

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Nashville, Tennessee, September 10-12, 2008**

Wednesday, 10 September: 1:06pm-4:41pm; Thursday, 11 September: 8:48am-4:45pm; Friday, 12 September: 8:45am-4:58pm

Present: George Boziwick, Paul Cary, Lois Kuyper-Rushing, Karen Little (recording), Nancy Lorimer, Ruthann McTyre, Michael Rogan, Eunice Schroeder, Brad Short, Holling Smith-Borne, Philip Vandermeer (presiding)

Guests: Paula Hickner (VIII.B.), Paula Matthews (VIII.C.), Renee McBride (VIII.E.)

The meeting was called to order by President Vandermeer.

**I. Approval of Agenda**

**It was moved by Ruthann McTyre, seconded by Paul Cary, and carried unanimously that the agenda be approved as submitted.**

**II. Recording Secretary's Report.** Karen Little

**It was moved by Paul Cary, seconded by Ruthann McTyre, and carried unanimously that the minutes of the Board meeting held in Middleton, Wisconsin, June 12-13, 2008 be approved with corrections.**

**III. Parliamentarian's Report.** Holling Smith-Borne

**It was moved by George Boziwick, seconded by Ruthann McTyre, and carried unanimously that the wording presented by Smith-Borne and amended by the Board for the ballot initiative requesting changes in Article VI in the Music Library Association Constitution and Bylaws be approved.**

It was noted that the Administrative Handbook will need major revisions, should the ballot initiative pass. Also, it was noted that there are two versions of the Constitution and Bylaws on the website and neither are current.

**IV. Treasurer/Executive Secretary's Report.** Brad Short

**Section 1**

**Budget Year 2007-8**

**Budget**

1. Overview

Total operating income was \$462,317.31 or 106.6% of the budgeted amount; over budget by \$28,612.31. Total operating expenses were \$481,013.43, or 101.08% of budget; over budget by \$5,130.43. Even though expenses were over budget the net result for the year was a \$23,481.88 surplus.

Contributions totaled \$14,676.16 which was 51.14% of what was projected.

2. Highlights

**Income**

Dues came in at \$126,050.00 or 93.78% of budget. Dues income has fallen almost \$10,000 in three years. Dues income was down in every category except for Individual, Associate and Paraprofessional membership categories.

*Notes* income came in at \$154,034.76 or 122.66% of budget. This includes subscriptions, advertising, and royalties.

Convention income came in at \$134,832.00 or 98.12% of budget.

Development activities (Silent Auction and MLA Shop) came in at \$4,684.75, or 73.78% of budget.

Interest income, CD and miscellaneous income came in at \$9,670.61 or 193% of budget.

**Expenses**

Convention expenses came in over budget at \$149,089.94 or 104.09% of budget. When compared to the income, the convention ran a deficit of \$14,257.94.

Miscellaneous expenses include Fidelity Investment Advisory fees and bank and credit card fees and came in over budget by \$6,620.16 or a whopping 152.54% of budget. Obviously, this is directly related of our

newly launched e-commerce web site and online registration, etc. The more people who use their credit cards for these transactions – the more we will need to budget for credit card fees.

The Management Services lines came in \$98,984.83 against a budget of \$97,301.00 or 101.73% of budget. There is still some confusion in line 6.012, Online Database and Web Design, which is where the improvements of the functionality of our online membership database are being booked. \$8,000 was allocated to get this project underway. I'm not sure why \$7,140 was backed out of that line the in 4<sup>th</sup> quarter.

The Board lines (6.03 – 6.09) were generally on track. 6.03 Treasurer/Executive Secretary line was over mainly due to 6.038 which is where the incoming T/Ex's computer was booked. The Convention Manager's honorarium line (6.041) appears to be over budget because of a payment meant for FY09 of this fiscal year showing up in FY08 of last fiscal year. I have made repeated attempts to correct this miss-booking to no avail. The Presidential Office (6.05) was over budget by \$1,142.87 because of the Presidential Discretionary line. Perhaps it is time for a review of what regularly gets charged to this line.

Program expenses, (7.0) were under budget by \$4,786.10 or 77.75% of budget.

Publicity activities were significantly higher than anticipated. Both travel and exhibit costs were significantly over budget. Future budgeting should take into account the expanded Board-directed activities expected of this position.

Other expenses including our publishing activities generally came in at or below budget. However, I would like to point out a few specific lines. Monographic Series Honorarium (9.021) expenses were 300.91 % of budget because of a larger than anticipated royalty check from Scarecrow (see income line 2.05). Also, I would like to mention MLA Website Maintenance Fees (9.082) expenses were well above what was anticipated because of the work on redesigning the website.

**2007-8 Investment Accounts**

The ending balance in the Calvert accounts on June 30, 2008 was \$184,884.59 for a net loss of \$9,246.10 for the year. Even though \$1,140.00 in deposits were made during the year, it was not enough to off-set the losses for the year. The ending balance in the Fidelity accounts on June 30, 2008 was \$687,377.39 for a net gain of \$12,168.89. It should be noted that the Fidelity gains include \$33,259.04 in monies deposited into the account over the year.

Short noted that the three Fidelity accounts for Unrestricted, Temporarily Restricted, and Permanently Restricted assets show different performance because each has a different investment strategy tailored to the asset type. This was put into place after the June 2005 board meeting at the recommendation of the Investments Subcommittee. Short welcomes a review of this investment strategy and would like to encourage the Investment Subcommittee to work on a written statement of investment goals and associated risk levels.

**Section 2**

**Budget Fiscal Year 2008-9**

**A. Income**

Dues income is at 68.97% which is ahead of where we were this time last year. We are still in the renewal cycle and there hopefully will be more renewals as the calendar year progresses. For some completely unknown reason, getting the membership to respond to renewal notices, email, etc. is a challenge. Sales income is at 12.07% which is also a bit ahead when compared to last year.

**B. Expenses**

There isn't much to report about the expense lines thus far in the new fiscal year.

**Membership report**

Looking at the changes over the past few years at the three points along the year (Jan/Feb, Apr/May and Sept/Oct) a certain rhythm begins to appear for the renewal cycle. In most years, the April/May numbers will be the most authoritative. The following chart is of limited usefulness. A better mechanism needs to be developed that clearly describes the status of the membership.

	Jan 2006	April 2006	Oct 2006	Feb 2007	May 2007	Sept 2007	Feb 2008	May 2008
Associate	9	9	4	4	4	3	6	6

Corporate Member	5	8	6	9	9	5	5	5
Corporate Patron	10	10	10	11	11	9	10	11
Gratis	23	23	23	23	23	23	23	23
Honorary	16	16	14	14	14	14	14	14
Individual	605	641	521	632	638	494	630	633
Institutional	334	343	275	315	334	258	288	289
Life	1	1	1	1	1	2	2	2
Notes Individual	9	10	6	8	8	9	12	12
Notes Institutional	378	388	319	374	375	293	344	349
Paraprofessional	NA	NA	NA	NA	NA	9	16	17
Retired	110	100	96	100	100	85	96	97
Student	73	93	67	88	95	65	98	104
Sustaining	59	59	57	59	59	53	56	56

#### **Scarecrow inventory**

There was a net of 511 items sold so far in the 2008 calendar year generating a net total of \$14,009.37 in sales.

#### **Investments report for July and August, 2007**

The Gain/Loss figures for July and August reflect the volatile market with all accounts losing money with the exception of the Calvert Money Market account. These reports seem somewhat difficult to make decisions upon since they often become muddled when deposits are made into the accounts. We are exploring different options that would help clarify the reporting for the Board.

#### **Other**

*Notes* vol. 64 was submitted for copyright; as was the Membership Handbook for 2007.

Contributions under \$100 were acknowledged for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2007-8 and for July of this fiscal year. With Kirk Stantis leaving A-R Jim Z. has stepped in to make sure the acknowledgement letters continue to be produced.

Scarecrow royalties were received and 22 author royalties/editor honoraria were paid out in the month of May.

The Calendar has a new look this year as Rogan works to improve it.

The fieldwork in mid August went very smoothly according to both A-R and MLA's accounting firm, Suby Von Haden. Draft reports were available shortly before the Board meeting. Short reviewed points mentioned in the Management Letter provided as part of the audit. There were four areas of "material concern" noted in the audit.

1) Because of the T/Ex position being a combined position, there are concerns about the separation of duties. It was suggested that the invoice be include with each RFP or to develop an “approved vendor” list. Rogan is looking into workflow scenarios that will allow him to address these concerns.

2) There were concerns about reconciling dues income. Wall has set up liability accounts to help us separate income collected in one fiscal year that belongs in the next.

3) Because we held on to Suki Sommer’s gift of stock and did not immediately sell it and combine it with our other invested accounts, there were concerns that we did not have adequate investment policies in place to guide such situations.

4) SVA would like the donations deposited into the investment accounts monthly. Workflow and cash flow issues would need to be addressed before trying to take on this extra level of work.

MLA’s application for sales tax exempt status for Illinois was denied.

Short, Rogan and Wall are looking into setting up another bank account for MLA’s certificate of deposit currently held by Associated Bank. That CD often pushes MLA over the \$100,000 FDIC insurance limit.

Moving the CD to another institution will insure that all of MLA’s accounts are covered by FDIC insurance.

Short and Rogan have been working on the transition of the T/Ex duties.

**It was moved by Lois Kuyper-Rushing, seconded by Nancy Lorimer, and carried unanimously that Brad Short be reappointed Treasurer/Secretary through March 2009 and that Michael Rogan be reappointed Treasurer/Secretary for another year.**

**V. Vice President/President Elect’s Report.** Ruthann McTyre

**A. Web Liaison**

- a. Worked with Amy Dankowski to place the Archival form more prominently on the website at the request of Gerry Ostrove. It now sits on the right hand column of the home page and there are also links on the Committee’s page and on the Forms page.
- b. Lately, keeping tabs on Education Committee’s issues with Workshop related forms.

**B. Travel**

- a. Attending TMLA in Austin in early October, and then my home chapter, MWMLA, in late October.

**C. The Special Achievement Awards Committee**

- a. (Phil, George B. and myself) are not putting any names forward for this award this year.

**D. Travel Awards and Professional Development Awards for Mid-Career Music Librarians**

- a. I had the pleasure of participating in the Harvard Leadership Institute for Academic Librarians in early August. It was such a rewarding and eye-opening experience, I stared wondering if it might not be something we should pursue as an outreach opportunity for our mid-career members. We have been discussing travel grants to MLA for mid-career members too and I think it might be worth doing some brainstorming at least as to how we might work towards, offering both opportunities to our members. As I’ve been investigating other programs, it has become very clear to me that this is an area where we need to do some catching up.

Looking at offerings from other professional associations, I did find a sampling of models on the websites for ACRL, ARLIS, AMS, and MLA (Medical). However, the model that summed up exactly what I’ve had in mind is ATLS’s Leadership Development Program Scholarships for Mid-Career Librarians. The program (see below) offers assistance for its members to attend various institutes/programs throughout North America. These include the Harvard program, Frye leadership at Emory, the Certificate of Advanced Study at UIUC, Senior Fellows at UCLA, Northern Exposure to Leadership at the University of Alberta, the Academic Librarian Leadership program at Vanderbilt, the Leadership Certificate program at Cornell. Since home institutions are expected to pay for many of these programs, I think we could investigate offering a set amount to be used to supplement the tuition and/or room and board. The program description follows below.

Note that while I believe that this sort of outreach has the potential to be vital and very popular with our membership, I think it’s more important that we address travel grants for our mid-career members to get supplemental funding to attend our own

national meetings and that should be addressed first if it is not feasible to set them up in tandem.

The Professional Development Committee of the ALA provides individual scholarships for ATLA members to attend leadership development programs. The scholarship funds the difference between the amount of support you receive from your institution and the total cost of the program up to a maximum of \$1500.

The list of leadership development opportunities on the ATLA website are recommended programs but the list is not meant to be prescriptive.

#### Application Procedure

To apply for a leadership development scholarship, submit the following information to the PDC:

1. Name of leadership development program.
2. Schedule and dates of program.
3. Curriculum of program.
4. Program mission.
5. Short statement on why you want to attend this program
6. Total cost of program. Include tuition, fees and housing & meals for residential programs. Travel expenses and housing & meals for non-residential program are not normally funded but the PDC will consider applications for exceptions.
7. Amount of institutional support you will receive to be applied to total cost.
8. Amount of scholarship funding for which you are applying.

Submit this information to the PDC at [memberrep@atla.com](mailto:memberrep@atla.com).

Applications are accepted on a rolling basis. Scholarships may be applied for prior to admission to a program and a scholarship may be conditionally awarded, but no scholarship funds will be disbursed until the applicant is officially admitted into the program.

#### Scholarship Requirements

Applicants must be individual ATLA, members or the representative of an ATLA institutional, international institutional or affiliate member library.

Applicants must submit a report and evaluation of their experience in the leadership development program to the PCS chair. The report should include a summary to be posted publicly on the ATLA member website and a full report for the PDC.

Reporting guidelines will be negotiated upon program registration.

#### **VI. President's Report.** Philip Vandermeer

While the summertime tends to slow the pace of work in MLA, it cannot be said that there is any true respite. Weekly, any number of decisions have to be made, from new committee appointment to issues regarding our infrastructure improvements. I have also come to realize that what I call brush fires are a regular occurrence in an organization of our size and complexity. While often these issues need to remain somewhat confidential, they still take a great deal of the President's time and energy to resolve. Ultimately, however, the positives of this job greatly outweigh the negatives, and I am continually grateful to the great advice and counsel I receive from our officer and board members. I am humbled and honored to be the MLA President and look forward to the final six months of my term.

Additionally, other issues that I have dealt with (or are dealing with) include the following:

1. Appointed new committee chairs and members (since June 2008):
  - Laurie Sampsel, 2011 Program Chair
  - Morris Levy, 2012 Program Chair

Bonna Boettcher, Member of the Legislation Committee

Kirstin Dougan, Chair of the Newsletter Task Force

2. Completed a newsletter article on the workings of MLA Board and the future of the Committee restructuring.
  3. Continued to work with Geraldine Ostrove, Chair of the Joint Committee on the MLA Archives, in renegotiating the terms of the agreement with the University of Maryland.
  4. Began negotiating with various Committee Chairs on the impact of the Task Force on Committee Restructuring recommendations.
  5. Reviewed progress of the Mellon Grant and the James Adrian Music Co. Negotiated with Mellon to get in the annual report. (Thanks to George Boziwick for completing the report.)
  6. Received adequate letters of support to renew the American Music Roundtable.
  7. Consulted with Steve Mantz on the work of the Newsletter Task Force. Steve has asked to be relieved as chair, though he will remain on the task force. Kirstin Dougan (University of Illinois) will take over as chair.
  8. Sent out twenty-eight acknowledgment letters for gifts over \$100.00.
  9. Planned the September Board meeting
- Again, I appreciate the honor and privilege of serving MLA in this way.

## **VII. Editors' Reports.**

The following reports were submitted for review by the Board. In the case in which the editor requested no action from the Board, the publication and editor's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board warmly thanks the editors for their efforts.

**A. Basic Manual Series (Jean Morrow)**

**B. Basic Music Library (Daniel Boomhower)**

**C. Copyright Web Site (Eric Harbison)**

**D. Index and Bibliography Series (Mark Palkovic)**

**It was moved by George Boziwick, seconded by Ruthann McTyre, and carried unanimously that a contract be issued to Jerry McBride of Stanford University for a bio-bibliography on the American composer Douglas Moore.**

**E. Music Cataloging Bulletin (Mickey Koth)**

The Board discussed the need for both an HTML and a PDF version of the MCB and decided that both were not necessary.

**F. Newsletter (Stephen Mantz)**

**G. Notes (Jim Cassaro)**

**H. Technical Reports (D.J. Hoek)**

**I. Web Editor (Amy Dankowski)**

See discussion under IX.G.

## **VIII. Special Officers' Reports**

The following reports were submitted for review by the Board. In the case in which the officer requested no action from the Board, the officer's name and their title is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the officer's contributions to the organization.

**A. Advertising Manager (Wendy Sistrunk)**

**B. Convention Manager (Paula Hickner)**

**C. Development (Paula Matthews)**

See report under IX.A.

**D. Placement Officer (Susannah Cleveland)**

**E. Publicity and Outreach Officer (Renee McBride)**

MLA's role at ALA was discussed and it was agreed that the Publicity and Outreach Officer should participate in the Affiliate Luncheon. A review of all the liaison positions will be taken on by McBride by surveying current positions, prioritizing, and developing expectations, guidelines, and reporting lines.

**F. Management Services (Jim Zychowicz)**

**It was moved by Ruthann McTyre, seconded by George Boziwick, and carried unanimously that the following Special Officers' appointments be renewed: Bonna Boettcher (Assistant Convention**

**Manager), Susannah Cleveland (Placement Officer), Paula Hickner (Convention Manager), Paula Matthews (Development Officer), Renee McBride (Publicity and Outreach Officer), Wendy Sistrunk (Advertising Manager).**

**IX. Reports of Standing Committees**

The following reports were submitted for review by the Board. In the case in which the chair or officer requested no action from the Board, the committee and the chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

**A. Development (Paula Matthews)**

Tote bags for the annual meeting were discussed and it was decided that raising money for this would not be attempted this year. Attendees would be encouraged to bring bags from previous years.

It was also decided that there would not be stickers for the badges this year to signify who had donated.

The Board re-affirmed its support of the \$5.00 Campaign for the Chicago meeting.

The Board supports the Local Arrangements Committee's selected reception setting, encouraging it to be billed as an "open house" so that the limit of 250 people in the facility at one time would not be breached.

**B. Education (Holling Smith-Borne and Joseph Hafner)**

See Board Action on pre-conference workshop budget under IX.C.

**C. Finance/Investments (Eunice Schroeder and Paul Cary)**

After review and discussion, the Board acted on the following recommendations:

**The Board passed unanimously the recommendation that all gifts of stock to the Association are sold immediately upon receipt and deposited to the MLA Fund or other fund(s) designated by the donor.**

**The Board passed unanimously the recommendation that the Association's funds on deposit at any one financial institution not exceed the amount insured by the Federal Deposit Insurance Corporation.**

**The Board passed unanimously the recommendation that the remaining balance of interest from the Mellon Foundation grant (line 23.01) (standing at \$12,622.05 as of September 11, 2008) be paid to James Adrian Music Co. forthwith.**

**The Board passed unanimously the Annual Meeting Budget as recommended by the Convention Manager.**

**The Board passed unanimously recommendation of the following registration fees for the 2009 Annual Meeting:**

Early regular	\$210
Early 1 <sup>st</sup> three years	\$175
Early non-member	\$300
Student	\$110
Regular	\$340
Regular non-member	\$430
Single day (no banquet)	\$145
Exhibitors (included in table fee)	\$0
Exhibitors (additional paid)	\$165

**The Board passed with a vote of eight for and one abstention the recommendation for the Pre-conference budget.**

**The Board passed with a vote of six for and three against the recommendation the recommendation that Annual Meeting fees be refunded only in emergency situations and with the approval of the Convention Manager. Refunds will not be given for unused banquet tickets.**

**D. Membership (Michael Rogan)**

**It was moved by Paul Cary, seconded by George Boziwick, and carried unanimously that the new membership brochure be produced as a four-color gatefold, quantity of 300, by A-R Editions.**

**E. Nominating (David Gilbert)**

**It was moved by George Boziwick, seconded by Ruthann McTyre, and carried unanimously that the nominees for the Board of Directors slate presented by the Nominating Committee be approved.**

**It was moved by Ruthann McTyre, seconded by Lois Kuyper-Rushing, and carried unanimously that the selection for the MLA Citation be approved.**

**F. Annual Convention**

**1. 2009 Chicago program (Suzanne Moulton-Gertig)**

In discussing the 2009 Chicago program, it was noted that not all committees were including ex-officio members of committees in committee discussions. Committees are encouraged to include them in all discussions.

**It was moved by Ruthann McTyre, seconded by Eunice Schroeder, and passed with eight votes for and one abstention that the program draft for the 2009 annual meeting be approved.**

Stipends for non-member speakers were discussed at the previous Board meeting in Middleton, Wisconsin (June 2008).

**2. 2009 Chicago LAC**

See annual meeting budget discussion under IX.C.

That fundraising is not necessary is still an issue that needs to be made clear to the chapters as they consider hosting an annual conference. Development Officer Matthews will put together a document that spells this out clearly for future Local Arrangement Committees and others.

**G. Publications (Linda Blotner)**

Many questions arose regarding the website. Is it a working website or an online publication? Currently neither the content of the website nor its design is considered by the Publications Committee. Who holds the copyright to the information on the website? Who is controlling the MLA brand? Guidelines for posting clearinghouse type items are needed and there remains a question of ongoing maintenance.

**X. Reports of Special Committees**

The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

**A. Career Development and Services (Sheri Stormes)**

**It was moved by Ruthann McTyre, seconded by Holling Smith-Borne, and carried unanimously that the request to conduct a personnel characteristics survey as a part of their study of minority participation in fine arts librarianship be approved.**

**It was moved by Paul Cary, seconded by Ruthann McTyre, and carried unanimously that the request to develop a career advisory service be approved.**

**B. Awards (Phil Ponella (Walter Gerboth Award Committee), Manuel Erviti (Kevin Freeman Travel Grant Committee), Kathy Blough (Carol June Bradley Award), Linda Fairtile (Publications Award Committee), Beth Christensen (Dena Epstein Award Committee))**

**It was moved by Lois Kuyper-Rushing, seconded by Holling Smith-Borne, and carried unanimously that the recommendation of the Dena Epstein Award Committee be approved.**

**It was moved by Paul Cary, seconded by Nancy Lorimar, and carried unanimously that the recommendation of the Kevin Freeman Travel Grant Committee be approved.**

**It was moved by Lois Kuyper-Rushing, seconded by Ruthann McTyre, and failed by a vote of two for and seven against that the recommendation of the Walter Gerboth Award Committee be increased to \$1000.**

**It was moved by George Boziwick, seconded by Paul Cary, and carried by a vote of eight for and one abstention that the recommendation of the Walter Gerboth Award Committee be approved.**

**It was moved by George Boziwick, seconded by Ruthann McTyre, and carried unanimously that the recommendation of the Publications Awards Committee be approved.**

**It was moved by Ruthann McTyre, seconded by Lois Kuyper-Rushing, and carried unanimously that the recommendation of the Carol June Bradley Award Committee be approved.**



**C. Bibliographic Control (Kathy Glennan)**

It was moved by Nancy Lorimer, seconded by George Boziwick, and carried unanimously that the charge of the Metadata Subcommittee be approved.

**D. Legislation (Jerry McBride)**

**E. Preservation (Lisa Lazar)**

**F. Public Libraries (Blair Whittington)**

**G. Public Services (Jim Farrington)**

It was moved by George Boziwick, seconded by Paul Cary, and carried unanimously to approve the use of the information literacy assessment tool for undergraduate music majors.

**H. Resource Sharing and Collection Development (Joe Clark)**

It was moved by Phil Vandermeer, seconded by Paul Cary, and then unanimously defeated the recommendation to develop a webpage that addresses collection development issues for music.

More information on the goal of the website and how the website would be maintained, among other issues, will be requested from the Chair.

**I. Facilities and Space Planning (Alicia Hansen)**

**XI. Joint Committees**

The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

**A. AMS, Joint Committee on RISM (Barbara Hagg-Huglo)**

**B. Archives, Joint Committee with University of Maryland (Gerry Ostrove)**

**D. MPA/MOLA Joint Committee (George Boziwick)**

**D. US RILM Office (Sarah Adams)**

**XII. Representatives to Other Organizations**

The following reports were submitted for review by the Board. In the case in which the representative requested no action from the Board, the organization and the representative's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the representative's contributions to the organization.

**A. ALA (Alan Karass)**

As part of a review of representatives and liaisons to other groups, Publicity and Outreach Officer McBride will review the position of ALA liaison.

**B. NISO (Mark McKnight)**

**XIII. External Liaisons**

**A. MOUG (Alan Ringwood).**

The Board reviewed the report submitted and warmly thanked Alan Ringwood for his efforts.

**XIV. Old Business**

**A. Mellon Foundation Grant Update (George Boziwick)**

**B. Implementation of New Committee Structure (Philip Vandermeer)**

**C. New Annual Report**

A new reporting structure was discussed at length. As the changes discussed were contingent on the passing of the ballot initiative for Article 6, more discussion of the topic was deferred to the next Board meeting in order to clarify some of the details with some aspects of the new structure being implemented before that time.

It was moved by Nancy Lorimer, seconded by Lois Kuyper-Rushing and carried unanimously that the new reporting structure take effect immediately, the motion conditional on the passing of the ballot initiative for Article 6.

**D. Invitation for MLA Conference in Hawaii**

It was moved by Paul Cary, seconded by Nancy Lorimer, and carried with three abstentions that the invitation to host a MLA annual convention in Hawaii be declined.

**XV. New Business**

**A. Invitation for 2013 MLA Conference (Patricia Stroh) and 2014 MLA Conference (Holling Smith-Borne)**

**It was moved by Ruthann McTyre, seconded by Paul Cary, and carried unanimously that MLA meet for its annual convention in 2013 in San Jose, California pending successful hotel contract negotiations.**

**It was moved by George Boziwick, seconded by Nancy Lorimer, and carried unanimously that MLA meet for its annual convention in 2014 in Nashville, Tennessee pending successful hotel contract negotiations.**

**B. Criteria for the Freeman Award (Tom Bickley)**

As one of the challenges in getting this award given in a timeframe appropriate to potential recipients is the Board meeting schedule, a small group of Board members (Karen Little, Nancy Lorimer, Michael Rogan, and Holling Smith-Borne) will investigate how to have Board business discussions between Board meetings and how to record these discussions.

Treasurer/Executive Secretary Michael Rogan will investigate what information about MLA is sent from the Business Office to new members.

**It was moved by Nancy Lorimer, seconded by Ruthann McTyre, and carried unanimously that the three recommendations made by the Northern California Chapter of the Music Library Association regarding the Freeman Award be approved. Those recommendations are: (1) at least one grant be awarded to a first-time attendee, when applicable, (2) each new member of MLA be informed of the Freeman Travel Grant, and (3) the application deadline for the Freeman Grant be moved back to early Fall in order to broaden the applicant pool.**

**C. Assistants for T/EX and Special Officers**

This discussion was deferred to the next Board meeting.

**D. Greening MLA (various e-mails)**

A variety of suggestions – no glossy reports, statements encouraging recycling on reports, more use of website, increased use of webinars, consideration of hotels’ “greenness” when negotiating contracts -- were presented with all approving of a focus by the membership on this concern. The Board encourages the Social Responsibilities Roundtable to provide the fuel for the conversation on this issue.

**XVI. Adjournment**

**It was moved by George Boziwick, seconded by Ruthann McTyre, and carried unanimously to adjourn the meeting at 4:58pm.**