I. **Call to Order.** President Michael Colby called the meeting to order at 3:07 p.m.

II. **Agenda approval.** The agenda was approved.

III. **Administrative Office Report.** Paul Cary

A. **Budget**

MLA’s operating income for fiscal year 2012-2013 (ended June 30, 2013) was $467,260, which was 105% of the budgeted amount. An additional $10,502 was transferred from our named funds to underwrite awards and other designated expenses. A rather conservative amount of $8,655 was authorized to be expended from the MLA Fund to support the budget, but in the end, no such transfer was needed.

MLA’s expenses for 2012-13 totaled $475,317 or 101.5% of budget. Accounting for the use of named funds, this left us with a surplus of $2,445.

On June 30, 2013, MLA’s investments totaled $956,511.00, an increase of 8% from a year earlier. $736,570 was held at Fidelity, while $219,942 was in socially responsible investments at Calvert. Unrestricted investments, also known as the MLA Fund, comprised $644,307, and the remaining $312,204 was in award and other named funds. Donations in fiscal year 2013 totaled $20,990.

MLA’s finances and operating systems were audited in August 2013 by SVA, an auditing firm in Madison, Wisconsin. SVA found no uncorrected misstatements in MLA’s finances. A brief statement of MLA’s audited financials is included in the annual report for 2012-13, now available on the MLA web site. The complete audit statements should be available on the web site in the near future.

B. **Membership**

As of February 7, 2014 MLA’s list of members and subscribers totaled 1,083, compared to 1,097 on the same date in 2013. This represents a decrease of 1.3%. The decline in membership may be leveling off, but it continues to be a struggle for the Association.

C. **Election**

The recent election was open from November 6 until November 26, 2013. Ballots were sent to 578 eligible members, and we received 392 responses for a response rate of 68%, which compares very favorably to past years.

D. **Publications**

MLA’s series co-published with A-R sold 355 units in calendar year 2013 for a total income of $16,089. That will result in income to MLA of about $1,600. One new title was published in calendar year 2013, *Basic Music Reference*, by Alan Green and Michael Duffy. One new title has been published just this week, *Keeping Time: An Introduction to Archival Best Practices for Music Librarians*, by Lisa Hooper and Donald Force.

E. **Strategic Plan Action: Simplified Budget**

In response to a strategic plan action item, I developed a simplified version of MLA’s budget, including a couple of pie charts that I hope may make it easier to understand. Please take a look so that I don’t feel as if it was a complete waste of time. It’s accessible on the web site under Our Organization=>Minutes & Reports.

F. **MLA Site Migration**

In summer and fall of 2013, we went through a major transition, moving our web site and our member directory onto a new platform, yourmembership.com. The migration was accomplished on a very aggressive timetable and went very smoothly overall, thanks to the dedication of Web Manager Verletta Kern, everyone on the Web Committee, and Pat Wall, Jim Zychowicz, and Katie Cummings at the Business Office. We all owe them a debt of gratitude for working so hard to make this integrated platform a reality.

G. **Transitions**

In conclusion, I would like express my gratitude to Linda Blair, outgoing Assistant Administrative Officer. After doing an exemplary job of managing the Association’s affairs, Linda has been kind and generous with her time and patience as I have stumbled my way into navigating this job. I don’t know what I would have done without Linda. Thank you, Linda.

IV. **President’s Report.** Michael Colby

Over the past year, MLA has been working to achieve the goals outlined in the Strategic Action Plan process, which was launched in 2011. Six major areas were identified: Organizational Excellence, Value of the
Profession, Advocacy, Membership, Education, and Technology. While I wish I could stand before you and proudly announce that we’ve achieved all of our major goals and objectives, I cannot. I can however, state that we continue to make progress in many of these areas. I hope you have seen some of those achievements reflected in this meeting. This progress, of course, is not solely due to the efforts of the Board, it has involved the committees, task forces and, ultimately, all of you as members of this fine organization.

One of our objectives was: Develop and sustain the resources to ensure the vitality of the Association, its programs and services. In order to do so, we must maintain the economic stability of the organization. Every spring, the Board meets to set a budget. We look at the funding requests received from the committee chairs and officers and then we look at the anticipated income from dues, sales and royalties. Then we have a good cry, because expenses always seem to be significantly larger than income. We have explored ways to better balance this equation. A lot of effort has gone into increasing membership, but the best we have achieved after years of decline is to reach a plateau. We resorted to a slight dues increase ($10 in most categories) for the 2013-24 FY. Dues increases are not the answer and are frankly a method we prefer to avoid if at all possible. Increasing revenue is an idea and we as an organization are exploring ways to do so, such as the partnership we are entering into on a trial basis with ALA Editions. MLA has signed a one year agreement to partner in presenting webinars on topics in music librarianship. The first webinars will focus on RDA and music, with the inaugural offering to be presented on April 17, 2014: “RDA for Music: Popular Music, Jazz, and World Music Audio Recordings,” with Tracey Snyder and Kevin Kishimoto as presenters. While we hope the revenue from these webinars will help with our strategic goal of sustaining the resources of MLA, it responds to other goals of the strategic plan, including promoting the value of the profession by increasing MLA’s visibility. It also responds to the goals to make better use of emerging technology.

I hope this project goes more smoothly than the partnership with ALA Editions to publish the 4th edition of A Basic Music Library. ALA Editions is the publisher of this; MLA is the content supplier. MLA’s contributors have met all deadlines, which ALA has revised several times. The most recent news I have, current as of Wednesday, is that ALA Editions hopes to see publication by June 1 of this year. As of this morning, that is the date listed on Amazon as well.

The Board recently adopted a non-discrimination and anti-harassment policy, applying to the activities of MLA, including its convention. This can be found as Appendix B of the Administrative Handbook.

We are not at the point where we can anticipate revenues to make up the entire budget gap. One of the few areas under our control is the funding support we give to our own. For the past two years, the Board has been concerned with the percentage of the budget that has been going to honoraria to our Special Officers and Editors. Last year a proposal to reduce and eliminate some honoraria was put forward from a task force of the Board. To say it was not well received would be an understatement. Consequently, the Board delayed any action and another task force was appointed, including members of the Board and others who have served as Special Officers or Editors in the past. Their recommendation should be seen as a compromise. It was discussed at the Town Hall on Thursday and I appreciate all the input given, which we will take into account as we pursue this issue.

Another challenging issue is the convention. It is our crowning annual event, but plateauing attendance and increasing costs present us with yet another challenge. Well, when you have a problem, what do you do? Appoint a task force! I greatly appreciate the work and thought and creativity that went into the report of the Conference and Program Committee Structure Task Force. Their report was also discussed at the Town Hall and I thank you again for your input. One of their recommendations was to try to save money by exploring meeting in what are called “second tier” cities. As a result, we have signed a contract to hold the 2016 meeting in Cincinnati, at the Hilton Netherland Plaza, March 2-5, 2016. I would also like to point out that this is the first meeting where we didn’t follow the long-established model of choosing the conference location based on an invitation from the local chapter, but from the recommendations based on anticipated costs in the city. You will have an opportunity to comment on many aspects of this meeting in the annual conventional survey, which will come out soon after this meeting.

Speaking of contracts, they have been signed for three new titles in our publication series. I would also like to report the appointment of a new committee which met for the first time here in Atlanta, the Archives and Special Collections committee. Two new round tables have been formed: Digital Humanities and Retired Members; nine existing round tables have been renewed: Contemporary Music, Jazz and Popular Music, Music and Arts Management, Musical Theater, Performing Arts, Small Academic Libraries, Social Responsibilities, Women in Music, and World Music.

I don’t like to be long-winded, but I would also like to acknowledge the work some of our committees have been doing in support of the National Recordings Preservation Plan. Bibliographic Control, Legislation and Preservation have all been exploring some of the recommendations of the plan. Again, I feel this ties in with some of the goals expressed in the strategic plan.
I would like to conclude this report by giving thanks to all of you for all you have given and continue to give this association. I knew this office would be challenging, but I probably had no idea just how challenging. But I never would have done it if I thought I wouldn’t have the support of all the truly wonderful people who give so much of their time, thought and energy to MLA. I knew that MLA was full of great people, but in the past year I have begun to see how truly magnificent you all are. I appreciate your patience and encouragement as I have stumbled through my first year as President and vow to use that experience to serve you better in the coming year.

V. Other Reports

A. Convention Manager. Laura Gayle Green

The official registration number for Atlanta is 405 attendees. Thanks to all the attendees for coming to the conference; thank you to Katie Cummings, Pat Wall, and Jim Zychowicz, at A-R Editions, to the Local Arrangements Co-Chairs Shelley Rogers and Kevin Fleming, and to the Grand Hyatt hotel staff. And thank you to MLA for the opportunity to serve the association as Convention Manager.

B. Development Officer. Susannah Cleveland

Fundraising efforts for the 2014 meeting exceeded MLA’s $20,000 fundraising goal, due to the generosity of our corporate and institutional sponsors and SEMLA. This meeting marks the end of the Honor Your Mentor initiative, started in fall 2013, honoring four recent retirees: Morris Martin, Nancy Nuzzo, Gerry Ostrove, and Brad Young. Donating on the new MLA site is easy and convenient; all are encouraged to join the Ostinato Club, which once again available as an opportunity. The Silent Auction raised $1,572 at this meeting, the first $1,000 of which will go to the Bradley Fund; sincere thanks to donors to and staffers for the Silent Auction. Atlanta conference merchandise will remain available for purchase on the Café Press site until the end of March. There will be new development initiatives announced soon. Thank you for your support of the association.

C. Notes Editor. Jane Gottlieb

Coming to the end of my five-year tenure as Notes Editor, 14 of my 20 issues are now on the shelf; the first proofs of volume 70, issue 4 are now in on my desk, and the manuscript for volume 71, issue 1 will soon be in preparation. I thank and acknowledge all Notes editors and compilers, the staff at A-R Editions, and all who submit articles, serve as anonymous reviewers, write reviews for publication, and all who read and comment on the journal. The Board will appoint a search committee this year to fill the Notes Editor position; I look forward to working with you to complete five more issues, and to easing the transition of the next person to take this on.

D. Archivist. Sandy Rodriguez

As determined at an initial visit in 2013 to the MLA Archives at the University of Maryland, the MLA Archives runs an approximate 450 linear feet, larger than previously estimated. Based on that visit, I prepared a plan which was accepted by the Board at its fall 2013 meeting. Its recommendations include:
- reappraisal and a de-accessioning project
- arrangement and description, which requires funding working with chapters re: hosting their archives at institutions in their regions
- establishing an annual schedule to save a copy of the MLA site

Next steps feature:
- building the Archives page on the MLA site
- a call for submissions to the Archives

E. Program Chair. Gerry Szymanski

Szymanski thanked everyone who worked on the MLA site for the conference, the Program Committee, the Convention Managers, Jim Zychowicz, Paul Cary, the hotel staff, and all those who submitted program proposals for the Atlanta meeting.

F. Web Manager

Colby thanked Web Manager Verletta Kern and the Web Committee for their extensive and excellent work.

VI. Remembrances

Joe Choinard was remembered by Rick McRae. Liselotte Andersson was remembered by Laura Dankner. Rick Jones was remembered by Richard LeSueur. Paula Morgan was remembered by Joe Boonin. Dena Epstein was remembered by Gerry Ostrove, and an excerpt from a documentary about Epstein, “The Librarian and the Banjo,” was played. James Pruett, who died shortly before the meeting, was briefly remembered by Michael Colby, and will receive a full tribute at the 2015 business meeting.

VII. Awards. Michael Colby
Two awards were not given this year: the Gerboth Award, as there were no applicants, and the Bradley Award, as the Board suspended granting the award until fundraising allows the Bradley fund to support the award.

**The Kevin Freeman Travel Award**: MLA awards the Kevin Freeman Travel Grant to students, recent graduates, or other colleagues who are new to the profession for support to attend the MLA annual meetings. For the 2014 meeting in Atlanta, the Freeman recipients are Angela Pratesi, Jennifer Vaughan, and Elin Williams.

**The Lenore F. Coral IAML Travel Grant** supports travel to the IAML meeting, and is awarded every other year. This year’s recipient is Daniel Boomhower, to support his attendance at the 2014 IAML meeting in Antwerp.

**The Richard S. Hill Award** for the best article on music librarianship or article of a music-bibliographic nature published in 2013 is presented to Christopher Reynolds for his article, “Documenting the Zenith of Women Song Composers: A Database of Songs Published in the United States and the British Commonwealth, ca. 1890-1930,” published in *Notes*, June, 2013.

**The Eva Judd O’Meara Award** for the best review in *Notes* in 2013 is given to Erik Entwistle for his review of F. James Rybka’s *Bohuslav Martinů: The Compulsion to Compose* (Scarecrow Press), appearing in the in the June 2013 issue of *Notes*.


**The Dena Epstein Award** supports research in archives or libraries internationally on any aspect of American music. This year, the award is given to two recipients: Alice Miller Cotter, doctoral candidate at Princeton University, for research on John Adams’ operas in Adams’ private archive at his home in Berkeley, CA, and other California collections, and Devora Geller, doctoral candidate at the City University of New York for research in the Rumshinsky archive at UCLA in support of her project *Paradise’s Flower: Joseph Rumshinsky and Yiddish Theater Music in New York, 1900-1950*.

**ARI/MLA Diversity and Inclusion Scholarships** provide financial support to library school students from under-represented groups to pursue the master’s in library and information science degree in music library programs, while also gaining valuable, “hands-on” experience in a large academic music library environment. The winners of the scholarship this year are Joy M. Doan, Rahni B. Kennedy, Jakilah Mason, Patrick Sifuentes, and Ricky Williams.

**The A. Ralph Papakhian Special Achievement Award** recognizes extraordinary service to the profession of music librarianship over a relatively short period of time. For 2014, the award goes to two recipients: Brenda Nelson-Strauss for her leadership on the National Recording Preservation Plan, and to Tracey Rudnick, for her work in chairing the *Notes* Royalty Task Force.

In 2000 Congress passed the National Recording Preservation Act calling for the establishment of a sound recording preservation program by the Librarian of Congress. One key component of the program was the creation of a national preservation plan to coordinate the activities of libraries and archives throughout the United States to preserve the nation’s sound recording heritage. *The State of Recorded Sound Preservation in the United States: A National Legacy at Risk in the Digital Age* was published in 2010. This study pointed out the enormous challenges in preserving sound recordings even with the advent of new digital preservation methods.

To meet the challenges outlined in the report, Brenda Nelson-Strauss was selected to direct efforts to develop a collaborative national plan and to coordinate the work of six task forces comprised of experts from public and private institutions and organizations across the United States charged to develop recommendations in various aspects of sound recording preservation. Through her skilled direction, she planned and coordinated all of the task forces, led all of their discussions, and guided the results of their deliberations toward the final thirty-two recommendations published in the final plan. It is safe to say that without her accomplished and experienced administrative skills, persistence, and extraordinary dedication the National Recording Preservation Plan would not be a reality today.

Music Librarians and the American people owe Brenda a great debt of gratitude for laying the foundation for the preservation of the nation’s recorded legacy.

The Music Library Association is pleased to grant Tracey Rudnick the A. Ralph Papakhian Special Achievement Award in recognition of her extraordinary dedication to the Association as the Assistant Editor for Licensing of MLA’s journal, *Notes*. Since her appointment to the position of Assistant Editor she has created and defined the role of the licensing editor and tirelessly protected and promoted the interests of MLA and its journal. To better understand MLA’s contracts with all of its digital publishers and distributors, Tracey chaired the *Notes* Royalties Task Force. Her attention to the details of the byzantine labyrinths of digital publishing contracts is amazing, and indicative of innumerable hours of painstaking analysis and work. She has set a standard of
excellence, perseverance, and devotion that has been matched by few in MLA. Her work has strengthened our journal and our association. Every member of MLA is immensely grateful for her outstanding contribution to MLA and the profession.

The MLA Citation, the Association's tribute for lifetime achievement, is awarded in recognition of distinguished service to music librarianship over a career. Citation recipients become Honorary Members of MLA. This year’s recipient has held so many offices in MLA that it is almost impossible to list them all: Committee Chair, Treasurer, Notes Editor, Development Officer, President; I’m probably leaving out twelve of them. The MLA Citation is awarded to James P. Cassaro.

Cassaro thanked his mentors and friends, as well as his mentees and staff, and the association. Colby read the text of the citation:

His profound and selfless legacy of service will stand as a lasting contribution to music librarianship and to MLA. He has given a lifetime of work and dedication at the highest level and has improved our association and profession in numerous ways.

President, Notes Editor-in-Chief, Treasurer, Fiscal Officer, Development Officer – he has occupied many of the most important roles with his characteristic thoughtfulness, personal commitment, and distinctive flair. A consummate music librarian, he left his mark upon several of the most significant music collections and published key texts targeted at music librarians. As a scholar, he has produced musicological scholarship and critical editions in a wide variety of fields including the French Baroque and 19th-century Italian opera. He has served in a number of scholarly associations providing a vital link between the fields of musicology and music librarianship.

The Music Library Association is pleased to confer upon
James P. Cassaro
The MLA Citation

VIII. Searches and Election Results. Michael Colby

Two searches were conducted over the past year, with the following appointments approved by the Board:

- a. Assistant Convention Manager: Diane Steinhaus. Thanks to Ruthann McTyre and the committee.
- b. Assistant Administrative Officer: Paula Hickner. Thanks to Michael Rogan and his search committee.

President Colby expressed thanks to all the candidates who applied for these positions.

Colby thanked Liza Vick, Chair of the Nominating Committee and the committee members. He recognized new members of the Board: Damian Iseminger, Assistant Parliamentarian; John Shepard, Assistant Planning and Reports Officer; Tracey Rudnick, Assistant Fiscal Officer; Lisa Shiota, Recording Secretary; and Michael Rogan, Vice President/President Elect. Colby expressed gratitude for the work of outgoing board members: Fiscal Officer Paula Hickner, Planning and Reports Officer Steve Landstreet, Parliamentarian Mark Scharff; Recording Secretary Pamela Bristah; and Past President Jerry McBride.

IX. New Business

None.

X. Old Business

None.

XI. Announcements.

a. IAML Meetings

IAML President Barbara Dobbs MacKenzie issued an invitation to the 2014 IAML conference in Antwerp, 13-18 July, and to the 2015 meeting in New York City, 21-26 June. The New York City meeting will mark IAML’s 50th anniversary, and will present on the theme, “Music Scholarship in the Digital Age.”

b. 2015 MLA Meeting

Laurie Sampsel of the MLA Mountain Plains Chapter invited MLA to the 2015 MLA meeting in Denver, Colorado, February 25 – March 1. Denver pens, replete with conference dates, were graciously bestowed on business meeting attendees.

XII. Adjournment. Michael Colby

Colby adjourned the meeting at 4:55 PM.