

MUSIC LIBRARY ASSOCIATION
Minutes of the Board of Directors
Online Meeting, December 4, 2013

Wednesday December 4, 2013, 2:14-2:55pm 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 2:14pm.

1. Agenda

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

2. Finance Committee BARS

The Finance Committee proposed two motions:

The Finance Committee recommends that presenters for ALAE/MLA webinars will each receive a \$100 honorarium; to be reevaluated in one year at the end of the trial contract with ALAE. The motion passed by a majority.

The Finance Committee recommends adoption of the following policy:

The Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting.

In some circumstances, MLA may offer travel and lodging to non-MLA speakers at non-plenary program sessions.

Any requests are to be made for the Spring Board meeting and become part of the convention budget. These requests should be made through the Convention Managers.

The above would replace the current wording in Fiscal Policies Handbook, 8. Convention, 8.a Convention Budget (p.15):

“The Program committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. The request is to be made for the spring Board meeting and becomes part of the Convention budget. (Minutes, 02/2008, IX.F.1) This request should be made through the Convention Managers.

MLA may offer honoraria of up to \$250 to non-MLA speakers at non-plenary program sessions. This request is to be made by the Program Committee for the Spring Board meeting and becomes part of the convention budget. (Minutes, 02/2008, IX.F.1)

MLA does not reimburse travel and lodging costs for non-plenary speakers. Individuals who are invited to speak at the annual meeting and are not MLA members may be given a gratis registration not to include the banquet. (Minutes, 09/2012, IX.M.1)”

The new policy would provide MLA flexibility re: funding plenary and non-plenary speakers who are not MLA members. The Board would decide whether to approve individual funding requests as part of the annual budget process.

The policy would also change the timing for approving the budget for speaker. Presently, the Board approves an overall amount at its winter meeting during the MLA conference. With this change, specific, individual requests would be approved at the Board’s meeting in May or June, along with the rest of the budget.

Blair reminded the Board that the conference proposal form needs amending to require a specific dollar figure for speaker funding requests. Colby said the Convention Manual needs to be reviewed so that it presents a consistent timeline, to ensure that the draft program is presented to the Board before the Board’s fall meeting.

Cary observed that we can’t achieve perfect equity and consistency in this area, and that speaker cost requests will need to be considered on a case-by-case basis; decisions will depend on how much is requested and how much funding the Board is willing to work into the convention budget.

The motion passed unanimously. Cary will update the Fiscal Policies Handbook. Colby will notify the 2015 and 2016 Program Committee Chairs and the Convention Managers, who will update the Convention Manual; Colby will also ensure that the conference proposal form is amended as Blair requested.

3. Planning Committee

The Administrative Handbook lacked an introduction explaining its purpose and scope. The Committee drafted an introduction for Board review; McBride suggested one change. The amended introduction reads as follows:

The Music Library Association (MLA) functions according to the policies and procedures in the MLA Constitution and By-Laws, <http://www.musiclibraryassoc.org/?page=ConstitutionBylaws>

The Administrative Handbook documents practices and general procedures for all entities in the MLA Administrative Structure, including the Board, committees, special officers, editors, roundtables, representatives to other organizations, external liaisons, and task forces. It also documents policies and procedures regarding MLA publications, and association-wide policies for MLA chapters.

The Constitution and By-Laws take precedence over this document and any other administrative documents such as committee handbooks, special officer handbooks, etc. should conflicts arise.

The Administrative Handbook is maintained and updated by the Board member-at-large serving as Parliamentarian. MLA maintains separate manuals for fiscal policy, available via login on the MLA site, and conventions, https://sites.google.com/a/musiclibraryassoc.org/convention_manual/home

While policy changes in the Administrative Handbook require a Board vote, changes to wording in the Handbook require Board review but not a formal vote; the Board accepted the revised introduction. Bristah suggested that the last paragraph should also refer to other MLA documentation, including committee handbooks, handbooks for special officers and editors (if any), Board Open Meeting Guidelines, and Roundtable Guidelines. She will draft an addition for Board review; once okayed, Scharff will add the introduction to the Administrative Handbook.

4. BCC MARC Formats Subcommittee Charge Rewrite

The BCC and the BCC MARC Formats Subcommittee requested Board review and approval of minor revisions to the charge of the subcommittee. These revisions reflect the demise of MARBI and renewed participation of MLA on the MARC Advisory Committee. In addition, the revisions recognize the relationship of ongoing MARC changes to MARC's successor (BIBFRAME).

Previous charge: "To formulate MLA policy on all matters related to the MARC 21 formats. Specifically, the Subcommittee is responsible for the review and evaluation of proposed standards for their impact on the music library community, the proposal of new standards to meet the needs of the music library community, and the education of MLA members about issues pertinent to the various MARC 21 formats, including future revisions. Further, the Subcommittee tends to other matters deemed pertinent by the Bibliographic Control Committee. The Chair serves as the MLA representative to the MARC Advisory Committee, which meets concurrently with the ALA/ALCTS/LITA/RUSA Machine-Readable Bibliographic Information Committee (MARBI)."

Revised charge, with changes in bold: "To formulate MLA policy on all matters related to the MARC 21 formats. Specifically, the Subcommittee is responsible for: the review and evaluation of proposed standards for their impact on the music library community, **including MARC conversion issues as they relate to BIBFRAME**; the proposal of new standards to meet the needs of the music library community; and the education of MLA members about issues pertinent to the various MARC 21 formats, including future revisions. Further, the Subcommittee tends to other matters deemed pertinent by the Bibliographic Control Committee. The Chair serves as the MLA representative to the MARC Advisory Committee." **[phrase about MARBI deleted]**

Revised charge, clean copy: "To formulate MLA policy on all matters related to the MARC 21 formats. Specifically, the Subcommittee is responsible for: the review and evaluation of proposed standards for their impact on the music library community, including MARC conversion issues as they relate to BIBFRAME; the proposal of new standards to meet the needs of the music library community; and the education of MLA members about issues pertinent to the various MARC 21 formats, including future

revisions. Further, the Subcommittee tends to other matters deemed pertinent by the Bibliographic Control Committee. The Chair serves as the MLA representative to the MARC Advisory Committee.”

Committee charges require Board review and Presidential approval, but not a formal Board vote; the Board accepted the revised charge. Colby will notify the BCC and MARC Format Subcommittee chairs.

5. Legislative Issue

Eric Harbeson has been working with the office of Colorado Congressman Jared Polis to create legislation allowing library purchase or other use of virtual sound recordings that are presently available via license only to individuals. On recommendation of the Congressman’s office, Harbeson requested MLA support to pursue the legislation.

The Board strongly supports the principles behind the legislation, and requests that Harbeson contact Judy Tsou, John Vallier, and others working on a grant-funded summit on the same issue, planned for 2014, in order to coordinate efforts. The Board wants Harbeson’s effort to feed into the work of the grant and the summit, and not to compete with it.

The Board also had questions about the legislation: would it provide immunity to institutions, as well as to individuals? and would it cover libraries in the for-profit sector, as well as libraries in the non-profit sector?

Colby will pass to Harbeson the Board’s sincere appreciation of his work, as well as the Board’s request to contact Tsou and Vallier to coordinate efforts and the Board’s questions; and, he will report Harbeson’s response to the Board.

6. Other

The Board will meet online in January 2014; Colby will schedule a date.

7. Adjournment

It was moved by Mark Scharff and seconded by Michael Duffy to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 2:55pm.

Appendix I: New Policies Adopted by the Board

- 1. The Finance Committee recommends that presenters for ALAE/MLA webinars will each receive a \$100 honorarium; to be reevaluated in one year at the end of the trial contract with ALAE. (2)**
- 2. The Finance Committee recommends adoption of the following policy: The Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. In some circumstances, MLA may offer travel and lodging to non-MLA speakers at non-plenary program sessions. Any requests are to be made for the Spring Board meeting and become part of the convention budget. These requests should be made through the Convention Managers. (2)**