MUSIC LIBRARY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Online Meeting, March 7, 2012

Wednesday 7 March, 2:01-3:22pm

Present: Linda Blair, Daniel Boomhower, Pamela Bristah (recording), Paul Cary, Michael Colby, Kirstin Dougan, Paula Hickner, Stephen Landstreet, Jerry McBride (presiding), Mark Scharff, Laurie Sampsel

Guest: Jim Cassaro

Absent: Judy Tsou

The meeting was called to order by Jerry McBride.

Approval of Agenda

It was moved by Stephen Landstreet, seconded by Pamela Bristah, and carried unanimously that the agenda be approved.

01. Convention Survey

The convention survey was posted to MLA-L on March 6, 2012. The results will be posted to MLA-L and on the MLA site. The Planning Committee will present recommendations to the Board as to who will compile and review survey results, possibly the Committee itself, possibly another group. Dougan would like to use the same questions in future, in order to collect longitudinal data; MLA could add new questions, but should keep the existing questions. MLA may not need to ask the same basic questions every year, however, as responses are not likely to change regarding the basic structure and scheduling of the annual conference; this issue could be decided by the same group that will compile and review survey results.

02. Administrative Officer Computers

Currently, the MLA laptops acquired for the Administrative Officer and Assistant Administrative Officer are depreciated over five years, according to IRS regulations. Typically, the computers last for only four years, and then require repairs. The issue is whether MLA should accept the last year as a loss, and acquire new laptops every four years. MLA could then keep the old computer, or sell it for parts, or the administrative officer could purchase the old laptop at a depreciated price.

Dougan questioned why MLA purchases laptops for the administrative officers. Blair and Cary responded that reasons include: not every workplace provides laptops, or would allow AOs to bring work laptops to Board meetings; the AOs may not own personal laptops; some workplaces may not allow installation of software on institutionally-owned computers, and QuickBooks software is required for the AOs’ work, along with downloading the quite large MLA QuickBooks database; putting MLA QuickBooks data on a personal or institutional computer creates security concerns.

The Board requested the Finance Committee draft a policy for Board review, and present it at the next Board meeting. McBride will contact former Administrative Officer Michael Rogan regarding the disposition of his laptop.

03. Music Medium of Performance Thesaurus

The Library of Congress has requested that MLA collaborate with LC on a Music Medium of Performance Thesaurus, and would like Board endorsement of their plan. The Library of Congress would work with the Bibliographic Control Committee, specifically with their subcommittee on subject access. The work could largely be done at the MLA conference or online; this agreement in no way guarantees MLA funding for travel or other costs.

It was moved by Mark Scharff and seconded by Daniel Boomhower to approve the Library of Congress’s request to include the MLA’s BCC as an official collaborator to develop the Music Medium of Performance Thesaurus. The motion passed unanimously. McBride will contact Gerry Ostrove and Beth Iseminger.

04. Oral History Committee
The Oral History Committee requested the Board approve using Rob DeLand’s VanderCook College of Music students to transcribe a small number of oral history interviews, with the transcriptions going to the MLA Archives. Cassaro stated that students typically do this kind of work; they simply transcribe what they hear, and someone at a higher level then goes over the transcript, making corrections as necessary. McBride will communicate the Board’s discussion with DeLand and Therese Dickman, chair of the Committee.

05. Strategic Plan Steering Committee Instructions and Plan
McBride outlined the next steps for the Strategic Plan Steering Committee. McBride plans to meet with the Committee via conference call the week of March 18. By April 1, each member of the committee will select from their goal area one short-term action step as the highest priority for next year. They will also select the highest priority item, one that MLA should begin working on now, from among the long-term goals in their area, and will prioritize the remaining goals. This set of priorities will make up the strategic plan for the immediate future, and will come to the Board for review at its April 11 online meeting. By April 27, members of the Steering Committee will submit budget requests to the Fiscal Officer for goals that have budgetary implications. The plan will become available to the membership, and committee chairs will be asked to formulate their committee goals in their August annual report based on the strategic plan.

McBride will send a list of proposed members and a proposed charge for the Membership Committee to the Board the week of March 11. He will also send lists of proposed appointments for other committees to the Board each week. Jim Zychowicz has been assisting with the appointment process, producing appointment letters, and has automated the Administrative Structure from the Access database. Dougan asked whether she or A-R should be responsible to send appointment updates to Dick Griscom for the committee and coordinators listservs; the Administrative Officers had thought updating listservs with new appointments was their responsibility; Dougan and the AOs will clarify this and update the Administrative Handbook.

McBride will contact Michael Rogan regarding information technology implementation and RFPs; Rogan has received one RFP to date, from the Information Technology Task Force RFP call.

06. Spring Board Meeting
The Board discussed how much time to schedule for the spring meeting, since it has to approve both the general operating budget and the convention budget. In spring 2010, the Board met for two full days; in 2011, for three. McBride will discuss with Blair and Boomhower, and decide early in the week of March 11.

It was moved by Stephen Landstreet and seconded by Daniel Boomhower to adjourn the meeting at 3:22pm. The motion passed unanimously.