004, sold \$1071.87 in the Basic Manual Series, \$865.56 in the Index and Bibliography Series, \$6396.61 in Technical Reports, and \$155.95 other, for a total of \$8489.99.

C. Investments and Endowments

Nuzzo noted that the Awards Principal and Investment Accounts reports will be combined after the investment accounts are aligned by asset type and correcting entries are made.

Cash investments are up \$6.94 in third quarter. Awards accounts are up \$3,173.10 for the quarter; MLA fund is up \$12,991.85. Calvert Balanced fund is up 11.18% for this FY; Fidelity Portfolio is up 12.45% for FY; Parnassus 9.73% for FY.

D. Membership

Total paying members and subscribers equal 1804.

E. Other

Third quarter contributions were acknowledged.

Nancy Nuzzo was thanked for her work.

V. Vice President's Report. Bonna Boettcher.

Bonna had followed up on some chapter tasks initiated by Jim Cassaro. It was learned that the chapters were not enthusiastic about changing the chapter grant program into a travel grant program. Chairs thought that distribution would be inequitable and preferred to keep the existing process in place, even if most chapters are asking for travel money.

The chapter chairs were in favor of the idea to link from the MLA website to chapter websites for chapter officer information, instead of attempting to maintain that information on the national website as well; this change has been made.

Jane Subramanian has been doing a superb job as chair of the Best of Chapters Committee. She is writing documentation on the process that will prove helpful. The guidelines for submitting papers for consideration have been clarified and are posted on the Chapters section of the website. She is also looking at broadening the membership of the committee. As of this report, six papers have been submitted for consideration for the next annual meeting. Concern was expressed about scheduling in hopes of improving attendance.

Plans are moving forward to combine the Chapter Chairs and Chapter Newsletter and Web Editors breakfast at the annual meeting.

Three chapter grant proposals were received—all travel grants—totaling \$2300. \$2000 has been budgeted for chapter grants. **It was moved by Pamela Bristah, seconded by Ruthann McTyre and carried unanimously that the proposals be funded in the following amounts: Southern California, \$850; New York State/Ontario, \$300; Atlantic \$850.**

Motion

The Southern California Chapter will be urged to use the bulk of the funding for travel to the annual meeting, given the relatively small geographic area covered by the chapter. It was noted that more specifics in the grant proposals would be welcome. The Board would also like to see other ideas presented in addition to travel grants. Bonna will inform the chapters of the success of their proposals.

Boettcher has received a preliminary invitation to the NYSO meeting in October, which will include a celebration of the 100th anniversary of the Sibley Music Library. She plans to attend this meeting has included that in her budget request.

VI. President's Report. Laura Dankner.

Dankner reported that she has made a multitude of appointments to committees and reported the corresponding changes to the Administrative Structure to Nancy Nuzzo. Notable appointments include: Mark McKnight as Program Chair for the Pittsburgh meeting; MLA/IAML *Ad Hoc* Committee (John Shepard, chair; Jerry McBride, Sarah Adams from MLA; Debbie Campana and Marjorie Hassen have been appointed by Jane Gottlieb on behalf of IAML-US). Morris Martin has been appointed to the Investments Subcommittee, which has also moved to the new method of Assistant Fiscal Officer (currently Pamela Bristah) serving as chair, which will be tried on an experimental basis. Paula Matthews has been appointed MLA representative to the Grove Advisory Panel and also as a member of the Development Committee.

Everyone who submitted a report for the annual Board meeting was personally e-mailed with comments about Board comments and/or actions, along with the pertinent sections from the draft Board minutes. An effort was made to coordinate and send cross e-mails to those groups whose work intersect (e.g. 75th Anniversary committee with program-related, Development and Marketing Committees; RILM-US Task Force with Development Committee; RSCD Basic Music series project with Public Library Committee).

After it became apparent that the Statistics Subcommittee of the Administration Committee would not be able to handle the program survey, Alan Green was approached and he agreed to do this *gratis*. The results were e-mailed to the Board for discussion at this meeting.

The Mellon Grant was collated and signed off on. A funding decision should be known by June 11. This entailed more for everyone involved than was anticipated; we hope approval of the grant won't precipitate a heavy workload in the future. Elizabeth Davis is to be thanked for her efforts on this.

The hotel contract for the Pittsburgh meeting was signed, as well as a new contract with ProQuest for *Notes*. A letter of intent was also signed with Project Muse regarding *Notes*.

A great deal of discussion took place with Allie Goudy, the new chair of Development, regarding the philosophy of our fund-raising efforts as well as more specific goals (e.g. a travel grant for mid-career librarians).

Roundtable renewal reminders were sent out on April 15 to the coordinators of the Archives, Small Academic Libraries, Sheet Music and Organ Music roundtables, all due for renewal on May 15. Small Academic Libraries was renewed early on in the process, but the required letters were not received for the others. The question was raised as to whether the roundtable renewal deadline should be moved to better coincide with the program planning process; also, when does reinstatement of a roundtable take place (immediately or the next fiscal year).

A great deal of time was spent in March and April on renewal forms and letters; Nancy Nuzzo spearheading much of this work and coordination with A-R. Honorary and Corporate membership renewals were sent directly from the President's home via a shipment from Nancy and A-R in an attempt to add a personal touch to the otherwise impersonal generic letters.

Reports for this meeting were solicited and received. They were reviewed prior to dissemination to the Board; committee chairs and officers were contacted if further clarification was desired.

Discussion was initiated with those involved with our print ad efforts to see if those ads that should no longer be running in *Notes* could be identified. Efforts were also made to ensure that our web-based announcements of publications were accurate and up-to-date.

Our new webmaster was consulted to ensure accuracy and currency of all information on our current website. Dankner enjoyed hearing Dankowski's ideas for a complete revamping of the site.

Condolences were sent out to Susan Hitchens (widow of Dorman Smith) and Mrs. James Coover for their recent losses.

VII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

The Board looks forward to the publication of number four in the series and is eager to see the reference manual move forward. Thanks were expressed to Nancy Nuzzo for her diligent work in resolving the royalties situation.

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

B. Copyright Web Site.

The Board reviewed the report submitted by Brian Cockburn.

The Board agrees with the recommendation to disband the revision subcommittee. Nuzzo will make the adjustments to the Administrative Structure. The Board looks forward to seeing the site move to the MLA server.

Dankner thanked Brian Cockburn for his report and his outreach.

C. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic.

The Board looks forward to the publication of Bomberger's index to the *Etude*. Nuzzo reported that Scarecrow Press has received the manuscript of *Bibliographic Control of Music*.

Dankner is pleased with the progress and thanked Mark Palkovic.

D. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth.

The Board would like BCC to discuss the need for a cross-issue search engine.

Dankner thanked Mickey Koth for her report and wished her luck on her leave.

E. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

The Board supports the timetable for moving to an html-only format with the September/October 2005 issue.

Dankner thanked Stephen Mantz for his conscientious work.

F. Notes.

The Board reviewed the report submitted by Linda Solow Blotner.

The editors are doing excellent work. Efforts for an online-only version of *Notes* should result in this appearing soon. \$250 is in the *Notes* budget proposal for an online style sheet editor; there is no current honorarium. Receptions recognizing contributors to *Notes* have only occurred at AMS so far. The budget request shows increasing costs for this; the Board supports the recognition of contributors to *Notes*, but would like options other than receptions to be explored. It will not be possible to fully fund the requests for travel of *Notes* editors to AMS and SEM meetings; it will be up to the discretion of the *Notes* editor how to expend the funds allocated.

The budget request also included a request to increase the honoraria for *Notes* editors. The 43% percent increase reflects the recommendation of the ad hoc committee to raise all honoraria to total 15% of the MLA operating budget, however an increase of this size will not be possible this year. The Finance Committee will give serious consideration to an increase, leaving the specific amounts up to the editor.

The Board is very grateful to Linda Blotner for her years of service. Her tremendous amount of work has made the journal better than ever.

G. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

The Board is pleased to see publication of technical report number 19 and looks forward to the publication of the new edition of *Shelflisting Music*.

Dankner thanked Steve Wright for his thoughtful work.

H. Web.

The Board reviewed the report submitted by Amy Dankowski.

The Board is pleased with the fast progress she has made in updating the site. The Board would like to review her redesign of the site before it goes live. The Board would also like to see past program information archived on the site.

Dankner thanked Amy Dankowski for her report.

VIII. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

The Board was encouraged to see the increase in advertising revenue. There was a budget request to bring the Advertising Manager to A-R for a meeting; MLA will fund airfare, while A-R has offered to cover lodging. It was agreed that the money to bring Susan to the A-R offices would be well spent.

Thanks were extended to Susan Dearborn for her excellent work.

B. Convention Manager.

The Board reviewed the report submitted by Gordon Rowley.

Gratitude was expressed to Audio-Visual Solutions for their computer and e-mail support at the annual meetings. It was noted that there would be an early deadline for meeting space requirements for the Vancouver program.

It was moved by Michael Colby, seconded by Bonna Boettcher and unanimously approved to adopt the following fees for exhibits and advertising for the 2005 annual meeting in Vancouver:

Motion

1.	Exhibit table package	\$550	(\$40 decrease from 2004)
2.	Additional exhibitor registration	\$125	(\$2 increase to 2004 rate)
3.	Advertising: Cover	\$375	(\$15 increase to 2004 rate)
4.	Advertising: Full-page ad	\$265	(\$15 increase to 2004 rate)
5.	Advertising: Half-page ad	\$175	(\$15 increase to 2004 rate)
6.	Extra banquet ticket	\$ 55	(same as 2004)

Above fees are before any discounts for special membership categories.

It was noted that a letter of intent has not yet been received from SAM regarding the Pittsburgh meeting. **It was moved by Renée McBride, seconded by Ruthann McTyre and unanimously approved that, contingent upon receipt of a letter of intent from SAM regarding a) income from exhibitors, b) joint liability for the hotel room block and c) a contribution from SAM, the Convention Managers may move ahead with negotiations with the Pittsburgh Hilton to develop an addendum to our contract to provide the required guest rooms and meeting space to accommodate and expanded meeting.**

Motion

It was moved by Richard LeSueur, seconded by Pauline Bayne and approved unanimously that the Convention Managers enter contract negotiations with the Hyatt Regency Newport, based on the terms and conditions contained in its 11 May 2004 proposal for holding MLA's 77th annual meeting in Newport, R.I., 17-24 February 2008.

Motion

In discussion of the Convention Manual revisions, questions were raised concerning the design and printing of the program. It was suggested that the LAC should have A-R do the design and layout, but the decision of whether to have A-R do the printing or have it done locally should be left to the LAC. It was also noted that it can be uncertain where the program design and printing expenses go in the budget. It was hoped that the revision of the manual might address these issues.

Dankner thanked the Convention Managers for their diligent work.

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervik.

The Board was in favor of moving the mentoring program under the aegis of the Membership Committee sooner than currently anticipated. Renée McBride noted that this might require a rewriting of the charge of that committee; Richard LeSueur will explore this for the fall Board meeting. Nancy Nuzzo wondered if the mentoring program would still be announced in the Job List; it would. Laura Dankner also suggested that the Job List might contain information on job trends, such as citations to articles or websites. Nancy Nuzzo noted that the problem of printing the Job List from the website has been solved. Dankner commented that she had been thinking of expanding the idea of mentoring beyond what takes place at the annual meeting. This was discussed further under X. A.

Dankner thanked Jennifer Ottervik for her very complete report.

D. Publicity Officer.

The Board reviewed the report submitted by Ken Calkins.

The Board felt that it had been worthwhile exhibiting at the Public Library Association meeting. No one knew if anyone specific was working on the article of music libraries for *American Libraries*. Lenore Coral was mentioned as a possibility; her article could focus on legislation issues. Dankner will contact Leonard Kniffel regarding this article.

Dankner thanked Ken Calkins for his report.

E. Management Services. Jim Zychowicz.

The Board found the report to be very useful. Renewal notices, which included the passwords to member services on the website, have been sent. Access to *MCB* was discussed; Nuzzo hopes that most of the problems are due to the newness of the procedure and will decrease over time. The Board did not know what the problem with the URL mentioned was. Renée McBride favored the idea of a membership card, which would include password information. Online renewal was mentioned for exploration in the future. The Board appreciates Nancy Nuzzo's close work with A-R.

Thanks were expressed to Jim Zychowicz.

IX. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Allie Goudy and Leslie Bennett.

This committee has been very active. Dankner noted that Virginia Danielson will join the Development Committee and will be working on the US-RILM office endowment. Board members are encouraged to submit names of potential donors to Allie Goudy. The brochure on planned giving has been distributed to retired and sustaining members.

It was observed that at present there was little momentum regarding the Endowed Scholarship Fund. Dankner wondered if this might better be recast as a travel grant. Nuzzo expressed her concern that endowments can take years to generate enough income to support a payout for the intended purpose.

The Development Committee's involvement in the 75th Anniversary of MLA was discussed. Dankner announced that Augusta Read Thomas has been selected to compose the commissioned work and noted that SEMLA has done great work on this effort. There was concern that MLA does not want to be responsible for the composer's travel to the work's premiere.

A-R was consulted on the acceptance of donation pledges. They offered three suggestions on methods to deal with this: 1) pledges could be handled internally by the association, 2) A-R could generate reminders to donors using QuickBooks at a charge of \$240-400 a year, or 3) A-R could utilize an Access database with links to the membership database and send out billing forms at a charge of \$440-800 a year. It was suggested that the Development Committee explore option number one at this point. After seeing how much interest and, consequently effort, is involved, the other options could be reconsidered in the future.

The Board thanked Allie Goudy for her report with appreciation for her passion and energy.

The Board favored the Marketing Subcommittee drafting a policy on donations of undesirable items to the Silent Auction. Currency concerns for the MLA Shop's operations in Vancouver, B.C. were discussed. It was decided that the MLA Shop could function as usual; the best means of dealing with the currency issue would be for the shop to accept only checks drawn on U.S. banks or credit cards. Renée McBride suggested that this information be posted on the conference website. It was discussed and decided that publicity on currency is key and should be disseminated on the website, via MLA-L and with the conference mailing. Two statements should be included, one from the Marketing Subcommittee on the MLA Shop and one from the Local Arrangements Committee on general currency issues.

Dankner will be touch with Leslie Bennett to approve her suggestion for a new chair of the subcommittee. It was also noted that the Board has not seen the survey on the MLA shop; there were also questions as to its dissemination.

Thanks were expressed to Leslie Bennett for her wonderful work.

B. Education.

The Board reviewed the report submitted by Deborah Pierce.

It was noted that a good income was received from the Arlington workshop. The Board supports the idea to work on documentation of the committees many tasks, and was in favor of the continuing education forum for the annual meeting and liked the idea of compilation of a list of outreach activities of various MLA committees and chapters. The Library School Liaison Subcommittee's idea of a distance education course was also looked upon with favor. Dankner will remind Jane Penner and Rebecca Littman to be in contact regarding the displays for the 75th Anniversary.

Dankner acknowledged that Deborah Pierce has been a wonderful chair of this committee.

C. Finance.

Pauline Bayne presented the report of the Finance Committee.

The proposed budget was based on conservative estimates of income. The new dues and *Notes* rates have helped the income picture. The meeting income projection was less than usual. No investment income was projected due to the realignment of funds discussed below; income should be seen again next year and in succeeding years. Expenditures reflected some changes in honoraria (approved below), some reductions in committee travel, the Archives Committee oral history project, and some additional newsletter expenses due to layout for an expanded 75th anniversary issue. Savings were seen in *MCB* online and a slight reduction in the size of the *Membership Handbook*.

An increase in honoraria for *Notes* editors was approved but at a lower rate than requested. An increase of 12% was proposed by the Finance Committee and passed by the board after evaluating all honoraria. MLA is funding all honoraria currently at a minimum of 10% of the operating budget and will try to increase gradually to 15%. The Board unanimously approved the recommendation of the Finance Committee that a request to add an honorarium to a position requires Board approval. **The Board unanimously approved the recommendation of the Finance Committee that a request to add an honorarium to a position requires Board approval.**

Motion

The Board unanimously approved the recommendation of the Finance Committee for the 2004/05 budget. It was noted that the MLA Fund has not been tapped in recent years.

Motion

Royalties for editors of publications was discussed. The current practice has been to pay a percentage of royalties. The Finance Committee presented a proposal that would affect editors only (not authors) and would alleviated the present bookkeeping headache. **The Board unanimously approved the**

Motion

recommendation of the Finance Committee rescinding previous policy and making effective June 6, 2004, editors of volumes in MLA’s monographic series will receive \$350 for each completed, newly published title, to be paid after the receipt of initial royalties for that publication.

The proposal on sharing royalties was discussed; its intent was to ensure that authors will not receive a higher percentage from royalties than the association does. **The Board unanimously approved the recommendation of the Finance Committee that authors and MLA share royalties equally, and requests that author contracts be written to reflect that.**

Motion

1. Investments Subcommittee.

The Board discussed the report proposing a change in the structuring of the investments accounts. The change would result in donations being internally tracked to funds and type of account (e.g. socially responsible). It would clarify to donors that funds may not be permanently restricted; their donations could be used to pay out awards. It would effectively clean up the investment accounts and eventually reduce the cost of the audit.

The Board unanimously approved the recommendation of the Finance Committee to restructure MLA’s investment accounts as follows:

Motion

- 1. That MLA divide its assets among six investment vehicles by asset type. These would be:

 - a. Unrestricted assets, Fidelity or other investment**
 - b. Unrestricted assets, Socially Responsible investment**
 - c. Temporarily Restricted assets, Fidelity or other investment**
 - d. Temporarily Restricted assets, Socially Responsible investment**
 - e. Permanently Restricted assets, Fidelity or other investment**
 - f. Permanently Restricted assets, Socially Responsible investment****
- 2. That initial balances in the Permanently Restricted investment vehicles reflect the total amount given to the Association of principal, as tracked on the “MLA Endowment Accounts Accumulated Principal” worksheet, through FY 2003-04.**
- 3. That the Parnassus and cash investments be liquidated and redistributed among the new vehicles.**
- 4. That MLA clarify to potential donors the asset types of donations to MLA’s funds.**

Donations to Fund	Asset Type
MLA Fund	Unrestricted
Duckles Publications Awards Fund	Temporarily Restricted
Gerboth Fund	Temporarily Restricted
Epstein Fund	Temporarily Restricted
Freeman Fund	Temporarily Restricted
Mayo Fund	Temporarily Restricted
Wicker Fund	Temporarily Restricted
Ochs Fund	Temporarily Restricted
RILM Fund	Temporarily Restricted
Planned or one-time donations of \$20,000 or more	Can be permanently restricted

The Board expressed its gratitude to Pauline Bayne for chairing this important committee, to Nancy Nuzzo for her significant background work, and to Pam Bristah for her work with the Investments Subcommittee.

C. Membership Committee/Recruitment Task Force.

The Board reviewed the Membership Committee report submitted Sarah Dorsey.

The Board was pleased to see the work done on the Lost Sheep campaign. Dankner will contact Sarah Dorsey about clarifying the procedure regarding start of membership dates for the 75th anniversary. Dankner announced that Jane Gottlieb has stepped down as chair of the Recruitment Task Force. Some discussion ensued on how to proceed with this effort. The board will explore the revitalization of this committee at the fall Board meeting.

Dankner thanked Sarah Dorsey for her report.

E. Nominating.

The Board reviewed the report submitted by Virginia Danielson.

Dankner thanked Virginia Danielson for her work so far.

F. Program Committee.

1. 2005 Vancouver, B.C. Program.

The Board reviewed the report submitted by Patricia Stroh.

Renée McBride will communicate corrections and suggestions from the Board to Patricia Stroh. Suggestions included the inclusion of Naxos to the plenary session on downloading which currently includes Classical International and Napster. A moderator for a following session comparing present offerings also needs to be identified.

Dankner sincerely thanked Patricia Stroh for her efforts.

2. 2005 Local Arrangements Committee.

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

Dankner will contact Terry Horner with the Board's wish to see the conference web site up shortly. There are also questions on the timing of the LAC reception and what is happening regarding refreshments there. The Board agreed that there should be no soliciting for donations to the LAC on MLA-L and that waiver of student registration fees for the meeting could be made for student volunteers, however, these registrations would not include a banquet ticket.

Dankner thanked Kirsten Walsh and Terry Horner for their work

3. Ad Hoc Committee, 75th Anniversary.

The Board reviewed the report submitted by Roberta Chodacki.

While the Board did not approve the idea of the commemorative photograph, it did feel the logo contest should go forward and favored the waiver of the conference registration fee for the winner. There were several suggestions of text revisions to the contest announcement, which Dankner will communicate to Leslie Bennett. These include: striking or reworking the second sentence, changing "win" to "receive" and deleting the reference to MLA stationery. It was the sentiment of that board that the LAC should only collect meeting-specific donations and should not involve A-R in the process. The Board is also enthusiastic about the proposed live oral history session and would like to see the proposal fleshed out.

Dankner and the Board thanked Roberta Chodacki for her work.

G. Publications.

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

The Board discussed the idea of a new edition of *A Basic Music Library*. A question arose concerning how this would work as an online, modular project and on how strong ALA's interest is in a new edition. Dankner will confer with Brian Cockburn on this. The publicity issues raised in the report are being addressed. Dankner announced that she has signed the contract with ProQuest.

Thanks were extended to Karen Little for her wonderful work.

X. Reports of Special Committees.

A. Administration.

The Board reviewed the report submitted by Robert Acker.

As discussed under VIII.C, the idea of expanding the mentoring program to include career mentoring was raised. The Personnel Subcommittee was seen as a good body to oversee this. With the Placement Officer ex officio on both the Personnel Subcommittee and the Membership Committee, she could serve to coordinate these related efforts.

Dankner thanked Robert Acker for his work.

B. Bibliographic Control.

The Board reviewed the report submitted by Nancy Lorimer.

An increase was requested in the budget request, in part due to rising ALA registration fees. The Board supported the increased support.

The Board thanked Nancy Lorimer for her report and acknowledged the work of the Bibliographic Control Committee, including their roles with ALA in representing MLA as a whole at ALA, including their staffing of the MLA exhibit.

C. Legislation.

The Board reviewed the report submitted by Lenore Coral.

It was noted that the web site has been updated regarding the membership of this committee.

Dankner thanked Lenore Coral for her report.

D. Preservation.

The Board reviewed the report submitted by Alice Carli.

Dankner will be in touch with Alice Carli regarding the committee's concerns on AV and digital issues with the conference.

Dankner thanked Alice Carli for her report

E. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet.

The *Basic Music Library* edition was discussed under IX.G.

Dankner thanked Stephen Landstreet for his report and continued good work.

F. Reference and Public Services.

The Board reviewed the report submitted by Martin Jenkins.

The Board is interested in seeing a report on the progress of the Working Group on WOREP.

The Board thanked Martin Jenkins for his work.

G. Resources Sharing and Collection Development.

The Board reviewed the report submitted by Brian Doherty.

The report shows new initiatives emerging within the committee. The report requested the establishment of a subcommittee on the *Music Resources for Libraries* project. McBride and Wise suggested that a working group or task force might be a more appropriate structure. Bonna Boettcher noted that the projects relationship to *A Basic Music Library* must be monitored, as ALA owns that title. Pam Bristah commented that her experience with *BML* indicates that this project would benefit from a focused mission and purpose and establishing a clear database structure from the beginning. **It was moved by Renée McBride, seconded by Ruthann McTyre and approved unanimously to establish a *Music Resources for Libraries* Task Force.** Dankner will inform Doherty about the approval of the Task Force. Regarding the proposed work on a directory of American Music Archives, the Board felt it would be beneficial to coordinate efforts within RSCD. **It was moved by Renée McBride, seconded by Ruthann McTyre and unanimously approved to establish a Task Force for American Music Archives, to submit a preliminary report to the Board in time for the 2005 annual meeting.** The charge of the group will be to investigate the feasibility of such projects; it was suggested that John Bewley would make a good chair.

Motion

Motion

Dankner thanked Brian Doherty for his work and expressed her pleasure with the progress the committee is making.

XI. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.

The concern about appointment terms expressed in the report was discussed. Richard LeSueur and Matt Wise will work on wording to present at the fall Board meeting.

Dankner thanked John Shepard for his report.

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

The Board reviewed the report submitted by Jane Penner.

The committee has been very active. The Board is pleased with the committee's ideas for the 75th anniversary and suggests that the committee contact the Bradley Award Committee about possible collaboration regarding the oral interview project. The Board also looked favorably upon the request for funding to support a digitization and preservation project for interviews in the MLA archives. The Board

also supports the policy requiring editors of all MLA publications to deposit two best copies of each item or issue published into the MLA archives.

The Board agreed with Yale Fineman's recommendation to continue to preserve MLA's archives on paper currently. It was suggested that a grant or a donor might fund electronic archiving.

Dankner thanked Jane Penner for her work and expressed best wishes to Yale Fineman regarding his health.

C. MPO/MOLA/MLA.

The Board reviewed the report submitted by George Boziwick.

Dankner noted that she would need to appoint a new member to this committee, which should be someone from the New York City area.

Dankner thanked George Boziwick for his work.

C. RILM/US Office.

The Board reviewed the report submitted by Dan Zager.

MLA is moving forward with efforts to build an endowment for the office; it is evident that this could be a lengthy process. Virginia Danielson's role in this effort was mentioned in IX.A.

Dankner thanked Dan Zager for his work.

XII. Representatives to Other Organizations.

A. ALA.

No report. The Board should expect a report after the ALA annual meeting.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

Dankner thanked Mark McKnight for his informational report.

XIII. External Liaisons.

A. MOUG.

No report.

B. Organizational Liaison Committee.

Matthew Wise reported that he has contacted all the liaisons in order to produce the updated roster, which he distributed. There have been several resignations, so appointments will need to be made. Wise will post a call on MLA-L; it was noted that these are unofficial roles with no financial support. Wise has also set up a listserv to facilitate communication with the liaisons.

Matthew Wise was thanked for his work.

XIV. Old Business.

A. Mellon Grant.

See VI.

B. Annual Meeting Survey Results.

Renée McBride led the Board in a discussion of the results of the survey of the membership on the annual meeting. Some major discussion points emerged from the survey:

- Nurturing newer members
- The importance of the work of committees
- Streamlining business meetings
- Eliminating the local color plenaries
- Increasing the role of the Program Committee
- Possible flexibility in timing and location of the meeting
- Continuance of chapter meeting times
- Reduce organizational self-examination
- Keeping roundtables vital yet responsive

Roundtables and the Program Committee emerged as the primary areas for immediate action. After much discussion, a model for a revitalized committee emerged which would include as voting members the present chair, the incoming chair, a representative for special committees, a representative for roundtables and a general representative of the membership; non-voting ex officio members would include the Board liaison, the Convention Manager, the chair of the Local Arrangements Committee, the past Program chair and the chair of the Education Committee. This committee would start with what meeting facilities the chosen location can accommodate, then use an evaluative process to decide which proposed program sessions would fit. Richard LeSueur noticed that problem of timing of appointments to result in

five voting members; Nuzzo found the solution to the problem is to appoint the rest of the committee one year after the appointment of the program chair. Ruthann McTyre volunteered to write up this new model and submit it to Dankner within three weeks of this Board meeting.

It was moved by Richard LeSueur, seconded by Matthew Wise and approved unanimously that the sections of the Administrative Handbook dealing with Roundtables be revised as follows:

Motion

VII.A. Authorization

The President may authorize the establishment of a roundtable for a period of four years after receiving letters of support from six members of the Association identifying a common area of concern. Renewal of the authorization for another four years also requires six letters of support. The letters are due to the President by February 1st of the year of expiration via U.S. Post, not e-mail. Applications for a new roundtable or reinstatement of a lapsed roundtable can be made at any time of the year. The term of the roundtable shall begin at the end of the MLA Business meeting at the annual meeting.

VII.B. Structure

Each roundtable is led by a coordinator appointed by the President in consultation with the Board and other parties as appropriate. The Coordinator may serve no more than four consecutive years, unless an exception is made by the President of the Association. Normally there are no other officers and no specified membership. However, the Coordinator and President may agree to adopt an alternative form of organization.

C. MLA/IAML-US Ad Hoc Committee.

The Board reviewed the report submitted by John Shepard.

Dankner has researched the Presidential files for previous considerations of this issue; she distributed her findings to the Board. It was noted that some actions could have ramifications for the by-laws and would require legal advice; there could also be financial considerations. The Board found it beneficial to explore this issue and looks forward to the committee's report.

Dankner thanked John Shepard for his report.

XV. New Business.

There was no new business.

XVI. Adjournment.

The meeting was adjourned at 10:16 a.m.

Respectfully submitted by Michael Colby, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Editors of all MLA publications to deposit two best papers copies in MLA Archives (XI.B).
2. Adding an honorarium to a position requires Board approval (IX.C).
3. MLA to divide its assets among investment vehicles by asset type (IX.C).
4. Editors of volumes in MLA's monographic series will receive \$350 for each completed, newly published title (IX.C).
5. Authors of publications and MLA share royalties equally (IX.C).
6. Terms of new and renewed roundtables to begin at the end of the Business Meeting of the annual meeting (XIV.B).
7. Establish a *Music Resources for Libraries* Task Force (X.G).

8. Establish a Task Force for American Music Archives (X.G).
9. Members may be reappointed after being off a committee for one year (III).
10. Program Committee to consist of six regular and four ex officio members (III).