

MUSIC LIBRARY ASSOCIATION
Minutes of the Board of Directors
Online Meeting, November 7, 2013

Thursday, November 7, 2013, 2:03-4:04pm EST

Present: Linda Blair, Stephanie Bonjack, Pamela Bristah (recording), Paul Cary, Michael Colby (presiding), Michael Duffy, Paula Hickner, Steve Landstreet, Jerry McBride, Rick McRae, Mark Scharff

The meeting was called to order by President Colby at 2:03pm.

1. Agenda

It was moved by Steve Landstreet and seconded by Stephanie Bonjack to approve the agenda. The motion passed unanimously.

2. Adopt a Non-Discrimination Policy for MLA

A number of MLA-member institutions require that organizations hosting conferences to which they send staff have a non-discrimination policy. The Board reviewed a policy drafted by McBride.

The Board suggested minor changes. **It was moved by Michael Duffy and seconded by Mark Scharff to accept the amendments to the non-discrimination policy.** The motion passed unanimously.

It was moved by Michael Duffy and seconded by Stephanie Bonjack to adopt the non-discrimination policy. The motion passed by a majority, with one abstention. The final version reads:

Music Library Association Non-Discrimination and Anti-Harassment Policy

The Music Library Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity and expression, physical appearance, body size, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all of our members, staff, volunteers, subcontractors, and vendors. Further, we are dedicated to providing a harassment-free conference experience and do not tolerate harassment of conference participants in any form.

Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, age, national origin (ancestry), disability, marital status, or military status in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.

Exhibitors in the exhibit hall, sponsor or vendor booths, or similar activities are also subject to the anti-harassment policy.

If a participant engages in harassing behavior, the conference organizers may take any action they deem appropriate, including warning the offender or expulsion from the conference with no refund. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the conference staff immediately.

Conference staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. Your attendance is valued. All participants are expected to follow these guidelines at all conference venues and conference-related social events.

McBride will request Web Manager Verletta Kern post the policy on the MLA site, and that Jim Farrington add it to the Convention Manual; Scharff will add it to the Administrative Handbook.

It was moved by Michael Duffy and seconded by Steve Landstreet to go into executive session. The motion passed unanimously. The Board moved into executive session to discuss editor reappointments and a contract with ALA Editions.

3. Reappoint Editors

Formal decisions made during executive session:

It was moved by Mark Scharff and seconded by Michael Duffy to approve the reappointment of Deborah Campana as Co-Editor of the Basic Manual series for one year, to fall 2014. The motion passed unanimously.

It was moved by Paula Hickner and seconded by Rick McRae to approve the reappointment of Peter Munsted as Co-Editor of the Basic Manual Series for one year, to fall 2014. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Paula Hickner to approve the reappointment of Tammy Ravas as Editor of the Copyright Web Site for one year, to fall 2014. The motion passed unanimously.

It was moved by Michael Duffy and seconded by Steve Landstreet to approve the reappointment of Richard Griscom as Editor of the Index and Bibliography series for one year, to fall 2014. The motion passed unanimously.

It was moved by Steve Landstreet and seconded by Michael Duffy to approve the reappointment of Alan Ringwood as Editor of the Music Cataloging Bulletin for one year, to fall 2014. The motion passed unanimously.

It was moved by Steve Landstreet and seconded by Rick McRae to approve the reappointment of Misti Shaw as Editor of the MLA Newsletter for one year, to fall 2014. The motion passed unanimously.

It was moved by Paula Hickner and seconded by Stephanie Bonjack to approve the reappointment of Jane Gottlieb as Editor of *Notes* for one year, to fall 2014. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Steve Landstreet to approve the reappointment of Mark McKnight as Editor of the Technical Reports series for one year, to fall 2014. The motion passed unanimously.

Colby will notify the editors.

4. Approve One-Year Contract with ALA Editions for Webinars

Formal decisions made during executive session:

It was moved by Mark Scharff and seconded by Rick McRae to approve the one-year contract with ALA Editions for webinars. The motion passed by a majority, with two abstentions.

It was moved by Jerry McBride and seconded by Steve Landstreet to amend the contract. The motion passed unanimously. Colby will notify David King that the contract was approved, and will provide him with the amended contract.

It was moved by Rick McRae and seconded by Michael Duffy to move out of executive session. The motion passed unanimously.

The Board discussed whether to pay webinar presenters. The Finance Committee will review the issue and report to the Board before its online meeting in December, when the Board will discuss and decide.

5. Outreach Role of Legislation Committee

Since ca. 2009, MLA has supported a member of the Legislation Committee to attend ALA in order to represent MLA at ALA legislative venues, including the ALA Legislation Assembly. Eric Harbeson has filled this role for ca. eight years, first as a committee member and subsequently as Chair.

Because this role and MLA's support is not codified in MLA's policy handbooks, Harbeson requested the Board add it to the Administrative Handbook. Board consensus was that the Chair of the Legislation Committee should represent MLA at ALA in legislative venues. This provides the chair the opportunity to gain experience and expertise, and provides the appropriate level of authority to the chair. It also encourages the chair to groom a successor, as MLA's representative will change every four years when the chair reaches his/her four-year term limit.

It was moved by Steve Landstreet and seconded by Stephanie Bonjack that the Legislation Committee Chair serves as the MLA representative to the ALA Legislation Assembly. The motion passed unanimously. Colby will notify Harbeson; Scharff will update the Administrative Handbook.

6. Advertising Rates

Advertising Manager Anne Shelley proposed adjusting the rates and terms for online advertisements, as ads on the new MLA site appear on more pages than previously. **It was moved by Steve Landstreet and seconded by Rick McRae to accept the Advertising Manager's recommendations for revised online advertising rates and terms.** The motion passed unanimously. Colby will notify Shelley.

7. Next Meeting and Adjournment

The Board will meet online in December; Colby will schedule a date.

It was moved by Michael Duffy and seconded by Steve Landstreet to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:04pm.

Appendix I: New Policies Adopted by the Board

- 1. Non-Discrimination and Anti-Harassment Policy adopted (2)**
- 2. The Legislation Committee Chair serves as the MLA representative to the ALA Legislation Assembly (5)**