

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, June 4-6, 2005

Saturday, 4 June: 8:30 a.m.-12:00 p.m.; Sunday, 5 June: 8:30 a.m.-7:00 p.m.; Monday, 6 June, 8:30 a.m.-12:00 pm

Present: Linda Blair, Bonna Boettcher, Pam Bristah, Paul Cauthen, Michael Colby (Recording), Laura Dankner, Amanda Maple, Ruthann McTyre, Nancy Nuzzo, Matthew Wise

Guests: Gordon Rowley (VIII.B.); Matthew Gryzbowski (VIII.E).

The meeting was called to order by President Boettcher.

I. Approval of Agenda.

Bonna Boettcher added a draft report on the status of the Mellon Grant to New Business.

It was moved by Matthew Wise, seconded by Ruthann McTyre, and carried unanimously that the agenda be approved as written. **Motion**

II. Recording Secretary's Report. Michael Colby

Typos were noted on pages 1 and 7 of the draft minutes.

It was moved by Ruthann McTyre, seconded by Amanda Maple and carried unanimously that the minutes of the February 15-16, 20 2005 meeting (Vancouver, B.C.) be approved as corrected. **Motion**

III. Parliamentarian's Report. Matthew Wise.

Matthew Wise reported that he was able to reconcile various versions of the Administrative Handbook and produce a clean, accurate document. Some changes were requested and the Board voted on these as follows:

It was moved by Matthew Wise, seconded by Amanda Maple and carried unanimously to change section V.H.5.b Membership of the Administrative Handbook to bring it into alignment with current practice. **Motion**

It was moved by Matthew Wise, seconded by Paul Cauthen and carried unanimously to change section V.I.4 Bibliographic Control Committee to bring it into alignment with current practice. **Motion**

It was moved by Matthew Wise, seconded by Ruthann McTyre and carried unanimously that section II.E.13.c Revision of the Administrative Handbook be changed to add the following text: The text and format of the document should remain simple and linear, avoiding special encoding such as page headers, footers, numbering, textual effects, auto-formatting, and hyperlinks. **Motion**

It was moved by Matthew Wise, seconded by Ruthann McTyre and carried unanimously that the index be updated to line out "From hell (see Fry, Steve)." **Motion**

Dankner noted what an incredible job Matthew has done with the Handbook. The Board expressed its sincere thanks to Matthew Wise.

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

A. Budget

Income: Dues are at \$137,219.98, or 95.68% of budget. Dollar wise, the shortfalls in the Individual, Institutional, and Sustaining membership categories had the greatest impact.

Notes subscription income was slightly over budget at 102.26%. We are expecting additional Notes advertising revenue to come in for the June ads; this line should reach or exceed the budgeted amount. We are expecting a large check from ProQuest that will bring the Notes royalties line up to the budgeted amount.

Mailing List is at 95.62% but we still have a month to go.

MCB subscriptions came in over budget; the number of subscribers is climbing as institutions figure out that the publication is now online and process the necessary paperwork to approve the license agreement.

Non-Notes royalty income is way under, largely because Scarecrow has not yet sent us our check for 2004 royalties. This is expected to arrive in mid-June. At that point, the authors' and editors' royalty checks will be prepared and sent.

Advertising income for the Membership Handbook came in at 71.61% of budget at \$1,790.31.

Convention income was over budget by \$554.13. We had budgeted a \$6,000 surplus on the convention. This was made up on the expense side by lower than budgeted expenses.

The Silent Auction and MLA Shop brought in \$482 more than budgeted.

Miscellaneous income: this includes the fee for administering the Mellon grant, and unexpected income.

Overall income: the budget shows us at 92% or -\$30,829.03. We can expect around \$20,000.00 more income before the close of the fiscal year: Notes royalties and ad income, Scarecrow royalties, Mellon administration fee.

Expenses:

Convention: As mentioned earlier, the convention expenses were much lower than budgeted, at 82.42% or -\$17,659.10. This should be close to the final figure.

Miscellaneous: with a month left, we are in good shape with the miscellaneous expenses. Credit card fees will be high for May and June because of renewals.

Award expenses are under budget because the Gerboth and Special Achievement awards were not made and some of the Freeman money was not awarded.

Management services: most of the expenses are on track but the lines that aren't are way out of whack. We already talked about the cost of the audit. The copying line was used for some membership mailing copies. A-R is now using a copier in-house for many of these materials. For the next fiscal year, the budget lines for copying, postage and supplies will be broken down to show membership services use and administrative use; the line for membership mailings will be discontinued. This will help us track the expenses directly related to membership mailings versus administrative expenses.

The lines for travel and other expenses for officers and board members (6.03 – 6.08) will be close in some cases but there aren't any surprises.

The line for committee operations (7.01) was over by \$47.11, mainly because of last-minute requests for photocopies for the conference. BCC travel is under budget; they were one of the committees requesting photocopies.

Committee projects are under budget.

MLA subsidies have been paid except for the Digital Future Coalition, which has not sent us an invoice.

Publications are on track except for the MCB updates, which were under budgeted by mistake, and the Membership Handbook, which went over budget by \$894.00.

Expenses still to come: two Notes bills, two monthly membership services bills, June board meeting expenses, publicity officer's trip to ALA, PI honorarium for Mellon grant, authors' and editors' royalties.

Also, there may be adjustments for things that were accidentally booked to the wrong budget lines.

Contributions:

We received \$8,176.75 in contributions, including \$1600 to the MLA fund and \$2200 to Notes and RILM.

Contributions to the RILM and Notes funds will be deposited into the new Fidelity account, along with the temporarily restricted earnings on the permanently restricted assets as identified during the 2003-4 audit. We took in \$2,728.50 for the awards and paid out \$5,350.00.

B. Investment accounts

All vehicles except the money market fund lost money during the third quarter. We are still ahead for the fiscal year, however. Performance during the third quarter:

Calvert Unrestricted:

\$86,696.81 -\$738.55

Calvert TR:

\$1,737.56 \$6.98

Calvert PR:

\$75,041.87 -\$639.27

Fidelity Unrestricted:

\$438,551.03 -\$6,089.74

Fidelity PR:
\$88,881.14 -\$1,226.04

Fidelity sent the risk assessment questionnaire for the new TR Fidelity account, and the forms for the existing accounts should we wish to revise them. This would be a good time to do so, since the accounts are now aligned with asset types.

C. Membership

No significant changes since the February report.

D. Sales and inventory

For the first quarter of calendar year 2005, the following sales were made:

Basic Manual Series: 136 units; \$3,922.70 billed.

Index & Bibliography Series: -18 units (because of returns); \$4,651.10 billed.

Technical Reports: 12 units; \$1,026.72 billed.

Other publications: -5 units; -\$41.25 billed (because of returns).

Total: 125 units sold; \$9,559.27 billed.

Chapter tax exemption was renewed. Tennessee tax exempt status has been granted for the upcoming conference. Membership renewal mailing was sent, with the option of renewing online. This has been a popular feature, according to Matt Gryzbowski. As of June 3, 229 renewals have been received.

Membership handbook: A member was in touch with concerns about having just one address listed, with no designation of H or O for phone number.

E. Other

Contributions are being acknowledged on a monthly basis.

A-R is making PDF copies of Notes royalty statements so that they can easily be sent to Jim Cassaro, Marty Jenkins and Karen Little.

All offered profuse thanks to Nancy Nuzzo for doing a superb job.

V. Past President's Report. Laura Dankner.

A. Chapter grants.

The Board discussed the grant proposals submitted by the New York State/Ontario and New England chapters and the Southern California Chapter. Both were travel grants.

NYSO/NEMLA also requested funding for meeting activities, as will be determined by those planning the meeting. Matthew Wise commented that he was impressed with the thoroughness of the SCC proposal, and suggested that it might serve as a good sample for future submissions.

It was moved by Matthew Wise, seconded by Ruthann McTyre and carried unanimously that the chapter grants be funded at the amounts requested (NYSO/NEMLA--\$800; SCC--\$500). Motion

Dankner will notify the chapter chairs and Publicity Officer Ken Calkins about the grants awarded.

VI. President's Report. Bonna Boettcher.

Boettcher reported that she has received the nine promised boxes of presidential files. Laura also generously burned a CD of all of her recent electronic files which takes up almost no space, and has proved to be an invaluable resource.

Thanks to Michael Colby's quick turnaround on the first draft of the minutes, Boettcher was able to communicate Board comments back to committee chairs within the first two weeks following the meeting. Many appointments followed. Most committees got their information back quickly. All in all, 65 appointment letters were written. Laura had most committee chairs in place by the annual meeting; since then, appointments primarily have been for committee and subcommittee members and round table coordinators. The most recent committee chair appointments are Gordon Theil, who has agreed to take charge of the Legislation Committee following Lenore Coral's death, and Bob Acker and Jeanette Casey, who have agreed to co-chair the 2009 Local Arrangements Committee.

Boettcher received clearance to go ahead with scanning past Board minutes using BGSU Libraries student help. Students will log their hours and the Libraries will bill MLA. The plan is to cover this from the president's contingency fund. It is necessary to work around the electronic reserves schedule, as the students who do the scanning for this service will be working on the minutes.

There will be two searches underway, beginning late this summer or early in the fall. The first is to identify a suitable successor to our T/Ex. Paula Matthews has agreed to chair that committee, which will

be appointed in the next few weeks. Per the schedule discussed last year, the new T/Ex will be appointed at the Memphis business meeting, and will work with Nancy throughout most of the year, gradually taking on more responsibilities, and will give the T/Ex report in Pittsburgh. We also will initiate a search for a new Assistant Convention Manager, as Annie Thompson will finish her term in Memphis. Ned Quist has agreed to chair this search committee.

In the area of correspondence, thank you letters were received from both Romeo Whou and Carlos Peña, our Freeman Award winners. We also received the letter that Boettcher sent on Board-L from Michael Vallaincourt, Leslie Troutman's husband. Letters of condolences were sent to Julie Sadie, on the death of Stanley Sadie, and to Anders Lonn, on the death of Lenore. That text was also forwarded to the chair of the music department at Cornell for possible inclusion in remarks at Lenore's memorial service. As she was returning from California, Boettcher was unable to attend the service, but Nancy provided representation from the Board.

A letter expressing our concerns about the audit cost was sent to Dan Wahlberg at Hertzbach. Dan and Joel Chazen, one of Hertzbach's principles, scheduled a conference call with Nancy and Boettcher to discuss the audit. The conversation was helpful and resulted in an estimate with a "will not exceed" clause for our 04-05 audit. In addition, Pat Wall agreed to check into regional firms that specialize in non-profits: Suby, Von Haden and Virchow Krause. Several Board members, including Nancy, Pam, Pat, Laura, and Boettcher met with representatives of two of those firms on Friday morning. Both firms will be preparing estimates for us. We definitely will ask for references before continuing the discussion of whether to consider a new firm.

Per a posting from the ALA Washington Office, Mary Davidson and the Legislation Committee drafted a letter with examples of issues surrounding gaining permission to use "orphan works." The letter was forwarded to Carrie Russell at the office.

After summarizing issues that need to be settled for our Pittsburgh meeting, Boettcher contacted Mariana Whitmer, Executive Director of SAM. George Boziwick has been appointed program chair for SAM for the meeting, and program related issues have been turned over to George and Mark McKnight, our program chair. SAM has not yet appointed a local arrangements chair, but Mariana has agreed to work with Jim Cassaro until that appointment is made; this arrangement is acceptable to Jim. Gordon Rowley will be the sole contact with the hotel for both organizations. SAM would like MLA to handle exhibits, as well. Other concerns involve registration fees and what to do with a surplus. Gordon was asked to follow up with Mariana on these issues, with a goal of having a letter of agreement in place as soon as possible.

As you can see from their report, the Memphis crew has been busy. Boettcher has been in regular contact with Laurel Whisler, as fundraising activities continued. SEMLA members had been in contact with some of our corporate members and exhibitors in Vancouver, and letters asking for financial support went out in late April/Early May. Letters to remaining long-term exhibitors, from Diane Steinhaus, SEMLA chair, and Boettcher, were mailed mid-May. This should end the national fundraising push. Some conversations have taken place with Roberta Ford and the anniversary committee as their plans begin to gel.

All Board members should have received renewal notices and know that a letter encouraging sustaining membership came from the President this year. In past years, this has come from a former president or other member, but Allie didn't see a problem with the change.

We've had some interesting moments with Scarecrow Press lately. Boettcher has been working with Nancy and Karen to untangle the status of our royalty check for 2004. After conferring with Nancy and Karen, a certified letter was sent to Edward Kurdyla, General Editor and Publisher, asking about the status of our royalties. Before the letter arrived – we think – Nancy heard from one of the other editors that the check had been delayed due to "technical difficulties," and that we should expect the check mid-June. In addition communication with MLA's series editors is posing problems. Further discussion on this took place below with the Publication Committee's reports (see IX.G).

VII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

Boettcher reported that although corrected copy has been submitted cover art for the AV manual is still anticipated from Scarecrow.

Boettcher extended thanks to Jean Morrow and urged her to keep up the good work.

B. Copyright Web Site.

The Board reviewed the report submitted by Brian Cockburn.

The Board looked favorably upon Brian's ideas for revising the FAQs. The Board left it to Brian as to changing the title of the site.

Brian Cockburn was thanked for his report.

C. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic.

It was moved by Pam Bristah, seconded by Ruthann McTyre and carried unanimously Motion

to accept the recommendation to publish Karen Little's *Grawemeyer Award for Music Composition*.
It was moved by Amanda Maple, seconded by Ruthann McTyre and carried unanimously Motion
to accept the recommendation to publish Jeffrey Noonan's *The Guitar in Late Nineteenth-Century Periodicals, 1882-1933*.

The Board thanked Mark Palkovic for his work.

D. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth

The Board thanked Mickey Koth for her report.

E. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

The Board will be happy to have Stephen continue as *Newsletter* editor. The idea for announcing news of corporate members was discussed. Dankner suggested a regular list of our corporate members thanking them for their support; Boettcher will bring this suggestion to Stephen.

The Board thanked Stephen Mantz.

F. Notes.

The Board reviewed the report submitted by Jim Cassaro.

The Board discussed Jim's idea for an online site for works-in-progress. The Board would like to see more detail on this; Jim should feel free to investigate this idea further. The Board was enthusiastic about Jim's decision to replace the AMS reception with advertisements in organization's conference booklet, thanking their members for their contributions to *Notes*. The Board did not want Jim to pursue the 10-year cumulative index to *Notes*. No one had candidates for the periodicals review editor, but suggested that Jim post a job description to solicit interest.

The Board thanked Jim Cassaro for his work and his report.

G. Technical Reports.

The Board reviewed the report submitted by Steve Wright.

It was moved by Amanda Maple, seconded by Ruthann McTyre and carried unanimously Motion
to approve the proposal for *Digital Audio in the Music Library*.

Boettcher thanked Steve Wright for his work.

H. Website.

The Board reviewed the report submitted by Amy Dankowski.

Boettcher will check with Amy to see why all links to the *Administrative Handbook* are not yet active. The Board had already approved the move to Network Solutions for hosting the site.

The Board thanked Amy Dankowski for her report.

VIII. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Susan Dearborn.

Nancy noted that the figure for billings for vol. 60 was in error; \$21,419.33 is correct.

Susan Dearborn was thanked for her report.

B. Convention Manager.

Assistant Convention Manager Gordon Rowley met with the Board.

The Board reviewed the report submitted by Annie Thompson.

Gordon Rowley reported that a clear recommendation quickly emerged from explorations of hotels in Chicago. The Chicago Marriott Downtown has ideal meeting space and both audio-visual services and exposition staff are in-house, which is preferred. The room rates are quite competitive as well. In a discussion on the advantages to the Association in having as many attendees as possible stay in the conference hotel, Amanda Maple wondered if a brief statement regarding this might be included in the conference mailing. Laura Dankner noted that we haven't had a problem making our room block so far, but that the situation in Memphis might be different. Ruthann McTyre suggested that Gordon include a

statement about this when he sends the room rates to MLA-L; this seemed the best way to proceed. Bonna Boettcher suggested that a newsletter article describing how the convention budget works might be of interest to the membership.

It was moved by Amanda Maple, seconded by Ruthann McTyre and approved unanimously to accept the recommendation of the Convention Managers to approve the contract with the Chicago Marriott Downtown for MLA's 78th annual meeting in Chicago, IL, 15-21, 2009.

Motion

Exhibitor fees for the Memphis meeting were discussed. No major increase over the 2005 meeting was proposed. It was also noted that the Convention Managers found the earlier mailing of exhibitor packets benefited the planning process and would like to continue that practice this year. That would require the Board approving exhibitor fees at this meeting. **It was moved by Amanda Maple, seconded by Matthew Wise and approved unanimously to approve the following exhibitor and advertising fees for the 2006 annual meeting as follows:**

Motion

Exhibitor table package	\$550.00
Additional exhibitor registration	\$120.00
Advertising: cover	\$375.00
Advertising: full page ad	\$275.00
Advertising: half-page ad	\$175.00
Extra banquet ticket	\$ 55.00

The Board reviewed the progress report on professional convention management services and anticipates further information and discussion at the Fall Board meeting.

The Convention Managers were thanked for their work. Gordon Rowley was also thanked for making the trek to meet with the Board in person.

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervik.

The Board appreciates her handling of the somewhat confusing situation regarding the mentoring programs and for her problem solving at the meeting.

Kudos to Jennifer Ottervik for her work and her report.

D. Publicity Officer.

The Board reviewed the report submitted by Ken Calkins.

Ken Calkins' work was cheered by the Board.

E. Management Services.

The Board reviewed the report submitted by Jim Zychowicz.

Matthew Gryzbowski met with the Board and gave them a demonstration of the membership database. Matthew also delivered a copy of the updated Activities Roster to Matthew Wise.

Boettcher and the Board offered sincere thanks to all of the staff of A-R Editions for their contributions to MLA's successes.

IX. Reports of Standing Committees.

A. Development/Marketing.

The Board reviewed the report submitted by Allie Goudy and Laura Gayle Green.

The proposal to develop a brochure describing the awards and the need to make them self-supporting was discussed. It was noted that the text would be directed to the membership and not as externally oriented as past brochures have been. Matthew Wise asked if a tear-off would be incorporated; this was not detailed in the proposal. Its debut would be timed for the 75th anniversary. The Board agreed that it would not need to see a draft of the text, but Bonna Boettcher will review it. **It was moved by Linda Blair, seconded by Pam Bristah and approved unanimously to have the Development Committee move forward to produce the Awards brochure.**

Motion

The Board was in favor of the pledge system described, which Ginny Danielson will coordinate. The Board also discussed the proposed initiative to offer the opportunity for MLA members to contribute to the Association in honor of its "senior" members. **It was moved by Ruthann McTyre, seconded by Pamela Bristah and approved unanimously to have the Development Committee institute a way for members to donate to MLA in honor of its long-term members.**

Motion

The Board also looked favorably upon the possibility of starting a "Legacy Society" for members who have planned gifts to MLA; one benefit would be that it would make planned giving more

visible. Bonna Boettcher made a clarification that the Board is not currently in favor of a separate fund-raising effort to fund live internet connections at the conference.

The Board discussed the idea of the creation of a Development Officer for MLA. Questions that would need to be addressed include: would a Constitutional change be needed, term length and honorarium. It is the Board's pleasure for the committee to continue discussion of this idea.

The Board went on to discuss the report of the Marketing Subcommittee. The Board was comfortable with continuing sale prices on the older MLA Shop items. New items for sale were discussed. Regarding a 75th anniversary tee shirt, a smaller run, which would be likely to sell out, was preferred. \$1500 should be allocated toward the production of the tee shirts; the committee should research the process used for the Boston tee shirts, as it could serve as a useful model. It will be up to the committee to determine which items to move forward on with the remainder of the funding approved. **It was moved by Amanda Maple, seconded by Ruthann McTyre and approved unanimously that \$2500 will be budgeted for the production, mailing and exhibit of new items for the MLA Shop.**

Motion

Regarding the proposal to auction services at the meeting, Amanda Maple suggested that the Board approve the idea and let the committee work out the details and logistics. Perhaps these services could be offered as a separate silent auction at the opening reception; this would give the winners a chance to partake of the services by the end of the meeting.

The Board thanked Allie Goudy for her report with appreciation for the energy and focus she has brought to this role.

B. Education.

The Board reviewed the report submitted by Holling Smith-Borne.

The Board looks forward to further development of the pre-conference workshop on digital imaging. The Board was also pleased to see the committee taking on stewardship of the Hot Topics sessions for the annual meetings.

The Board discussed the questions raised in the report regarding the placement of Outreach and Library School Liaison subcommittees under Education instead of the Membership Committee. Amanda Maple suggested that the discussion should also include the placement of the Personnel Committee. Dankner recalled these same topics being discussed within the committee about 10 to 15 years ago and recommended that Holling search the files for this information, which could benefit the discussion. The Outreach Subcommittee was discussed. It was determined that a closer relationship between Outreach and the Organizational Liaisons would be helpful. Regarding the proposed list of volunteer experts, the Board felt that utilizing the chapters first was preferable.

Holling Smith-Borne was thanked for his report.

C. Finance/Investments.

Pam Bristah reported on the meeting of the Finance Committee. The committee received an update from the Investments Subcommittee. The Investments Subcommittee is currently working on the risk assessment questionnaire for each class of investments.

The Committee presented a nearly balanced budget for Fiscal Year 2005-2006 to the Board. For the first time, this budget makes use of support from the MLA Fund to support programmatic activities, in the amount of \$8500. Budget requests larger than usual came from the Development Committee and Marketing Subcommittee, an equipment upgrade for the Treasurer/Executive Secretary and a RISM subvention.

Ruthann McTyre seconded and the Board unanimously approved the recommendation of the Finance Committee to raise the subscription rate of the *Music Cataloging Bulletin* from \$25.00 to \$35.00 per year, effective January 2006.

Motion

Amanda Maple seconded and the Board unanimously approved the recommendation of the Finance Committee to amend the Administrative Handbook and Fiscal Policies Handbook so that Honoraria/Reimbursement/Per Diem (Handbook, II.A.4.i) be amended to read that the Board will review and set all honoraria for the upcoming year at the spring Board meeting.

Motion

Ruthann McTyre seconded and the Board unanimously approved the recommendation of the Finance Committee to set honoraria for FY 2005-2006 as follows:

Motion

Treasurer/Executive Secretary	\$5,500.00
Convention Mgr/Asst Conv Mgr	\$7,500.00
Publicity Officer	\$2,000.00
Placement Officer	\$1,000.00
Notes Editorial Staff	\$9,800.00

Web Site Editor	\$2,00.00
Copyright Web Site Editor	\$ 500.00
MCB Editor	\$1000.00
Newsletter Editor	\$1,000.00

The only increase is reflected in the *Notes* line, needed to make editors' honoraria equal.

Use of the unrestricted portion of the MLA fund was approved in 2000. The membership has long desired live internet access at the annual meeting; this budget makes use of these funds for that purpose.

Ruthann McTyre seconded and the Board unanimously approved the recommendation of the Finance Committee to approve the proposed budget for FY 2005-2006. **Motion**

Amanda Maple seconded and the Board unanimously approved the recommendation of the Finance Committee that an overage be approved in line 9.091 for the Membership Handbook, of \$894.00 for F/Y 2004-2005. **Motion**

It has been a goal of the Finance Committee to move funding of the awards out of the operating budget. **Matthew Wise seconded and the Board unanimously approved the recommendation of the Finance Committee that, until such time as each award fund is self-supporting, MLA will pay award amounts from the following sources, in order of preference:** **Motion**

1. **Temporarily restricted contributions and assets**
2. **Unrestricted contributions and assets**

There was discussion regarding the difference between temporarily restricted, unrestricted and permanently restricted assets. Bonna Boettcher noted that this information should appear in the "giving" section on the web site and on the "Giving to MLA" brochure. It was also noted that none of our funds are truly "endowed" and an effort has been made to no longer use this term when referring to any of the Association's funds.

The Board action requested regarding exhibit and advertising rates for the 2006 meeting were approved earlier (see VIII.B.) No policy had been recorded regarding cancellations for exhibits.

Amanda Maple seconded and the Board unanimously approved the recommendation of the Finance Committee to establish a cancellation policy. The policy was approved in concept, with details to be worked out soon. **Motion**

The Finance Committee also discussed the issue of funding for speakers at the annual meeting. The Board discussed this below (see XV.A.)

D. Membership.

The Board reviewed the report submitted by Michael Rogan. .

Bonna Boettcher noted that she has made the appointments to the committee as recommended. The Board looked favorably upon changing the time for the New Members Forum; the committee will need to coordinate this with the Program Committee and the Convention Managers. Exhibiting at the Joint Conference of Librarians of Color in October 2006 would need to be budgeted in the next fiscal year. We would like more information on the purpose and intended audience for this conference; Bonna will ask Michael Rogan to have Ken Calkins look into this with the idea of exhibiting there.

It was moved by Amanda Maple, seconded by Ruthann McTyre and carried unanimously that the Ad Hoc Recruitment Task Force be disbanded. **Motion**

There was considerable discussion regarding the issues raised pertaining to including outreach to underrepresented groups in the charges of existing committees, as well as issues surrounding possible overlap between the committees' charges and communication between committees. A need emerged to define the roles of committees and to eliminate gaps and overlaps. A possible task force to address this was discussed. Such a task force could focus on these three committees, or it could take a broader view. It was agreed that more time was needed to parse all the concerns that arose from this wide-reaching discussion. Amanda Maple and Ruthann McTyre agreed to review the tape of the discussion and bring a proposal to the Board. Bonna will encourage Michael Rogan to continue his conversations with Holling Smith-Borne for now and also to be in touch with Amanda and Ruthann.

Boettcher thanked Michael Rogan for his efforts.

E. Nominating Committee.

The Board reviewed the report submitted by Pauline Bayne. The Board looks forward to seeing the slate at its Fall meeting.

Boettcher thanked Pauline Bayne for her report.

F. Program Related.

1a. 2006 Memphis Ad Hoc Committee, 75th Anniversary.

The Board reviewed the report submitted by Roberta Ford.

The Board was comfortable with the committee just planning the SFEs (small, flashy events) at the banquet and not the entire banquet. Bonna will ask the committee to pursue its idea on having the Memphis mayor honor MLA. No one on the Board had any advice on predicting the sales of tickets for the symphony performance. The Board was pleased with the committee's progress.

Roberta Ford was thanked for her continuing work.

1b. Hughes Document.

Plans for the performances are moving along. Neil Hughes is encouraged to keep in touch with the Convention Managers and the hotel regarding the performances.

2. 2006 Memphis Program.

The Board reviewed the report submitted by Lois Kuyper-Rushing. The online proposal process appears to be working. Since it is hosted at LSU, attention will need to be paid as to how it will function next year. The Board is comfortable with not seeing the preliminary conference program until its Fall meeting.

3. 2006 Memphis LAC/fund-raising.

The Board reviewed the reports submitted by Anna Neal and Laurel Whisler.

Amanda Maple asked if the LAC and Development Committee were approaching the same donors, which is usually not advised. Boettcher said that Annie Thompson has helped advise the group on approaching corporate donors. It was reiterated that the intent is to have LAC fund-raising booked through A-R in the future; currently, none of these funds appear anywhere in the MLA operating or conference budgets. Nancy will ask the Vancouver LAC for an accounting of income and expenditures for the 2005 conference. Nancy also reported that she had just received an update from Laurel Whisler that fund-raising was up to \$14,555.

Boettcher thanked the chairs for doing a great job so far.

G. Publications.

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

Boettcher reported that several editors have been experiencing problems with Scarecrow Press. Boettcher will advise Karen to have the committee closely monitor the situation and look into a possible meeting with Scarecrow at ALA. The committee should be exploring other potential co-publishers in the event it would be necessary to find other arrangements.

The Board discussed the Million Book Project. There were several questions as to the status of the project, the number of titles currently available in the database and the viability of the venture. Boettcher will ask the committee to research this further and consider which titles should be candidates for inclusion. The committee, however, may exercise the option not to pursue this project any further at this time.

Thanks were extended to Karen Little for her work.

X. Reports of Special Committees.

A. Administration.

The Board reviewed the report submitted by Paula Elliot.

The Board was pleased to see the progress made by the Integrated Library Systems subcommittee on their survey. The Board liked the idea the Facilities subcommittee had for the register of building and renovation projects, but wondered where they plan to have it mounted. They should check with Amy Dankowski about this. The Board agreed with the Personnel subcommittee about waiting to evaluate the career-mentoring program until after the Memphis meeting. Regarding the survey of the Statistics subcommittee, it was noted that reporting would always be a voluntary effort. The question was also raised as to how useful the data collected is, since the response rate is so low. They will need to check with Amy Dankowski about moving the survey to the MLA web site.

Paula Elliot was thanked for her report.

B. Awards.

1. Epstein.

The Board reviewed the report submitted by Jim Farrington.

Jim Farrington was thanked for his report.

C. Bibliographic Control.

The Board reviewed the report submitted by Nancy Lorimer.

It was moved by Matthew Wise, seconded by Ruthann McTyre and unanimously approved to extend the deadline for the Music Metadata Requirements Working Group to the 2006 annual meeting.

Motion

The Board discussed the proposal to establish an MLA liaison with ISMIR. **It was moved by Ruthann McTyre, seconded by Paul Cauthen and unanimously approved to establish a liaison with the International Symposium on Music Information Retrieval, to serve as MLA's current organizational liaisons are defined.** Paul Cauthen will identify a potential candidate, who will then be added to the list of Organizational Liaisons.

Nancy Lorimer was thanked for her report..

D. Legislation.

The Board reviewed the report submitted by Mary Wallace Davidson and Gordon Theil. Boettcher will make sure that Gordon is aware that the Copyright Web Site is no longer a subcommittee of the Legislation Committee.

Gordon Theil was thanked for his report.

E. Preservation.

The Board reviewed the report submitted by Alice Carli.

Boettcher reported that she has made the suggested appointments to the committee..

Boettcher will remind the committee that all surveys must be run by the Board; Boettcher will also thank the committee for their offer of AV assistance at the meeting, but let them know that that is covered by the hotel contract.

Boettcher thanked Alice Carli for her report.

F. Public Libraries.

The Board reviewed the report submitted by Stephen Landstreet.

It was noted that the committee has started a conversation with the Membership Committee.

Stephen Landstreet was thanked for his report.

G. Reference and Public Services.

The Board reviewed the report submitted by Paul Cary.

Although the Board had reviewed the "Information Literacy Objectives for Undergraduate Music Students," it has passed through subsequent review by ACRL. Amanda Maple expressed concern with the statement regarding students paying usage fees. Something along the lines of "differentiate between licensed content and copyrighted material" would be preferable. It was also suggested that the option of splitting 4.3.d into two statements be followed. Boettcher will relay these comments to Laurie Sampsel.

The Board thanked Paul Cary for his report.

H. Resources Sharing and Collection Development.

The Board reviewed the report submitted by Brian Doherty.

The Board discussed the proposal for a revision to *A Basic Music Library* at length.

Several questions and concerns emerged. These included: ALA's interest in and ability to maintain a continually updated product, who the intended audience would be, preference for a repertoire based (rather than performance based) recordings list (except for popular and world music); and the structure of the database. Bonna will advise the Task Force of the need to consult with Patrick Hogan of ALA, as well as Karen Little and Brian Doherty and ask the Task Force for a report to the Board at its Fall meeting.

Daniel Boomhower was thanked for the direction of the Task Force and his report. Brian Doherty was thanked for his report.

XI. Joint Committees.

A. AMS, Joint Committee on RISM.

The Board reviewed the report submitted by John Shepard.

The Board discussed the request to harmonize MLA terms on the committee with those of AMS members. **It was moved by Amanda Maple, seconded by Ruthann McTyre and approved unanimously to change the terms for MLA members on the committee to three years.**

Motion

The Board discussed the budget request for travel for the three MLA committee members to the meeting at AMS and a subvention to permit Sarah Adams to travel from Harvard to Yale to train Yale staff to input data into the RISM database. It was not seen as possible to put contingencies on the request (e.g. completion of project at Yale; equal travel funding from AMS). Nancy Nuzzo suggested that

we do request an accounting of how the funding for the subvention was used. **It was moved by Matthew Wise, seconded by Pam Bristah and approved unanimously to approve the funding request of \$600 for travel funding and \$1000 for the subvention.**

Motion

The Board 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 Board looks forward to the committee's contributions to the historical aspects of the 2006 meeting.

Jane Penner was thanked for her report.

C. MPO/MOLA/MLA.

The Board reviewed the report submitted by George Boziwick..

The Board thanked George Boziwick for his work.

C. RILM/US Office.

The Board reviewed the report submitted by Dan Zager.

It was suggested that the committee consider proposing to the Board that the US RILM Office Endowment be named in memory of Lenore Coral.

The Board thanked Dan Zager for his report.

XII. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Alan Karass.

Boettcher noted that she has sent an announcement of the program on jazz, co-sponsored by MLA with the ACRL African American Studies Librarians at ALA in Chicago.

Boettcher thanked Alan Karass for his diligence in representing MLA.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

The slow adoption of the ISMN by US music publishers was a topic of concern. Amanda Maple suggested that our MPA/MOLA contacts might address this. Boettcher will suggest this to George Boziwick.

Boettcher offered thanks to Mark McKnight for his continuing vigilance.

XIII. External Liaisons.

A. MOUG.

The Board reviewed the report submitted by Stephen Luttmann.

Nancy Nuzzo noted that MOUG had paid their bill for the annual meeting promptly.

Stephen Luttmann was thanked for his report.

XIV. Old Business.

XV. New Business.

A. Speakers' expenses.

The Board reviewed the document submitted by Geraldine Ostrove regarding MLA's policy on funding speakers for the annual meeting. It was noted that the current policy allows for an honoraria of up to \$150 for plenary and committee program speakers who are not members of the Association. This policy dates from the June 1992 meeting:

(1) Guidelines for honoraria. The board was in favor of offering honoraria but not travel support to outside speakers who appear on non-plenary sessions. It was felt that this would encourage the use of local resources while controlling program expenses. It was moved by James Cassaro, seconded, and unanimously carried that an honorarium of up to \$150.00 may be offered to non-MLA speakers appearing on programs during the annual conference. Every effort should be made to identify local speakers to participate. If this is not feasible, for plenary sessions only, lodging and the least expensive reasonable mode of transportation may be requested through the convention budget.

It was mentioned that the existing policy does not mention speakers for roundtables, but our current program review process submits roundtables to the same review as plenary sessions and committee programs. The new review process also places limits on the number of programmatic sessions, allowing greater control over the program than we had in the recent past. A change in the honorarium policy would have an impact on the convention budget. If the policy is changed, a cap could still be put in place. Use of the MLA Fund to ease the pressure on the convention budget was considered, but it was the sentiment of several Board members to keep that money within the Association. Concern was also expressed that so far all of the use of the fund has been going to the conference, which is but a part of MLA's activities.

Discussion of our current policy raised the question as to where this policy can be found and how the membership would be aware of it. The Board would like to see the information on honoraria be part of the program submission form. Ruthann McTyre will make sure Program Chair Lois Kuyper-Rushing is aware of the current policy and also advise her not to summarily dismiss any proposals that may include requests for speaker honoraria.

Other concerns raised included: bringing the issue to the membership, the effect of honoraria on registration fees, the accounting nightmare that could result from trying to carry forward monies from meeting to meeting. The proposed newsletter article on the convention budget process could include information on this topic.

The Board would like more information on this topic and input from the Program Committee in order to discuss it effectively in the near future. Boettcher will inform Gerry Ostrove of the Board's attention to this matter and thank her for her concern.

B. Convention surplus.

No explicit policy requiring the convention to generate a surplus was found in the Association's records. The practice appears to have evolved following the deficit incurred by the Indianapolis meeting. After considerable discussion, the Board favored separating the operating budget from the convention budget and requiring the convention budget to break even, rather than generate a surplus. Since we have just begun to utilize the MLA Fund to sponsor activities of the Association, this would be a good time to abandon the expectation for a surplus from the convention to aid the operating budget. A small cushion should still be built into the convention budget to deal with the unforeseen.

In the discussion, concern was also expressed about the pressure on Local Arrangements Committees to fundraise.

Boettcher will notify the Convention Managers that they need not budget for a surplus.

C. Mellon grant.

The Board reviewed the draft of the year one report on the Mellon grant, written by principal investigator Jim Cassaro. Although the *Index to Printed Music* is a project of the James Adrian Music Company, MLA serves as the holding company for the Mellon funds. Nancy Nuzzo noted that this should be included in the materials provided for the audit.

Boettcher thanked Jim Cassaro for the report.

XVI. Adjournment.

It was moved by Ruthann McTyre, seconded by Pam Bristah, and carried unanimously to adjourn the meeting at 10:45 a.m.

Motion

Respectfully submitted by Michael Colby, Recording Secretary.

Appendix I. New policies adopted by the Board.

1. Development Committee to offer new program for members to give to the Association in honor of long-term MLA members (IX.A).
2. Terms of the MLA members of the Joint AMS/MLA Committee on RISM to be three years in length (XI.A).
3. Board to review and set all honoraria at its spring meeting (IX.C).

4. Awards no longer to be funded from the operating budget (IX.C).
5. Cancellation policy on exhibits revised (IX.C).
6. MLA will establish an organizational liaison with the International Symposium on Music Information Retrieval (X.C).
7. Ad Hoc Recruitment Task Force disbanded (IX.B.)