Friday, 28 September, 9:11AM-5:11PM; Saturday, 29 September, 8:55AM-5:17PM

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

Guest: Jim Cassaro

The meeting was called to order by President McBride.

01. Approval of Agenda
    It was moved by Kirstin Dougan, seconded by Daniel Boomhower, and carried unanimously that the agenda be approved.

02. Recording Secretary’s Report. Pamela Bristah
    It was moved by Steve Landstreet seconded by Paula Hickner, and carried unanimously that the minutes of the Board meeting held in Middleton, Wisconsin, May 30 – June 1, 2012, be approved as amended.
    It was moved by Mark Scharff, seconded by Laurie Sampsel, and carried unanimously that the minutes of the Board meeting held online June 19, 2012, be approved.
    It was moved by Kirstin Dougan, seconded by Steve Landstreet, and carried unanimously that the minutes of the Board meeting held online August 8, 2012, be approved.

03. Parliamentarian’s Report. Laurie Sampsel
    No written report submitted.
    Revisions to the Administrative Handbook arising from the past two Board meetings will be made soon. Sampsel will notify the Board once they are incorporated into the handbook.

04. Administrative Officer’s Report. Linda Blair
    It was moved by Kirstin Dougan, seconded by Paula Hickner, and passed unanimously to reappoint Linda Blair as Administrative Officer.
    It was moved by Kirstin Dougan, seconded by Paula Hickner, and passed unanimously to reappoint Paul Cary as Assistant Administrative Officer.

FY 2011-2012 final budget figures:
    Total ordinary income: $437,872.52, or 99.31% of the budget
    Total expenses: $449,881.89, or 95.11% (for comparison, FY10-11: 525,934.36, or 106.74% of the budget)
    Total other income (investments, donations): $31,871.16, of which $14,710.16 was investment income, and $17,161 was donations
    Net income: $19,861.79
    The net income figure includes donations and gains on investments, which are not taken into account when formulating the budget. The FY 2011-2012 budget had projected a small surplus of $4475. Taking into account only the income and expenses which were part of the budget calculation, the actual surplus was $6313.54. Factors in the surplus: Total expenses were $23,112.11 less than projected, the convention showed a surplus of $4886.
    Notes on budget performance:
    Dues income (1.0) in all categories met or exceeded projections with the exception of Institutional IAM.
    members (1.0121) at 91.73% and Student members at 96.64%.
    Sales income (2.0) exceeded projections at 102.76%.
    Other income (5.0) exceeded projections at $4692.28. Silent auction, MLA Shop and interest income all exceeded projections, but part of this figure is an adjustment of $1851.85 to account for uncleared checks.
On the expense side, Miscellaneous expenses (11.0) were higher than projected primarily due to Band and credit card fees (11.04), at 132.99%. Misc. Expense Other (11.01) is primarily a place where correcting entries are made (clear duplicate deposit entries, etc.) rather than real expenses.

Management Services (6.0) came in at $168,542.88, or 100.08% of the budget. However, when expenses are removed that are actually outside the budget (Strategic planning and IAML Past-President travel expenses) the actual figure is 162,807.09 or 96.95% of the projected budget.

The line for website design and development (6.02) is at $1200, or 60% of the budget because the expense for developing the online exhibitor registration form was capitalized.

Also all committee travel (7.03) came in over budget at $1571.32 or 112.3% of the budget. The amount included reimbursement for MLA/AMS and EOP, neither of which had submitted a budget. BCC travel came in at 100.08%.

Correction to May report: In my report for the spring Board meeting I stated the following:
The Publicity Officer’s line for exhibit fees (8.0581) at $2660.04 is over budget at 161.22%
This is in error. The exhibit fee line included $975 that was a prepayment for exhibit fees in this fiscal year. The Publicity Officer’s line (8.05) came in under budget at $7365.61 or 83.35% of the budget.

Budget performance Q1 FY 12-13 to date:
Total income: $113,184.86 or 25.41% (for comparison $165,488.84, or 37.53% at this time last year)
Total expense: $60,880.77 or 13.12% (for comparison $34,352.96 or 7.26% at this time last year)
Total other income: $3985 in donations to all funds combined
Dues (1.0) received so far total $92,860 or 66.26%
Notes subscriptions are currently at $12,460 or 62.3%.
The sale of Notes back issues (2.013) has already exceeded projections: $1500 or 125% of the budget.
Under miscellaneous income (5.04), the amount $537.68 represents voiding uncleared checks.

Investments:
The total value of MLA’s investment accounts as of Sept. 12, 2012 was $918,635.44, of which $707,393.48 was invested at Fidelity and $211,241.96 at Calvert.
A total of $10,502 was moved to BDA from Fidelity TR to hold until the award or program money is spent. For the first time, funds were also moved from TR accounts for the Ochs, Coral and Wicker funds.
Award fund totals as of 6/30/12 with donations to date included:
Bradley: $3329.00
Gerboth: $28,835.09
Duckles: $32,645.62
Hill/O’Meara: $11,082.80
Epstein: $56,660.25
Freeman: $45,476.55
Wicker: $15,890.83
Ochs: $40,639.13
Coral RILM: $43,271.41
IAML Ratliff: $2565.00
IAML Coral: $15,265.00

Membership:
Membership figures shown for FY 12-13 are current to Sept. 4. Renewal rates seem to be running somewhat behind the levels from this time last year.

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Publications:

Thus far in calendar year 2012, the following sales have been reported by A-R for our co-published series. All royalty figures represent royalties earned by MLA, but not yet received. Payment will be received after the end of the calendar year, as per our contract. Any royalties and honoraria paid to authors by A-R for these publications will be subtracted from the royalties earned.

In the Index and Bibliography Series, 182 units have been sold in 2012, earning royalties of $1718.46. For the Noonan and Dennis volumes, royalties will be due to the authors, according to their contracts.

In the Technical Reports series, 162 units have been sold of the Griscom/Lisius volume, Directions in Music Cataloging, earning royalties of $655.50.

The newest MLA/A-R publication is the recent addition to the Basic Manual Series, Money for the Asking: Fundraising in Music Libraries, by Peter Munstedt. So far this year, 114 copies have been sold, earning royalties of $424.00.

Other activities:

The audit was conducted by SVA Associates onsite at A-R Editions during the month of August. We have now received our draft financial statements, which are available for the Board’s perusal. We have not yet received our draft 990 income tax form, which after approval will be signed and submitted.

I filed 990 EZ Postcard tax returns on behalf of all chapters for FY11-12, except for Southern California which operates on a calendar year. By the time their tax returns are due the merger of the California chapters may be complete.

Copyright for Notes v. 68 has been registered, but the certificates have not yet been received. I may have to check on the status, since I had received them by this time last year, even though I filed later.

Assistant Administrative Officer Paul Cary is revising and reorganizing the Fiscal Policies Handbook; it should be ready for Board review and vote this fall.

Cary is also working with Jim Zychowicz at A-R Editions and the Web Editors to keep the Administrative Structure current. Zychowicz produces a periodic change report so the Web Editors can update the site, with email addresses pulled from the MLA directory, with the next update scheduled for October 1. Now that iMedia is MLA’s web management firm, it is technically possible to make updates automatic but not likely, as it would cost additional money.

Per the MLA calendar, the annual archival snapshot of the Administrative Structure takes place on July 1. To create the snapshot, Cary prints Zychowicz’s PDF version of the Administrative Structure and sends it to the MLA Archives. McBride suggested moving the snapshot to one month before the convention, as the administrative structure is fairly stable at the end of January. Most new committee, officer, and editor appointments are made between March and June, so the administrative structure on July 1 may not reflect all new appointments. Cary will move the date of the snapshot to the end of January and will amend the MLA calendar.

McBride noted the good news that the budget for the past fiscal year, including the convention budget, ended in the black for the first time in the past five-six years. He also noted the bad news that memberships to date this year are below where they were a year ago at this time, despite no increase in dues, and despite the efforts of the Membership Committee, which contacted over 400 lapsed members, asking them to renew. One difference this year was that the Business Office did not sent a postcard renewal reminder, a money-saving cut, and something the Board may want to consider restoring for next year’s renewal. In August, McBride sent everyone in the Administrative Structure a reminder to renew, as they are required to be MLA members, and if necessary, may follow up in October in consultation with Membership Committee Chair Ruthann McTyre.

McBride asked the Administrative Officers to clarify bookkeeping for IAML funds. MLA takes in dues from US members of IAML; of those funds, a major portion goes to IAML, and $2,500 is paid to RILM as a
subvention; MLA sets IAML dues to cover both obligations. McBride asked it if would be helpful to have a separate IAML account for tracking purposes. Blair responded that the funds that came over from IAML-US are in MLA’s general money market account, but tracked separately by A-R so that they are used for IAML-related expenses. She stated that A-R could also set up a separate track for IAML. Blair and A-R are considering putting the funds that came over from IAML-US into a certificate of deposit so that they will be available to support the 2015 IAML meeting in New York City, with the timing of the CD expiration set in consultation with meeting planners Jane Gottlieb and Barbara Dobbs Mackenzie.

McBride recommended the Finance Committee set up procedures for handling IAML dues, and to set the budget in future years next year to cover IAML dues, $2,500 for RILM, and funds for other IAML expenses. MLA also needs to start planning now to understand the budget implications of hosting two meetings in 2015. IAML sets dues amounts for national chapters at its annual meeting, in Euros; IAML conventions usually run in the black. IAML United States membership numbers are down this year, to be expected after a major push for new members with the merger last year. Gottlieb and Mackenzie will be added to the Administrative Structure, and may be interested in using Helms-Briscoe’s services, if they haven’t yet negotiated with a hotel.

McBride noted that the MLA constitution specifies that members retain their membership for one year after non-payment of dues; in practice, A-R cuts them off sooner than that. Regarding the steady decline in MLA membership numbers, Scharff said that MLA needs to ask members what they’re getting by belonging to MLA, and to ask those who don’t join, why not? Dougan said that, like other organizations, MLA needs a button on its web site, “what are the benefits of membership.”

05. Vice President’s Report. Michael Colby
Even though we voted not to support the Vice President's travel to a chapter meeting, I talked the Midwest Chapter into inviting me and I will be attending at my own expense in just a couple of weeks. I look forward to seeing some of you in Naperville.

At our last meeting, I was charged to explore what chapters are doing about their own archives. I sent a query to the Chapter Chairs list and am still compiling the responses.

I met with Beth Iseminger and Kathy Glennan while at ALA in June to discuss the possibility of establishing a task force to look at the structure of the Bibliographic Control Committee. Both agreed that the timing was right for this action and agreed to serve on the task force, as long as neither had to serve as chair. Good suggestions were made for a chair and another member, the charge was subsequently written, and the task force has been appointed.

Much of my time was spent working with Paula Hickner and Steve Landstreet on the Strategic Planning Task Force. We managed to come up with recommended actions for the next 18 months or so. Our report is scheduled to be discussed at this meeting.

Jerry has been doing a great job keeping me informed on discussions and planning he has been engaged in. I feel well warned, if not prepared, for what faces me in the near future.

06. President’s Report. Jerry McBride
Following the spring Board meeting there were several appointments to make. Among these appointments were the chair of the Local Arrangements Committee for 2015, Laurie Sampsel, and several task forces, including the ARL/MLA Diversity Scholarship Publicity Task Force, the Publications Planning Task Force, the Conference and Program Committee Structure Task Force, the Web Site Transition Task Force, the Special Officers Task Force, and the Bibliographic Control Committee Task Force. In addition to these appointments, I worked with Beth Iseminger on recommending changes to the charge and membership of the RDA Music Revisions Facilitation Task Force, a joint committee appointed by Barbara Tillet at the Library of Congress.

I represented MLA at the IAML meeting in Montreal. IAML is considering major changes to its organizational structure. This year the reports of the national branches were submitted in writing in advance of the meeting and posted to the IAML website. There was a roundtable meeting of all of the Presidents of the national branches instead of the session where the national reports are read to the conference attendees. In this closed meeting the Presidents discussed how the national branches should be represented in IAML and whether to continue reading the national reports at the conference or not. There are significant challenges in working with such a diverse body of individuals from different countries. I also attended the meeting of the Outreach Committee. There were several suggestions as to how MLA might approach outreach to IAML members in other countries who need the support of countries with stronger support for music libraries.
When I was notified by the Administrative Officer, Linda Blair, about the precarious financial position of Astrachan, the company that hosts the MLA website, I worked with Michelle Oswell, the Web Editor, to transition more quickly to a new company. Fortunately, work was well underway to make this move, and a new contract was signed with iMedia on September 10. The website’s transition should be complete shortly before the fall Board meeting.

Working with the MLA Board and members is always interesting, rewarding, and challenging. It continues to be a privilege to serve as President of MLA.

07. Editors’ Reports.
The following reports were submitted for review by the Board. When 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 sincerely thanks the editors for their efforts.

a. Basic Manual Series (Peter Munstedt and Deborah Campana)
   It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Peter Munstedt and Deborah Campana as Basic Manual Series Editors, for one year.

b. Basic Music Library (Daniel Boomhower)
   No report submitted.

c. Copyright Web Site (Tammy Ravas)
   It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Tammy Ravas as Copyright Web Site Editor, for one year.

d. Index and Bibliography Series (Richard Griscom)
   It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Richard Griscom as Index and Bibliography Series Editor, for one year.

e. Music Cataloging Bulletin (Alan Ringwood)
   It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Alan Ringwood as Music Cataloging Bulletin Editor, for one year.

f. Newsletter (Misti Shaw)
   It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Misti Shaw as MLA Newsletter Editor, for one year.

g. Notes (Jane Gottlieb)
   It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Jane Gottlieb as Notes Editor, for one year.

Project Muse and JSTOR have proposed four additional business models for selling Notes content online which could generate additional revenue for MLA and help disseminate the journal to new audiences. The Notes Contracts Working Group is reviewing the proposals for a full report to the Board later this fall; McBride will request the group focus on ensuring the new contracts don’t contradict existing contracts, or cause loss of revenue from existing royalties.

One of the Project Muse proposals is DeepDyve, which would make single articles available to users via single sales, or as part of low-cost monthly subscriptions for individuals. The Board requested the contracts group find out whether reviews are included in DeepDyve; if so, whether freely-displayed content could be limited to the first 100 words of any article or review. If DeepDyve displays the first page of any article or review for free, that would obviate revenue from reviews.

The Board would like to receive the contract group’s report on all the proposals this fall, and would like the report to focus on how the proposed Project Muse and JSTOR contracts would affect revenue and royalties, rather than on maximizing the revenue they would generate, as revenue may not be significant under any terms. McBride will notify Gottlieb.

h. Technical Reports (Mark McKnight)
   It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Mark McKnight as Technical Reports Series Editor, for one year.

i. Web Editor (Michelle Oswell)
   It was moved by Pamela Bristah, seconded by Steve Landstreet, and passed unanimously that Michelle Oswell be reappointed as Web Editor through June 30, 2013.

08. 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 (Anne Shelley)
   It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Anne Shelley as Advertising Manager for one year.

b. Convention Manager (Laura Gayle Green)
   It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Laura Gayle Green as Convention Manager for one year.

   It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Jim Farrington as Assistant Convention Manager for one year.

   Green requested the Board indicate its preference for a mid-US or eastern US location for the 2016 meeting, or whether to direct Helms-Briscoe to consider both regions. Board consensus was that either region would satisfy MLA’s geographic rotation for conferences, but to exclude locations within SEMLA since it is hosting the 2014 meeting. As with the 2014 Atlanta and 2015 Denver meetings, Helms-Briscoe should identify the best location with the best hotel deal, and then MLA will work with the chapter to host.

   Colby will notify the convention managers regarding the Board’s preferences, and will present MLA’s new model of location selection at the chapter chairs breakfast in San Jose. Hickner is responsible to write or commission an article for the MLA Newsletter to make the membership aware of MLA’s new model for site selection, to be published in a near future newsletter; the next newsletter deadline is November 1.

   The Board is exploring the possibility of meeting jointly with ARSC in 2016 or later. Helms-Briscoe would need to find hotels that could accommodate ca. 200 additional ARSC attendees.

   Board consideration of the proposed 2013 program and convention grid was tabled until after the meeting to give Board members time to review it. The Board also requested a revised program grid including details provided last fall for the 2012 conference: which programs are member-proposed, which are committee-proposed, and which are plenaries. Hickner will request Green provide this revised grid to the Board by the end of next week, and will cc: Program Chair Stephanie Bonjack. The Board and Board committees will meet online prior to the conference rather than meeting in San Jose on Monday, saving one hotel night; the face-to-face Board meetings in San Jose will be on Tuesday, Wednesday, and Sunday.

c. Development (Jim Cassaro)
   It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Jim Cassaro as Development Officer through June 2013, and to appoint a search committee to make a recommendation for a new Development Officer at the San Jose meeting, with the new Development Officer taking office July 1, 2013. McBride requested recommendations for the search committee.

   Fund-raising for the San Jose meeting is going well, and there’s a possibility of a vendor-funded food event that would go towards MLA’s catering minimum.

   The Board discussed its closure of the MLA Shop. McBride will contact each member of the MLA Promotional Sales Subcommittee as well as Silent Auction co-chairs Janelle West and Sheri Stormes, asking them to focus on the Silent Auction, and to add high-value items as possible.

   Cassaro requested clarification regarding handling convention exhibitors who are also donors. McBride will check with the Convention Managers regarding a donor/exhibitor at the San Jose meeting.

d. Placement Officer (Alisa Rata Stutzbach)
   The Board accepts with deep regret the resignation of Placement Officer Alisa Rata Stutzbach, effective Dec. 31, 2012, and will establish a fast-track search committee for a new Placement Officer. McBride requested recommendations for the search committee.

e. Publicity and Outreach (Bob Follet)
   It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Bob Follet as Publicity and Outreach Officer for one year.

f. Management Services (Jim Zychowicz)
Committee Reports
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 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 committees’ contributions to the organization.

a. Awards (Various)
Janelle West (Best of Chapters Committee), Jennifer Ottervick (Carol June Bradley Award), Kirstin Dougan (Publication Awards Committee), Sarah Dorsey (Dena Epstein Award Committee), Sarah Adams (Freeman Award Committee) Erin Conor (Walter Gerboth Award Committee), Susannah Cleveland (Nominating Committee)

It was moved by Daniel Boomhower, seconded by Mark Scharff, and passed unanimously to move into Executive Session to consider the recommendations of the Nominating and Awards Committees, and to reappoint Special Officers and Editors.

1. Best of Chapters
Best of Chapters award winners do not require Board approval, and were awarded in summer 2012 by the Best of Chapters Awards Committee.

2. Bradley
The committee submitted its report after the Board meeting. The committee will recommend an award recipient to the Board in November.

3. Coral
The Lenore Coral IAML Travel Grant award is given every other year.

4. Publications: Duckles, Hill, O’Meara
McBride absent, Colby presiding: It was moved by Laurie Sampsel, seconded by Steve Landstreet, and passed unanimously to accept the recommendations of the Publications Awards Committee for the Vincent H. Duckles Award, the Richard S. Hill Award, and the O’Meara Award.

5. Epstein
It was moved by Steve Landstreet, seconded by Laurie Sampsel, and passed unanimously to approve the recommendation of the Dena Epstein Award Committee.

6. Freeman
Kevin Freeman Travel Grant proposals are due October 1. The Committee makes their recommendation after the fall Board meeting, and the Board votes on it then.

7. Gerboth
It was moved by Laurie Sampsel, seconded by Mark Scharff, and passed unanimously to approve the recommendation of the Walter Gerboth Award Committee.

8. Ralph Papakhian Special Achievement Award
It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the recommendation of the Ralph Papakhian Special Achievement Award Committee.

It was proposed and decided to announce the awards differently this year. McBride will notify award committee chairs that they or a committee representative will announce their awards at the banquet, and will need to prepare a statement to read. The awards will be read into the minutes at the Sunday, post-banquet Board meeting. McBride will announce the MLA Citation; Colby will announce the Special Achievement Award. McBride asked Blair to confirm exactly when award recipients are notified. In general, research award recipients are notified as soon as possible; Freeman award recipients are notified in November or December, before the conference; publication award recipients are notified in January, or at the President’s discretion.

It was moved by Laurie Sampsel, moved by Pamela Bristol, and passed unanimously to move out of executive session.

b. Bibliographic Control (Beth Iseminger)

The following vote took place via email on August 29-30, 2012, between Board meetings: It was moved by Steve Landstreet, seconded by Mark Scharff, and approved unanimously to establish a Task Force to review the structure of the Bibliographic Control Committee and its subcommittees in light of the MLA Strategic Plan 2011 and current changes and trends in the larger bibliographic control community.
The Committee brought five issues to discuss with the Board:

1. Board actions required:

   The committee recommended a motion intended to clarify MLA’s current policy for overages, in specifying that the Finance Committee is notified of overages for major budget lines, e.g., lines with up to two decimal places in their budget line number. The Administrative Officer alerts the Fiscal Officer when on any given budget line more money is being asked for or spent than was budgeted. The Fiscal Officer will bring the discussion to the Finance Committee for possible action if a discrepancy of .1% of the total operating budget develops on any budget line at the level of 2 decimal points (e.g., 6.02, Assistant Administrative Officer). This policy supersedes all previous policies. The motion passed unanimously, with a friendly amendment. Cary will add the policy to the Fiscal Policies Handbook.

   The committee recommended a motion intended to standardize and cap award and endowment spending (excepting the MLA Fund) at a maximum 4.5% of assets, with lower percentages not just allowed but encouraged. Spending policy should be uniform for all temporarily restricted award and endowment funds, unless directions exist from original donors. Unless otherwise stipulated for a particular fund, MLA will use up to 4.5% of the assets in any award or endowment fund to fund the corresponding award or program, i.e., MLA will fund the awards based on a formula of spending not to exceed 4.5% of the assets in each fund, calculated by averaging the December 31 value of the fund over the past five calendar years. The amount of the award may be less than the maximum 4.5%. The same policy will guide spending from endowment funds other than the MLA Fund. This policy supersedes all previous policies. The motion passed unanimously, with a friendly amendment. Cary will add the policy to the Fiscal Policies Handbook.

   The committee recommended the following motion: If an award or endowment fund is split between socially responsible investments (currently Calvert) and traditional investments (currently Fidelity), determine the percentage of the total fund deposited in each and transfer a proportional amount from each to fund the award or program. For example, if 60% of the total fund is in a traditional investment account and 40% in a socially responsible account, 60% of the award amount will come from the traditional account and 40% from the socially responsible account. This policy supersedes all previous policies. The motion passed unanimously, with a friendly amendment. Cary will add the policy to the Fiscal Policies Handbook.

   The Finance Committee recommends that the Board increase the FY2012-13 budget line number 9.082 (MLA Website: Maintenance, Hosting, & Updates) to $5,250.00. This increase covers the transition to a new web management provider, iMedia. It pays for maintaining the MLA site as is, without improvements: $750 for setup, $250 per month for hosting, and an estimated one hour of maintenance per month. The motion passed, with a friendly amendment. The Finance Committee and Board may need to review web management costs to date by the San Jose meeting, and revise the current budget if needed. The reconstituted Web Transition Task Force will also explore other options over the next few months, including association management software packages such as YourMembership.com.

   The Finance Committee recommends that the Board increase the FY2012-13 budget line number 7.0225 (Educational Outreach Program) to $700.00. Due to a change in leadership, the Educational Outreach Program (EOP) Subcommittee didn’t submit a budget request for FY 2012-13; the EOP subsequently requested funding for programs funded in previous budgets, including $350 to lead a workshop at ALA in Chicago, June 2013, and $350 to lead workshops at state library associations in October 2012, and a request to cover hotel costs for an EOP presentation at a chapter meeting. As MLA has never subsidized chapter meetings, McBride phoned EOP chair David King to go over the budget proposal. King and McBride agreed that the EOP would include revenue projections in future budget requests, and would build workshop costs into registration fees for EOP workshops at chapter meetings. The motion passed, with a friendly amendment.
These two increases will be paid from the MLA Fund, but spending from the Fund will still be well below the maximum allowed. The Board should monitor budget performance each year, and evaluate it before the annual meeting to make adjustments as needed.

2. Consider capping award funds when their goals are reached: some publication awards may now be fully funded. But, since rates of earnings fluctuate, it’s not possible to definitively state that a fund has reached its goal. And, MLA should not spend 100% of a fund’s earnings each year, or the fund will lose principal to inflation. How should MLA handle fundraising for funds which have reached their goal amounts? Board consensus was not to cap funds, and to continue to include all funds on MLA’s list of possible donations so as not to remove donation options, and to include the information that donations are needed elsewhere—i.e., to be as transparent as possible so that donors can continue to make their own choices.

3. Consider re-establishing the Investment Subcommittee: in the past, MLA managed its own investments, but now uses Fidelity to manage investments, guided by MLA’s risk statement. The Board dissolved the Investment Committee in fall 2011, substituting an ad-hoc group to review and revise MLA’s risk statement. Two members think that MLA should have its own long-range investment planning group—not the Board, as personnel change too often for long-range management. The Finance Committee will consider the members’ proposal; Fidelity recommends MLA create a business plan before adjusting our investment strategy.

4. Specify on the ballot the position each member-at-large candidate would fill (Fiscal Officer, Planning and Reports Officer, Parliamentarian), so that the membership knows what they are voting for, and so that candidates know their roles if elected. The Finance Committee brought this issue to the Board for an initial discussion, not a decision. Board members raised concerns: this change could make the job of the Nominating Committee more difficult; the primary role of members-at-large is to represent the general MLA membership, a role which should not be made secondary; some roles inherently overlap, such as Fiscal Officer and Administrative Officer, and Parliamentarian and Planning Committee; it has been the President’s responsibility and decision to assign members-at-large to roles; it would require a change to the Constitution. McBride has asked the chair of this year’s Nominating Committee, Susannah Cleveland, to codify the committee’s criteria for selecting members-at-large, and asked Dougan to determine if this issue came up in the 2010 Board self-study. Since the role of Fiscal Officer is the most defined, one approach could be to establish it as a separate position, and leave the other two members-at-large positions as is. The Board will continue this discussion once it has information from the Nominating Committee and the Board self-study.

5. Consider initiating a capital campaign for the MLA Fund. One goal of the Strategic Plan is to ensure the fiscal well-being of MLA. To accomplish this, the MLA Fund would need to contain twice the annual operating budget—enough to handle a fiscal crisis and still have enough to cover one year of operations, to get MLA back on its feet. This would require raising $500,000 in a capital campaign. Cassaro identified issues: the campaign would need to identify exactly what the funds are needed for; MLA would need to balance this vs. raising money for scholarships and other initiatives; MLA needs improved infrastructure to acknowledge and track giving. The campaign would need to clearly identify member benefits and to balance fund-raising for programs, scholarships, and endowment; the Board would need to determine expectations for the campaign’s silent phase. In the next few months, Colby, Cassaro, and the fiscal officers will discuss the issues and possibilities in initiating a capital campaign; Cassaro will talk to AMS re: how they maximize fund-raising and investing in their Opus campaign.

h. Legislation (Eric Harbeson)

To support its recommendation that the Board establish a task force to create an MLA Statement of Best Practices, the committee drafted a proposal specifying responsibility, budget, and a three-year timeline, and presented it for Board review.

The Board noted:

- MLA should pursue this project, as it meets many MLA goals
- AMS adopted a similar statement in March 2010; dance, film, and other library associations have also created best practices documents. These should be considered in the course of this project, and any grant proposal should address the need for a similar document on music

The Board had these suggestions and questions:

- suggestions to reduce the proposed budget costs:
• replace focus groups at chapter meetings with chapter focus groups at the national meeting, virtual focus groups, and/or surveys of regional groups with conference call follow-up  
• if there are focus group sessions that involve travel, go to selected chapters, vs. all chapters; send one moderator with a recording device, rather than one moderator and one note-taker  
• evaluate how many print copies of the report are needed; consider making it available as an e-publication, in addition to print

- if the task force pursues grant funding:
  • the grant proposal should request the total budget amount, once finalized; MLA will cost-share only as required
  • grant requests should be coordinated with the Development Officer, so that MLA doesn’t request more than one grant from the same agency in the same year
  • the task force will need to research and identify funding agencies, and write the grant proposal in accordance with granting agency requirements
  • the task force will need to work with the grants officer at the agency they are applying to; that officer can provide feedback on the budget proposal in particular

- the task force could consider having the document be self-supporting as an MLA publication, not a grant-funded report
- the task force should report to the Board at each Board meeting until the project is completed
- the proposal to recruit a legal advisory board may need more thought, and more specifics; the group could investigate what legal vetting ARL went through for their document, and adopt a similar process if workable. McBride may ask Harbeson to clarify
- who does Harbeson recommend for the task force? McBride will bring names to the Board for review

McBride will forward Board comments, questions, and suggestions to Harbeson, and ask that he respond to the Board in one month.

It was moved by Pamela Bristah, seconded by Daniel Boomhower, and passed unanimously that the Board approve establishing a task force to create an MLA Statement of Best Practices for Fair Use of Music Materials, as recommended by the Legislation Committee. The timeline can be established in the charge for the task force. McBride will notify Harbeson.

i. Membership (Ruthann McTyre)

The committee requested Board approval for an MLA-sponsored survey of student members. The Board had suggestions and questions, and requested the committee provide a revised draft of the survey in the SurveyMonkey workspace for Board review by Oct. 31. Landstreet will contact McTyre.

The committee requested Board approval for an installment plan for dues. ALA members may pay their annual dues in two installments, six months apart; the committee would like to implement a similar arrangement in order to attract and retain members.

Of possible installment schedules, the Board also preferred a two-payment option with automatic payments, most likely in July and November. Blair will run logistical questions by Jim Zychowicz: what it would cost for A-R to write programming for an installment payment system; whether an installment plan will cost MLA more in credit card fees; whether it is possible to set up recurring automatic payments; whether an installment plan could be set up for all membership levels; and what the costs would be to send reminders for installment payments, if required. Blair will also refer the issue back to the committee to work out logistical details, and the Board will consider it once the A-R and committee responses are in hand.

The committee requested Board approval to modify the Paraprofessional dues category to include part-time librarians and those currently between jobs. It was moved by Pamela Bristah, seconded by Kirstin Dougan, and passed unanimously to approve modifying the Paraprofessional dues category to include part-time librarians and those currently between jobs, as recommended by the Membership Committee. The specific name for the modified category was referred back to the
committee; the change will go into effect with the next membership renewal cycle. Blair will notify the committee and A-R.

Sampsel will review the MLA Constitution regarding when membership benefits expire after non-payment of dues, and present her findings to the Membership Committee and Board by the San Jose meeting.

j. Nominating (Susannah Cleveland)
   It was moved by Daniel Boomhower, seconded by Mark Scharff, and passed unanimously to move into Executive Session to consider the recommendations of the Nominating and Awards Committees, and to review Special Officers and Editors.

   1. Election Slate
      It was moved by Steve Landstreet, seconded by Daniel Boomhower, and passed unanimously that the Board accept the slate for members-at-large presented by the Nominating Committee.

   2. MLA Citation
      It was moved by Pamela Bristah, seconded by Daniel Boomhower, and passed unanimously to approve the Nominating Committee’s recommendation for the MLA Citation.

      It was moved by Laurie Sampsel, moved by Pamela Bristah, and passed unanimously to move out of executive session.

      The members-at-large slate will be made public after this Board meeting. Awards will be announced at the banquet in San Jose and read into the minutes at the Sunday, post-banquet Board meeting. McBride will announce the MLA Citation; Colby will announce the Special Achievement Award; award committee chairs or committee representatives will announce the remaining awards.

      The Nominating Committee has been charged to document criteria used for assembling a slate for Board members-at-large, so that future nominating committees will have documented criteria to use.

k. Oral History (Therese Dickman)
   No report submitted.

l. Planning (Kirstin Dougan)
   The Committee brought five issues to the Board:

   1. Roundtable Guidelines
      The Committee presented a revised version of the guidelines for Board consideration. The Committee moved the Board accept the roundtable guidelines as amended, and revise the Administrative Handbook as necessary. The motion passed unanimously. Landstreet will send the guidelines to the Web Editors for posting on the MLA site; he will work with roundtable coordinators to make them aware of the guidelines so they can bring their roundtables into compliance with the guidelines. Sampsel will update the handbook.

   2. Annual Survey Management and Data Dissemination
      The Committee made recommendations regarding the annual conference survey:
      - The Planning Committee will take responsibility for running the survey
      - The survey will be done every year in order to get input from new members/new attendees
      - Planning will determine any meeting-specific questions to be used in the survey after each meeting
      - Raw data will be disseminated as follows: all data to convention managers, LAC Chair, Program Chair, and Board
      - Complete raw data (including comments) will be archived as detailed in the Organizational Reports policy (as yet to be created)
      - A summary (minus comments) will be disseminated by posting on the MLA website under “ad hoc reports,” with an announcement going out via MLA-L and MLA membership. All responses will remain anonymous; comments will not be posted online, to maintain privacy

      A review of the overall survey will occur when/if the conference and/or program undergo any drastic changes (i.e., as an outcome of the current taskforce on the conference and program structure).

      The Committee moved the Board accept these recommendations for the management and dissemination of the annual meeting survey. The motion passed unanimously.

   3. MLA Blog Proposal and Publicity and Outreach Officer’s Social Media Proposal
The Planning Committee recommends the Publicity and Outreach Officer develop a social media plan for MLA, including but not limited to a Facebook page, Twitter feed, and blog (following the blog proposal as set forth by the Planning Committee), all aimed towards a broad, external audience; and to develop plans to maintain them. The Committee and Board also encourage the Publicity and Outreach Officer to create separate Facebook pages, Twitter feeds, blogs, and other social media sites as appropriate to publicize specific MLA initiatives, and to develop plans to maintain them.

The Committee proposed an initial set of suggested guidelines and procedures to create an MLA blog. The purpose of the blog would be to provide external, timely commentary on current events in the worlds of libraries, music, and scholarly communication. The proposal addresses selecting a blog platform, blog content, standards, oversight, publication schedule and publicity for the blog, and assessment. The Publicity and Outreach Officer (P&OO) also put forward a social media proposal in his report to the Board, Board report 08.e.1. The Committee and Board reviewed the two proposals together.

Content: The blog will not overlap with the MLA Newsletter, focusing more on external, time-sensitive issues and current MLA initiatives, as laid out in the Committee’s blog proposal.

Responsibility: The proposal recommends the P&OO oversee the blog, at least to get it launched. The proposal recommends he work with a small group of contributors, each of whom would be responsible for a specific area or issue. In order to assess the effectiveness of the blog, and to make sure there is new content every week, one person or entity needs to be in charge. Another option would be to appoint a blog manager, who would work closely with the P&OO, oversee contributors, and coordinate with the to-be-appointed Web Committee and Web Managers.

Contributors and standards: The P&OO may identify and select contributors, put out a call for contributors on MLA-L, and recruit from specific committees; committee members may feed content through their contributor. Or, someone with expertise on a breaking issue may request temporary permission to post. Blog posts will not be edited; there will be guidelines for posts, and a disclaimer that blog posts don’t necessarily reflect official MLA positions. The blog should have some structure—for example, the proposal identifies a short list of issues to focus on—and should also be flexible and nimble enough to cover issues as they arise.

Timing: Follet’s report (08.e.1) outlined issues around using social media. Board consensus was to move forward with an MLA Facebook page, Twitter feed, and blog, and to do it now, as called for in the Strategic Plan. The Board wants the blog to succeed, and suggested these steps to ensure the plan is workable:

- if the P&OO finds major issues with the plan, the Planning Committee will adjust it
- Dougan will suggest a timeline for establishing the blog
- the Board will consider appointing a blog manager
- Dougan can help in identifying a blog manager and contributors
- contributors can be drawn from committees such as ETSC, Education, Legislation and others
- Dougan can assist in selecting a blog platform, in conjunction with the Web Editors
- the P&OO can publicize the new blog to related organizations: AMS, SAM, SMT, et al.

The Planning Committee will assess the blog, with a first report due in San Jose. Dougan will revise the blog proposal, based on Board suggestions.

The motion passed unanimously.

4. Board Approval of Surveys

The Committee proposed replacing the existing language in the Administrative Handbook, section II.A.5.i.l, Questionnaires, with:

“No questionnaires, surveys or similar instruments intended for distribution to some or all of the membership, on behalf of MLA or in the name of MLA to other organizations or individuals, shall be distributed by a member, officer, or constituent part of the Association until approved by the Board. Only Board approved surveys will be distributed using MLA’s survey software.

Members wishing to survey some or all of the MLA membership for their own purposes (i.e., research) may either use the MLA directory to get member contact information or may work with the MLA business office (at their own expense) to get member contact information. Surveys of this type do not need Board approval, and they may not be distributed using MLA’s survey software.”
The Committee moved that **the Board accept the recommendations for the conditions under which a survey must be approved by the MLA Board.** The motion passed unanimously. Sampsel will revise the Administrative Handbook.

5. **Annual Report Calendar**

The Committee asked the Board for an initial discussion on moving the deadline for annual reports to March 15, so that annual reports cover the calendar year or the program year; presently, they cover the fiscal year. If we make this change, annual reports will be written by outgoing committee chairs who were chairs during the entire period covered by the report; presently, chairs new in February/March have to report on 7-8 months of activity prior to their tenure.

Blair raised concerns that financial information in a calendar-year annual report would still have to go by fiscal year. It would not cover the same period as the rest of the report, and would be quite dated; e.g., a report for calendar year 2012 would be published in spring 2013, and would include financial information from July 2011-June 2012.

The annual report looks forward, as well as back: each committee, editor, special officer and others are required to include goals for the upcoming year, which points to having incoming committee chairs, editors, and officers write annual reports.

The Board agreed that this idea needs more time, thought, and consultation; Dougan will pose it to the committee chairs and the MLA Newsletter editor for their review.

6. **Updates**

The Committee is reviewing a 2010 Board self-study to determine which recommendations are done, in progress, no longer applicable, or need implementing. The Committee will report back to the Board.

m. **Preservation (Sandi-Jo Malmon)**

n. **Program**

1. Program (Stephanie Bonjack)
2. Local Arrangements (Patricia Stroh)

o. **Public Libraries (David King)**
p. **Public Services (Tom Bickley)**
No report submitted.

1. Reference Access Services Subcommittee (Lindsay Hansen)
2. Instruction (Brian McMillan)
No report submitted.

q. **Publications (Philip Vandermeer)**
r. **Resource Sharing and Collection Development (Keith Cochran)**

10. **Joint Committees**

The following reports were submitted for review by the Board. In the case in which the chair requested no action (or only budget 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 (Darwin Scott)**

Scott’s term as chair ends in 2012. MLA and AMS appoint chairs in rotation, with the next chair being MLA’s appointment; chairs are appointed for three years. McBride will discuss with Sarah Adams, and bring recommended names to Board.

The Committee recommended changing the terms of MLA-designated members to calendar year to match AMS appointments, so that rotations and reappointment of its members are concurrent. The present arrangement results in gaps in chair and member appointments. **It was moved by Mark Scharff, seconded by Steve Landstreet, and passed unanimously that the terms of the MLA-designated members of the AMS/MLA Joint Committee on RISM be changed to calendar year, to match the AMS appointments.**

The Committee recommended adding a link to the RISM catalog from the MLA site, since MLA contributes an annual $1,000 subvention to support the U.S. RISM Office’s work, with the RISM database a primary outcome. **It was moved by Kirstin Dougan and seconded by Michael Colby that MLA provide a link to the RISM catalog on the MLA web site.**

The Board discussed whether to link to the IAML publications page instead, which links to all the “R” bibliographic projects. The link could be included in a potential future page on the benefits of
supporting MLA via membership, since as a dues-paying branch of IAML, MLA supports the “R” projects, and pays subventions to RILM and RISM. Or, MLA could create a page for IAML, with more information about MLA’s relationship with IAML and highlighting MLA-supported projects such as RISM and RILM. Board consensus was to table this so the Planning Committee could present options with pros and cons at the San Jose meeting, including the larger issue of IAML on the MLA site. It was moved by Laurie Sampsel and seconded by Mark Scharff to rescind the previous motion on RISM. The motion passed unanimously.

b. MPA/MOLA Joint Committee (Andrew Toulas)
No report submitted.

c. U.S. RILM Office (Sarah Adams)

11. IAML. Jerry McBride
At the IAML meeting in Montreal, I attended meetings of the Council, National Representatives, and General Assembly as the US representative, and also the meeting of the Outreach Committee. IAML is undergoing an examination of its governance structure, which is complicated. This has been under study for a couple years. A new structure was proposed, but was not well received. Still no consensus has emerged. The Board in IAML has decision-making responsibilities, but must get approval from the General Assembly and Council to implement them. This is symptomatic of decision-making in IAML. It moves at a very slow pace, making it difficult for it to keep up with changes in the library world. The President, Roger Flury, proposed establishing an ad hoc committee of 3-4 members to write a final proposal to the Board by March 2013 using all of the information gathered to date. This proposal would be presented for a vote at the 2013 meeting in July in Vienna. He believes that it is critical to revise the structure at this meeting.

This year the national branches met for a closed discussion of these issues instead of the traditional oral presentation of the national reports before the General Assembly. The reports were submitted in advance and published on the IAML website and will also be published in *Fontes* as usual. The representatives of the national branches voted to continue submitting written reports and to no longer present them verbally at the meeting.

IAML will begin voting electronically in 2013. An e-mail voting announcement will be sent via IAML-L in April with voting scheduled in May. N.B. It is critical that MLA pay its IAML dues by March and that the business office submit an accurate list of official US members of IAML to the IAML central office by April, with the correct email addresses. Only members whose names are on file with the IAML central office will be allowed to vote. Blair will alert Jim Zychowicz; McBride will need a reminder to provide IAML’s list of US members to Zychowicz to make sure that it’s correct and in sync with A-R’s information. Cassaro noted that it’s likely that all US members of IAML need to register on IAML’s site in order to vote; registration provides a login to the members-only part of the site, which is likely where voting will take place. US members of IAML will need to be notified re: the steps they must take in order to vote, as voting online is new; McBride proposed either a newsletter article or direct mail to US members of IAML. McBride will contact IAML Treasurer Kathy Adamson to see if she has voting procedure instructions for members, as well as instructions as to how members may update their personal information on the IAML site. Cary will update the calendar as needed.

a. Donated Materials Program
The current focus of IAML’s outreach program is to support librarians to become members who otherwise could not afford it, and who otherwise would have no professional colleagues; often they are the only music librarian in a country or region.

Outreach efforts in IAML focus on attracting new members to IAML. They would like to increase membership in countries where there is currently no or little representation. Africa, South America, and parts of Asia are very sparsely represented in IAML. IAML is looking for ideas on how to reach out to music librarians in those areas. The IAML Outreach fund frequently supports memberships or conference travel funding for librarians in these disadvantaged areas or areas where moving currency out of the country is difficult. Sometimes the fund is used to purchase materials for libraries that they cannot easily get on their own due to lack of funds or other access problems.

MLA needs to decide what to do about its Donated Materials Program, a program inherited from IAML-US. Few other countries do this anymore, as they have also experienced some of the same logistical issues that MLA has. One idea that seems practical is IAML’s “adopt an institution” proposal. It was suggested that national branches with funds for outreach identify an institution that would like to join but is financially unable to do so, and pay for its membership; institutional membership in IAML will cost 65 euros in 2013, currently about $84 in US dollars. In order to insure active participation in
IAML, the institution would be strongly encouraged to submit contributions for that country to the list of recent music publications published on the website and/or actively submit contributions to RILM.

The Ratliff Fund could be used for this purpose, allowing the Development Committee to actively promote giving for the fund. Since MLA is in the Western Hemisphere, MLA could commit to supporting libraries in Central and South America. There are almost no IAML members in countries with a very active musical life such as Argentina, Brazil, Chile, Colombia, Venezuela, and Mexico.

Jon Bagüés of the Spanish branch, and IAML Outreach Committee member, could help MLA identify potential institutions in these countries; the chair of the IAML Outreach Committee may also have a list of potential institutions; another option is to write to embassies, asking them to identify possible libraries.

If there are materials currently stored for the Donated Materials Program, MLA will need to decide their disposition; McBride will contact Marjorie Hassen to see what materials are stored.

The Board enthusiastically supported the idea of sponsoring a library. In addition to the good it would do, it could also provide good publicity for MLA, would support MLA’s diversity goals in the Strategic Plan, would increase MLA’s presence in IAML, and could encourage donations to the Ratliff Fund. Cassaro could write up the initiative in his newsletter column.

Board consensus was to leave the Donated Materials Program in place, and to pursue the IAML initiative to sponsor libraries abroad, using the Ratliff Fund. Sponsorship would include a free membership in MLA and Notes, in addition to IAML and Fontes. McBride will find out if libraries are typically sponsored on an ongoing or temporary basis. McBride will offer responsibility for the initiative to the Membership Committee, since it involves membership and since their charge includes IAML; the work, not onerous, includes:

- writing to IAML, indicating MLA’s interest in supporting libraries via the Outreach Committee’s sponsorship program
- identifying potential libraries in South America and Central America
- contacting those libraries, spelling out what MLA is offering to do, strongly encouraging them to contribute to IAML’s annual list of Recent Publications, and asking them to write an annual report to the MLA Board by a specified date

Once it has responses to the questions above, the Board will determine how many libraries to sponsor, as recommended by the Membership Committee.

12. 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.

- **ALA (Stephanie Bonjack)**
- **NISO (Mark McKnight)**
- **MOUG (Damian Iseminger)**

13. Old Business

a. **Strategic Plan: Action Plan Draft (Michael Colby)**

A Board task force (Colby, Hickner, and Landstreet) drafted a short-term action plan for 2012-2013, and submitted it for Board review and approval. From their introduction to the Action Plan:

“This is a two-year action plan. All of the goals of the Strategic Plan could not be addressed in the short term. The recommended actions from the Strategic Planning Implementation Team Draft Report (available on the MLA website as the action plan was being written, [http://www.musiclibraryassoc.org/sub.aspx?id=1041&terms=strategic+plan](http://www.musiclibraryassoc.org/sub.aspx?id=1041&terms=strategic+plan)) were organized into a rough timeline; the task force focused on those slated actions anticipated for completion 2012-13.

The Draft Report was organized into the goal areas of: Organizational Excellence, Value of the Profession, Advocacy, Membership, Education, and Technology. There was a fair amount of overlap between the areas. In order to create an action-oriented plan, the goals were reworked into the following action areas: Advocacy, Publications, Convention, Fundraising, Membership, Outreach, Organizational Excellence, and Education. When actions were listed in a new or different section, the previous goal area was referenced.
Each action item was evaluated as to its importance, feasibility, and potential costs. It is probably not possible for MLA to accomplish all of the actions listed in the Draft Report. Consequently many of the proposed actions do not appear in this action plan.

Deadlines for each action were taken from the Draft Report. Many actions have been revised by the Task Force. In several cases, one action was dependent upon the completion of another action and the Task Force has attempted to reconcile these dates. Some deadlines may be ambitious.

The Task Force would like to make specific mention of some of the actions. Two of the recommended actions from the Draft Report that have not been included are: 1) exploring open access delivery of *Notes* and 2) hiring professional lobbyists. There were financial reasons for both of these. One goal of the Strategic Plan is the fiscal health of MLA. Since *Notes* is a major source of revenue, it seemed counterproductive to recommend an action that would likely have a seriously detrimental effect on MLA’s ability to operate. The hiring of professional lobbyists, while appealing, did not seem fiscally prudent in the near future.”

The Task Force requested the Board prioritize and endorse an action plan at this meeting, bearing in mind that: the strategic plan is meant to be optimistic and to move the organization forward; endorsement of actions indicates that we’d like these things to happen, but not completing every action in a plan doesn’t mean the plan has been a failure; some actions are already in progress; if we decide not to include an action in this plan, it doesn’t mean we’ll never do it, but only that we won’t do it now.

The Task Force identified one area in particular for Board discussion: recommendations for new officers. Board consensus was to refer these recommendations to the Special Officers Task Force, a Board group. That group could consider assigning some responsibilities of the proposed new officers to existing officers and committees, or establishing new committees, such as a publicity committee.

The Board went through the draft action plan and identified high priority actions for implementation as phase one of the Strategic Plan, re-assigned responsibility and changed deadlines for some actions, and referred other actions to MLA committees and task forces.

It was moved by Steve Landstreet, seconded by Laurie Sampsel, and passed unanimously by the Board to accept the Strategic Action Plan, as amended. The task force will arrange the actions by deadline to make sure the overall timeline is workable; McBride will monitor progress and make sure the actions are happening on schedule. The task force will post the version of the action plan with both high priority actions and other actions on the MLA site, and will decide how and exactly where to post the plan. The basic strategic plan and this action plan should be posted most prominently, and the many other reports should be less prominent.

14. New Business

a. ARL/MLA Diversity Scholarship Task Force (Jim Cassaro)

The task force is charged “to publicize the joint ARL/MLA Diversity Scholarship Program widely both within and especially outside of MLA with a focus on students currently enrolled in music studies in colleges and universities, and to monitor applications to the program.”

There are two recipients of the scholarship this year. In addition to the actions outlined in their Board report, Cassaro has created a Facebook page for the scholarship, and has asked his Facebook friends to like and disseminate it to institutional colleagues and potential applicants.

b. Digital Audio Proposal Task Force (John Vallier)

The task force is charged to “develop a grant proposal to convene a summit of nationally-representative experts for the purpose of visioning the requirements for a database or for systems through which libraries could legally acquire (both by purchase and subscription), preserve, and provide their patrons access to commercially-available and out-of-print digital audio files.”

The task force drafted a grant proposal for the summit, modeled on the proposal requirements for an IMLS National Forum grant. The proposal also includes funding for a pre-summit meeting of library advocates and related stakeholders to brainstorm solutions to the online-only music issue, in preparation for the summit. The task force requested Board suggestions on their proposal. These included:

- strengthen “Compensation Scenarios” in the pre-summit section of the proposal, and add more options, including options based on existing, profitable models for e-materials sold to libraries, for example, e-book purchase on patron demand business models
• verify costs and complete the budget section of the proposal
• schedule the summit to meet alongside the annual meeting of the National Recording Preservation Board of the Library of Congress (NRPB), as all the key players attend NRPB: record companies, the RIAA, ASCAP, BMI, SESAC, songwriter associations, et al. The initiative meshes with NRPB’s preservation concerns in that an inability to purchase born-digital content is very much a preservation issue; if you don’t have it, you can’t preserve it. LC may be able to host the summit meeting. And, LC and the NRPB should be mentioned in the grant proposal as organizations that support the meeting, once they are on board
• be sure to include rights organizations such as BMI and ASCAP, vendors such as Alexander Street Press, Naxos, and ArkivMusic, and groups such as ARSC in the summit
• to draw major players from the sound recording industry, the summit should also include major library organizations such as ALA and ARL, representing their large-scale library markets for music. If IMLS funds the grant, they can help draw in major library organizations
• get supporting letters from ALCTS/ALA and ARSC as part of the grant application
• the grant proposal needs to define what the final product of the pre-summit and summit would be. The University of Washington has a grant office to finalize grant proposals, which could help here

The task force also asked who should propose the grant, MLA or the University of Washington. Board consensus was to recommend a joint proposal, administered by the University, with MLA prominently identified as a co-investigator.

The IMLS National Forum grant deadline is February 1; the University’s deadline is likely one month prior. McBride will send the board’s suggestions to Vallier and request he revise the proposal immediately and provide another draft for Board review by Thanksgiving. Since the Board would like the grant be a joint proposal with MLA as a co-investigator, McBride will clarify with Vallier what Washington considers to be acceptable re: MLA’s role in the grant proposal. He will also remind Vallier that this initiative is the first step in what will likely be a long conversation on digital recordings.

The task force asked about publicizing the initiative; McBride will ask the task force to focus on completing the grant proposal, and to begin a publicity campaign only after the proposal is finished. The Board felt this initiative is very much worth pursuing, and thanked the task force for its report and proposal.

c. Website Transition Task Force (Michelle Oswell)

The task force was charged “to select a web development company with experience in both Ektron and open-source content management systems. Potential companies will be assessed on their ability to work as a partner with MLA to operate the MLA website on the Ektron platform, with the goal of migrating the website to an open-source content management system and to eventually integrate diverse systems (including the MLA Business Office functions, regional chapter websites, and Google Apps for educational purposes) into the MLA web site.”

Their report focused on two major areas:

Part I, Selection of a Web Media company

The task force recommended moving immediately to migrate MLA’s website to an Ektron implementation hosted by iMedia. They also recommended that a new Web team be charged to consider MLA’s longer-term options for content management systems and developers, and to make a recommendation to the Board by the annual meeting in February.

The following vote took place via email on September 9-10, 2012, between Board meetings: It was moved by Laurie Sampsel, seconded by Steve Landstreet, and approved unanimously to accept the proposal and contract of iMedia, Inc. for acquiring and hosting the MLA website on a month-to-month basis and to move the MLA website from Astrachan to iMedia as expeditiously as is reasonable.

The migration to iMedia was completed as of the fall Board meeting. Longer term, MLA needs to consider moving away from an Ektron-based site, which costs up to $700/month just to host, with any changes additional. The task force is interested in open-source systems, such as Drupal, and proprietary association management systems, such as YourMembership.com.
MLA likely needs to move away from Ektron, given its expense; if MLA is to stay with Ektron, we will need to make more of an investment to make the site truly useful. Companies such as iMedia and Terpsys could help MLA make the transition from Ektron to Drupal. Or, systems like YourMembership.com could instantly provide nearly all the functionality MLA needs, including some functions MLA pays A-R to do, and can work with MLA to set up other functions such as videoconferencing. But, if we left YourMembership.com or they went out of business, all MLA would get is our raw data, as their interface is entirely proprietary. Pat Wall requested YourMembership.com consider a code escrow, wherein their code would be escrowed with a third party so that it could be implemented if they went out of business.

Board consensus was to reconstitute the task force to make a recommendation at the San Jose meeting. The task force would be led at the Board level, and would include Michelle Oswell, Pat Wall, possibly Paul Cary, and one other Board member or MLA member with similar depth of knowledge re: MLA. McBride will confer with Colby and Cary on whom to add to the group, and will submit names to the Board.

It was moved by Steve Landstreet and seconded by Daniel Boomhower that the Board accept the recommendation of the Web Site Transition Task Force as amended: that the task force be reconstituted to consider MLA’s longer-term options for content management systems and developers, and to make a recommendation to the Board by the annual meeting in February 2013. The motion passed unanimously.

Part II, Establish Web Manager Positions and Web Committee

The task force recommended the Board approve the creation of two new Special Officers, the Web Manager and an Assistant Web Manager, along with a suggested position description. The task force also recommended the Board approve the formation of a Web Committee, along with a suggested charge and membership. The task force recommended the Web Manager serve a four-year term: one as Assistant, two as Web Manager, and one as past Web Manager. They suggested these terms be implemented after the initial appointment, to parallel other special officer positions and to provide a smooth transition between managers.

Regarding the Web Manager, the Board agreed to the following actions:

- to approve the TF recommendation to establish a Web Manager Special Officer position, who will chair a Web Committee
- to establish a small group of Board members to revise the Web Manager job description and committee charge ASAP after the fall Board meeting
- the Board will approve the revisions in a between-meeting vote

All this needs to be completed as quickly as possible, so that the Board can

- establish a search committee this fall for a Web Manager, to be appointed in San Jose

Regarding the Web Committee, the Board also agreed:

- to appoint a Web Committee after the San Jose meeting to implement recommendations from the Web Site Transition Task Force. The committee would need to develop an implementation plan for the recommendations, including, budget, timeline, transition, and coordination with A-R.
- Jerry will confer with Paul to determine who else on Board should be in the working group to revise the Web Manager position description and committee charge

The Board had specific suggestions regarding the Web Manager proposal and responsibilities:

- move the Web Manager role away from editing the MLA site and towards managing it
- make Web Manager and Assistant Web Manager terms similar to those for Convention Managers, with 3-4 months of overlap between annual meeting and July 1
- the first Assistant Web Manager could come from the Web Committee
- add social media to the job description

The Board had specific suggestions regarding the Web Committee proposal:

- the proposal needs more specificity as to how the committee would manage MLA’s web pages
- the primary role of committee members would be to edit site content, akin to the Notes editorial committee; add to proposal and charge
- the committee needs to be perceived as more of a working group than a committee (again, analogous to the Notes editorial committee); the task force proposal outlines
more of an advisory committee, and needs instead to emphasize the working nature of the group
- appoint committee members to handle specific responsibilities/assign specific responsibilities to each committee member, such as MLA committees, chapters, social media, etc.
- the first Assistant Web Manager could come from the Web Committee
- add to charge:
  - the committee edits and maintains web content
  - specific roles for committee members
  - responsibility for social media

It was moved by Laurie Sampsel and seconded by Mark Scharff that the Board accept the task force recommendation to establish a Web Manager Special Officer position that chairs a Web Committee. The motion passed unanimously.

d. Music Bibliographic Instruction Survey (John Wagstaff)
  Wagstaff requested Board approval for this survey. Per the Planning Committee motion passed earlier in the meeting, Board approval is no longer required for surveys that are not official MLA surveys. McBride will notify Wagstaff.

e. MLA Archivist Position (Nancy Nuzzo)
  The Board will appoint a search committee for an MLA Archivist, a Special Officer position, to make a recommendation by the San Jose meeting. The position will receive support for travel and other expenses. It was moved by Michael Colby and seconded by Daniel Boomhower that the Archivist position be established without an honorarium. The motion passed unanimously.

f. Conference Task Force (Amanda Maple)

g. Reappointment of Special Officers and Editors
  It was moved by Daniel Boomhower, seconded by Mark Scharff, and passed unanimously to move into Executive Session to consider the recommendations of the Nominating and Awards Committees, and to review Special Officers and Editors.
  It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Anne Shelley as Advertising Manager for one year.
  It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Laura Gayle Green as Convention Manager for one year.
  It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Jim Farrington as Assistant Convention Manager for one year.
  It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Jim Cassaro as Development Officer through June 2013, and to appoint a search committee to make a recommendation for a new Development Officer at the San Jose meeting, with the new Development Officer taking office July 1, 2013.
  It was moved by Steve Landstreet, seconded by Paula Hickner, and passed unanimously to reappoint Bob Follet as Publicity and Outreach Officer for one year.
  It was moved by Kirstin Dougan, seconded by Paula Hickner, and passed unanimously to reappoint Linda Blair as Administrative Officer.
  It was moved by Kirstin Dougan, seconded by Paula Hickner, and passed unanimously to reappoint Paul Cary as Assistant Administrative Officer.
  It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Peter Munstedt and Deborah Campana as Basic Manual Series Editors, for one year.
  It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Tammy Ravas as Copyright Web Site Editor, for one year.
  It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Richard Griscom as Index and Bibliography Series Editor, for one year.
  It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Alan Ringwood as Music Cataloging Bulletin Editor, for one year.
  It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Misti Shaw as MLA Newsletter Editor, for one year.
It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Jane Gottlieb as *Notes* Editor, for one year.

It was moved by Mark Scharff, seconded by Laurie Sampsel, and passed unanimously to approve the reappointment of Mark McKnight as Technical Reports Series Editor, for one year.

It was moved by Pamela Bristah, seconded by Steve Landstreet, and passed unanimously that Michelle Oswell be reappointed as Web Editor through June 30, 2013

McBride will notify special officers and editors of their reappointments.

It was moved by Laurie Sampsel, moved by Pamela Bristah, and passed unanimously to move out of executive session.

15. **Meetings and Adjournment**

The Board discussed the effectiveness of online meetings for the Board and the Finance and Planning committees. The Board’s monthly online meetings have had technological issues but still proved more effective than discussion by email. Meeting online worked well for Planning, given fewer attendees and fewer technological issues, but less well for Finance. Online Board meetings don’t have to be monthly, but do need 100% Board participation. Meeting online has allowed the Board to provide more timely decisions and governance.

Board consensus was to trial meeting online every other month between now and the San Jose meeting, with the option to vote by email if the Board needs to make decisions more quickly. The Board scheduled two online meetings:

- **Wednesday November 14, 2012, 2:00-3:30pm EST**
- **Wednesday January 9, 2013, 2:00-3:30pm EST**

The Board will meet face-to-face in San Jose on Tuesday, Wednesday morning, Saturday morning if needed, and Sunday morning. Colby will notify Laura Gayle Green as soon as possible that the Board will not need meeting space on Monday or hotel rooms Sunday night.

Instead of meeting in San Jose, Finance and Planning committees will meet online in January-February to save hotel costs; they may also meet online in other months when the Board doesn’t meet. Holding the committee meetings earlier should not affect reports: Blair’s reports for the Finance Committee will reflect MLA’s financial and membership numbers as of the end of January; neither committee requires Board reports. McBride will draft a message to MLA members re: how the Board now meets differently; the message will include the dates for the November and January online Board meetings so that members are able to present issues and information for Board consideration. McBride will request Jim Zychowicz send the message to MLA’s official membership list.

It was moved by Daniel Boomhower, seconded by Steve Landstreet, and carried unanimously to adjourn the meeting at 5:17pm.
APPENDIX I: New Policies Adopted by the Board

1. The annual archival snapshot of the Administrative Structure will take place one month before the convention, typically at the end of January. (04)
2. Awards will be announced at the convention banquet, effective 2013. (09.a)
3. The Administrative Officer will alert the Fiscal Officer when on any given budget line more money is being asked for or spent than was budgeted. The Fiscal Officer will bring the discussion to the Finance Committee for possible action if a discrepancy of .1% of the total operating budget develops on any budget line at the level of 2 decimal points (e.g., 6.02, Assistant Administrative Officer). (09.g)
4. Spending policy should be uniform for all temporarily restricted award and endowment funds, unless directions exist from original donors. Unless otherwise stipulated for a particular fund, MLA will use up to 4.5% of the assets in any award or endowment fund to fund the corresponding award or program, i.e., MLA will fund the awards based on a formula of spending not to exceed 4.5% of the assets in each fund, calculated by averaging the December 31 value of the fund over the past five calendar years. The amount of the award may be less than the maximum 4.5%. The same policy will guide spending from endowment funds other than the MLA Fund. (09.g)
5. If an award or endowment fund is split between socially responsible investments (currently Calvert) and traditional investments (currently Fidelity), determine the percentage of the total fund deposited in each and transfer a proportional amount from each to fund the award or program. For example, if 60% of the total fund is in a traditional investment account and 40% in a socially responsible account, 60% of the award amount will come from the traditional account and 40% from the socially responsible account. (09.g)
6. The Board should monitor budget performance each year, and evaluate it before the annual meeting to make adjustments as needed. (09.g)
7. The Paraprofessional dues category was modified to include part-time librarians and those currently between jobs, effective the next renewal cycle. (09.i)
8. The Roundtable Guidelines were approved. (09.l.1)
9. The Planning Committee will manage the annual conference survey. (09.l.2)
10. The Publicity and Outreach Officer will develop a social media plan for MLA, including but not limited to a Facebook page, Twitter feed, and blog (following the blog proposal as set forth by the Planning Committee), all aimed towards a broad, external audience; and to develop plans to maintain them. (09.l.3)
11. No questionnaires, surveys or similar instruments intended for distribution to some or all of the membership, on behalf of MLA or in the name of MLA to other organizations or individuals, shall be distributed by a member, officer, or constituent part of the Association until approved by the Board. Only Board approved surveys will be distributed using MLA’s survey software. (09.l.4)
12. Members wishing to survey some or all of the MLA membership for their own purposes (i.e., research) may either use the MLA directory to get member contact information or may work with the MLA business office (at their own expense) to get member contact information. Surveys of this type do not need Board approval, and they may not be distributed using MLA’s survey software. (09.l.4)
13. The terms of the MLA-designated members of the AMS/MLA Joint Committee on RISM are changed to calendar year, to match the AMS appointments. (10.a)
14. MLA is required to pay its IAML dues in March, and to submit the names of US members of IAML to the central IAML office by April, before IAML’s annual vote. (11)
15. The Special Officer position of Web Manager was established. (14.c)
16. The Web Committee was established, effective February 2013. (14.c)