

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
San Jose, California, February 26-27 and March 2-3, 2013

Tuesday 26 February, 9:00am-5:20pm; Wednesday 27 February, 8:55am-12:35pm; Saturday 2 March, 10:33-11:35am; Sunday 3 March, 8:35am-12:08pm

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

Guests of the Board: Bonna Boettcher (14.c.2), Stephanie Bonjack (all but 09.q.1 and 14.i), James Cassaro (all but 09.h, 14.a, 14.c-d, 14.f, 14.h, Sunday session on 09.l and 14.g), Mike Duffy (all but 09.h, 09.q.1, 13.a, 14.a-f, 14.h-i, Sunday session on 09.l and 14.g), Jim Farrington (08.b), David Gilbert (14.c.3), Laura Gayle Green (08.b), Beth Iseminger (14.d), Rick McRae (all), Michael Rogan (13.c), Liza Vick (14.c.1)

Open meeting observer: Michael Rogan (14.g)

All public reports to the Board were available at the time of the meeting at <https://www.dropbox.com/sh/pifdgjvnj6lj50t/-qZauRzghY>

The meeting was called to order by President McBride at 9:00am.

01. Approval of Agenda

It was moved by Pamela Bristah and seconded by Paula Hickner that the agenda be approved. The motion carried with one voting member absent.

02. Recording Secretary's Report. Pamela Bristah

It was moved by Kirstin Dougan and seconded by Steve Landstreet that the minutes of the Board meeting held in Pittsburgh, Pennsylvania, September 28-29, 2012 be approved as corrected; that the minutes of the meeting held online November 14, 2012 be approved; that the minutes of the meeting held online December 10, 2012 be approved as amended. The motion passed unanimously.

03. Parliamentarian's Report. Laurie Sampsel

It was moved by Laurie Sampsel that the Board approve changes to the Administrative Handbook to reflect Finance Policy Handbook changes from fall 2012. The motion passed unanimously.

It was moved by Laurie Sampsel that the Board approve changes to the Administrative Handbook to reflect final Roundtable Guidelines from fall 2012. The motion passed unanimously.

It was moved by Laurie Sampsel that the Board approve changes to the Administrative Handbook to reflect 2012 changes to committees, subcommittees, and special officers. The motion passed unanimously.

It was moved by Laurie Sampsel that the Board approve changes to the Administrative Handbook to reflect 2012 Board votes related to per diem for MLA travel, approval of publications, categories of membership, electronic records, questionnaires (surveys), and minor editorial corrections. Board discussion included:

- a reminder that once the MLA Archives has an e-records policy, to add it to the Administrative Handbook
- a request to clarify, before the spring 2013 call for budgets
 - that the per diem reimbursement policy on travel days is now 50% of the full, non-travel day GSA rate
 - whether reimbursement policies should be in the Administrative or Fiscal Handbook
 - how to balance the expectation that Board airfare to the annual conference is paid by the Board member's institution, vs. less than full travel funding from members' institutions, vs. the high level of commitment to MLA expected of Board members, vs. not excluding as Board members those who may not have funding for professional development. The overall intent is that airfare to the conference is not reimbursed except in exceptional circumstances.
 - that MLA reimburses per diem (at 50%) and lodging for Board members only for non-conference days and nights

The Board decided to refer these questions re: airfare, per diem, and lodging reimbursement policies to the Finance Committee for clarification, to be completed before the call for budgets in spring 2013. The motion passed unanimously.

Incoming Parliamentarians Scharff and Duffy will finalize a chart of membership categories/member privileges for the MLA website, and finish the parliamentarian's handbook. Scharff and Duffy will also determine whether to add practices and policy concerning online/virtual Board meetings to the Administrative Handbook, and will make a recommendation to the Board regarding a conflict between the Constitution and actual practice re: membership expiration and removal of member privileges. The Board decided to delete all references in the Administrative Handbook to an Administrative Handbook Index, as online documents can be searched without indexing; Scharff will update the handbook.

04. Administrative Officer's Report. Linda Blair

A. Budget report

1. Income

Dues income (1.0) is currently \$131,800.00, or 94.04% of the budget. The Profit & Loss spreadsheet currently does not include IAML dues pre-paid by members in June. These are still booked to Pre-Paid Expenses. The figure above adds \$5495 from 2100.1 (Prepaid IAML dues) into 1.0 to show the true percentage of dues collected at this point. MLA has not yet been billed for 2013 IAML dues.

Notes subscription income (2.011) is \$20,420.00, or 102.1% of the amount budgeted. *Notes* advertising (2.012) is currently at \$11,060.10 or 55.3% of the budget. This line is performing well, slightly ahead of expectations for this time.

Notes royalty income (2.014) to date is \$3943.95 or 4.38% of the budget. The majority of royalty income arrives in the spring. The income we've received so far is almost entirely from Ebsco, which pays quarterly, with one payment from Gale.

Sales of the MLA mailing list (2.02) have already exceeded projections this year at \$1972.40, or 123.28%, but subscriptions to MCB are somewhat below projections at \$8365, or 92.94% of the budget. MCB subscriptions renew on a calendar year basis, and there may still be a few late entries coming.

Monographic series royalties will not come in until March or April.

Convention income (3.0) is currently at \$92,400.00 or 99.02% of the budget. There will certainly be at least a small amount forthcoming from onsite and last-minute registrations.

Total income as of Feb. 7 is \$331,871.23, or 74.51% of the budget.

2. Expenses

Only a very small percentage of convention expenses had come in as of the date of this report, so those will be reported at the spring meeting.

Bank and credit card fees (11.04) are lower than projected, currently at \$3049.49, or 26.52% of the budget. This is most likely the result of our moving to a different company for processing credit card transactions. Our thanks to Pat Wall at A-R Editions for suggesting this change.

Audit fees (6.0191) currently stand at \$11,749.39, or 83.92% of the budget. This includes fees for the audit and for filing our taxes. We have not yet been invoiced for the preparation of our 1099 forms which were filed late last month. Now that IAML merger issues are behind us, Legal fees (6.0192) are only \$150.14, or 15.01% of the budget so far this year.

The bottom line for Headquarters function (6.01) is currently at \$47,804.69 or 47.12% of the budget.

At this point in the year very little has been spent in program expenses (7.0), chiefly because reimbursement requests for the ALA Mid-Winter meeting have not yet arrived, and the ALA summer meeting has not yet occurred. The one anomaly is the overage in the MLA/AMS Joint Committee line, which at \$760.50 is over budget at 152.1%. This will come down somewhat after reimbursement is received from AMS for half of Daniel Boomhower's airfare to the AMS meeting in New Orleans last November.

There is an overage in the Newsletter line (9.04), chiefly because we failed to take into account that one last remaining invoice for newsletters produced by A-R was still forthcoming. The line stands at \$1,126.40, or 111.3% of the budget.

Total expenses as of Feb. 7, 2013 were \$147,143.85, or 31.44% of the budget. This is low because the majority of convention expenses are still outstanding.

B. Investments

As of Feb. 4, 2013, MLA's investment accounts at Fidelity totaled \$733,873.67, including Board Designated Assets (BDA) of \$3327.28. These funds will very soon be moved to checking to fund the publication awards, and to provide for the *Notes* and Wicker funds expenditures. MLA's accounts at Calvert totaled

\$214,365.25 as of Feb. 4. The activity in the investment accounts since my last report in May has been to move \$7175 into the BDA account to provide for awards and endowments, much of which has since been expended, and to move \$2951 from the Calvert temporarily restricted account into Fidelity to rebalance the accounts. That deposit, which actually totaled \$5010, also included the deposit of funds from last year's Silent Auction, which had been missed in the deposit made last April, and an additional \$200 moving from checking to Fidelity for the Epstein fund, which represents the \$200 of this year's \$1000 award coming from the operating budget. I had mistakenly withdrawn the entire amount from Fidelity, and this deposit was to correct that error. Deposits of donations from 2012 Q2 to the present have not yet been made.

Totals for award and endowment funds as of Feb. 8, 2013 (figures from Quickbooks):

- Bradley: \$2796.00
- Gerboth: \$29,950.09
- Duckles: \$33,777.62
- Hill/O'Meara: \$11,520.00
- Epstein: \$59,004.25
- Freeman: \$46,476.55
- Wicker: \$16,541.83
- Ochs: \$41,605.38
- RILM: \$43,986.57
- IAML-US Neil Ratliff Fund: \$2,572.00
- IAML-US Coral Travel Fund: \$15,283.00
- Total for all award and endowment funds: \$303,514.09.
- The MLA Fund totaled \$618,683.29.

C. Publications

Scarecrow series:

I have received three reports from Bennett Graff at Scarecrow Press. One is a complete list of all titles, in print and out of print, including number of copies on hand. The other shows in-print titles only, but also includes lifetime sales for each title. The third report shows number of units sold and net income for Music Library Association titles in 2012. A total of 147 units were sold in calendar year 2012 in MLA's remaining titles at Scarecrow. Of these, 77 units were sold in the Basic Manual Series, 8 in the Index and Bibliography Series, 57 in the Technical Reports Series, and 5 units from publications that are not part of any series. Royalty information will be forthcoming this spring.

A-R series:

Two publications debuted in A-R monographic series this year:

- Money for the Asking: Fundraising in Music Libraries, by Peter Munstedt (Basic Manual Series, no. 7)
- Basic Music Reference: A Guide for Non-specialist Librarians, Library Assistants, and Student Employees by Alan Green and Michael J. Duffy, IV (Basic Manual Series, no. 8)

Including all titles published by A-R, a total of 396 units were sold, earning royalties of \$2997.11.

A-R Series Sales	Munstedt BM-007	Noonan IBS-35	McBride IBS 36	Dennis IBS 37-1	Dennis IBS 37-2	Griscom & Lisius TR-032	Totals
2012 sales	33	8	13	87	87	168	396
Lifetime sales	33	209	197	190	190	256	1075

D. Membership

Membership type	2011-2012 (as of May 15)	2012-2013 to 2/7/2013
Individual-US	510	445
Individual-NonUS	37	32
Institutional US	184	157
Institutional NonUS	38	28
Student US	113	89
Student NonUS	4	1
Retired-US	62	46
Retired-Non US	3	5
Sustaining-US	68	69
Sustaining-Non US	0	0
Associate-US	3	5
Associate-Non US	2	1
Corporate Patron-US	6	6
Corporate Patron-NonUS	2	1
Corporate Member-US	7	7
Paraprofessional-US	34	28
Paraprofessional-NonUS	2	1
Notes Institutional US sub	121	104
Notes Institutional Non-US	98	72
Totals	1294	1097
IAML Individual	128	95
IAML Institutional	117	100
IAML total	245	195

As of Feb. 7, 2013, our total number of members and subscribers was 1,097. The chart above also shows totals for the end of membership year 2011-2012, and comparing current numbers with those shows an 18% decline. However, it is less anxiety-producing to compare current figures with those from last year at this time. At the time of our last annual meeting the membership total was 1,236, which was 13% higher than this year's totals. Nevertheless, the percentage of loss will probably be the largest to date, 65% larger than the loss of memberships that occurred between membership years 2007/2008 and 2008/2009. Looking at specific categories, we can see that our Corporate Members and Patrons have held steady and we have a small increase in the number of Sustaining Members, but otherwise, all categories of membership have declined, with the largest decreases once occurring again in the Institutional Members and Subscribers area.

E. Other activities

- At the Pittsburgh meeting I reported that the copyright certificates for *Notes v. 68* had not been received and I suspected that a problem had occurred. The person I reached at the Copyright Office said that a wait of 6 months after filing was not unusual and he advised me to contact them again if the certificates had not been received by January. They did not arrive and I contacted the Office again. This time I was told that there had indeed been a problem in that the Office had misplaced one of the issues (even though they all arrived in the same package). They promptly sent out the certificates for the issues that were not lost, but we need to send replacement copies for v. 68, no. 2. Jim Zychowicz has promised to send these to me so that the process may be completed.
- I filed a notification with the IRS that the California MLA Chapters had merged and that the Northern California Chapter was the surviving chapter. They responded that the requested changes had been made to our list of subordinate bodies.

Board discussion focused on the continued decline in membership, projected at 9% this year. McBride stated that MLA must engage in creative thinking to reverse the decline, or plan for being a smaller organization. A continuing problem is that 100-200 members renew every year during or after the conference, despite MLA's having instituted a July-June membership year in 2003. Those who don't renew in July receive reminder emails from McBride and Blair, sent via A-R. McBride will encourage the new chair of the Membership Committee to consider higher fees for late membership renewals, and will discuss with Membership and Pat Wall the feasibility of auto

payment options, along with the costs and benefits of reinstating a postcard renewal reminder. He urged Board members attend Membership Committee meetings at the annual conference. McRae and Dougan asked if lapsed members could be surveyed regarding why they did not renew.

05. Vice President's Report. Michael Colby

In my role as liaison to chapters, I attended the Midwest Chapter meeting in Naperville, Illinois, Oct. 11-13, 2012. The program sessions were very well done. I spoke with several students and promoted the Kevin Freeman Travel Grant, although it was past the deadline for this meeting. I also encouraged all to attend the MLA Annual Meeting here in San Jose. Also for this meeting, I invited chapter chairs and editors to attend the annual breakfast, Saturday morning.

I attended the Midwinter ALA meeting in Seattle, Jan. 25-29, 2013, substituting as the organizational liaison. I was at the Affiliates luncheon, where I spoke about our upcoming conference, our work on strategic planning, and our commitment to diversity. Regarding the latter, I have initiated contact with some of the affiliate organizations serving ethnic groups, which I hope will help with our diversity efforts.

Chapter Archives report:

At the spring meeting, I was charged to explore how chapters deal with their archives. It took me until just last month to finally get answers from (almost) all chapters.

The way chapters deal with their archival materials varies, but generally falls into three methods, which I call: Informal/Non-Official, Semi-Formal/Semi-Official, and Formal/Official.

FORMAL/OFFICIAL

Chapters in this category currently have one institution designated to house their archives. A policy is followed, although it may not be formally stated.

- SEMLA has a chapter archivist. The materials are housed at the institution where he works: East Carolina University. A list of the archives contents may be accessed from the chapter's website. The chapter is currently drafting a policy.
- NEMLA currently houses its archives at the Boston Public Library. They have digitized all copies of their newsletter; issues back to 1996 are on the chapter website; the oldest are available from the Internet Archive. BPL is reconsidering its willingness to continue housing the materials; the chapter is exploring the future of the archive.

SEMI-FORMAL/SEMI-OFFICIAL

Some chapters, while lacking anything resembling an official policy on archives, have been consistently following a procedure.

- The Atlantic chapter has two boxes of materials which are held by the Secretary-Treasurer; this includes pre-merger materials from the Chesapeake chapter. They are very interested in utilizing the MLA Archives at Maryland.
- Southern California (soon to merge with Northern California to make the California chapter) has been sending "important" documents to Maryland. Recently this has included some electronic files.

INFORMAL/NON-OFFICIAL

Several chapters have no official policy on archives, but a box or two of materials exists and is passed between officers.

- Mountain Plains: the Secretary-Treasurer keeps a few boxes.
- Midwest: a traveling archive of a few boxes passes from officer to officer.
- Pacific Northwest has a few boxes currently in the possession of the chair.
- Texas has a few traveling boxes.
- Northern California has a box of old materials which has been passed between officers.

06. President's Report. Jerry McBride

Since the fall Board meeting several appointments were made. Among these appointments were the Placement Officer, the Representative to the Grove Music Online Advisory Panel; chairs of the Promotional Sales Subcommittee, the MLA/AMS Joint Committee on RISM, the MARC Formats Subcommittee, the Authorities Subcommittee, the Metadata Subcommittee, the Oral History Committee, the Educational Outreach Program Subcommittee, and the Membership Committee; the coordinator of the Technical Services Roundtable; the newly reformed Investments Subcommittee; four search committees for the MLA Archivist, Development Officer, Placement Officer, and the new position of Web Site Manager; and several task forces, including the Web Site

Services Implementation, and Best Practices for Fair Use of Music Materials Task Forces. Letters were sent to this year's award recipients. Candidates for the member-at-large positions were notified of election results, and Special Officers and Editors were notified of their reappointments.

Two contracts were signed: one with Suzanne Moulton-Gertig for a book in the Index and Bibliography Series and a publisher sales service rider to a contract with JSTOR. Linda Blair and I talked with Craig Corson at Fidelity about our investment strategy and set up a meeting with the Finance Committee to review our investments with Fidelity. I worked with two MLA members and the Finance Committee on the re-establishment of the Investments Subcommittee, and also on the Special Officers and Editors Honoraria Task Force, especially to compile information on position job descriptions.

I checked on the current status of the Donated Materials Program and proposed that MLA sponsor several IAML memberships in countries where IAML has no representation, as an alternative form of IAML outreach. I worked with the Digital Audio Task Force to help them to prepare the proposal for IMLS. Paul Cary, Michael Colby, and I revised the Web Manager job description and committee charge in preparation for the Web Manager search.

As my last report to the Board as MLA President, I'd like to express my deep gratitude to each of you for what you have done to make MLA a stronger organization. It has been a lot of work, and the decisions have not always been easy. I hope you can forgive my mistakes, and that together we can celebrate our successes. At times it felt a bit like running a marathon in Wonderland—running as fast as one can to stay in the same place. However, in looking back you can see that we really accomplished a lot—and a lot of which to be proud.

The Board expressed effusive thanks to President McBride for guiding the Association and the Board through very difficult discussions and situations.

07. Editors' Reports.

The following reports were submitted for review by the Board. In the case in which the editor requested no action from the Board, the publication and editor's name is merely listed. When Board action is requested, a fuller discussion follows. In all instances, the Board warmly thanks the editors for their work.

- a. **Basic Manual Series (Peter Munstedt)**
- b. **Basic Music Library (Daniel Boomhower)**
No report.
- c. **Copyright Web Site (Tammy Ravas)**
- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Alan Ringwood)**
- f. **Newsletter (Misti Shaw)**
- g. **Notes (Jane Gottlieb)**
 - 1. **Notes Royalties (Tracey Rudnick)**
- h. **Technical Reports (Mark McMcKnight)**
- i. **Web Editor (Michelle Oswell)**
No report.

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)**
- b. **Convention Manager (Laura Gayle Green and Jim Farrington)**
San Jose, 2013: these are preliminary, not final, figures, valid as of February 14, 2013.

Registration overview:

Category	Rate	Projected number/amount	Actual as of 1/28/2013 number/amount
Early, member	\$260	280/\$72,800	307/\$79,820
Early, 1st 3 years	\$210	37/\$7,770	29/\$6,090
Early, non-member	\$360	3/\$1,080	3/\$1,080
Reduced for work	\$160	13/\$2,080	13/\$2,080
Regular, member	\$360	14/\$5,040	1/\$360
Regular, non-member	\$460	2/\$920.00	0/\$0
Student	\$100	35/\$3,500	16/\$1,600
Single day	\$135	8/\$1,080	5/\$675
Accompanying person	\$125	2/\$250.00	1/\$125
Pre-conf, member	\$75		89/\$6,675
Pre-conf, non-member	\$85		5/\$425 ¹
Totals		394/\$94,520	375 (94 pre-conf)/\$98,930

Other income:

Category	Rate	Projected number/amount	Actual as of 1/28/2013 number/amount
Extra banquet tickets	\$95	22/\$2,090	14/\$1,330
Exhibit fees	\$550/ base	36/\$19,525	47 paid/\$23,095 ²
Contributions		\$15,000	\$18,900
Program advertising	\$200- \$400	\$5,450	\$4,030
Packet inserts	\$100/\$300	\$1,600	\$1,440
MOUG		\$1,000	
Totals		\$44,665	\$48,795

Green and Farrington will confirm the number of paid exhibitor tables.

Internet expenses will be higher than projected. As of February 26, MLA has more than met the minimum room block, earning MLA complimentary rooms. The total number of registrations is 405, although there may be a few cancellations due to illness (registration refunded) or weather (registration not generally refunded). Online registration for exhibitors, new this conference, made registration run more smoothly and easily for all concerned. Making the conference program available on Guidebook, also new this year, also worked well, with only minor issues. McBride asked if providing the program online affected advertising income in the printed program; Green responded that MLA will likely want to offer both printed and online programs for the foreseeable future, and could give exhibitors the option to advertise in either or both, priced accordingly. McBride will request the Advertising Manager explore advertising on Guidebook. The pre-conference RDA workshop will likely not generate a large surplus, as the greater than expected number of attendees incurred additional a/v and catering costs. Green clarified that the gratis exhibit tables provided to the MLA Shop, the Silent Auction, MLA Placement Service, IAML, and A-R (to display MLA publications) are gratis to those exhibitors but not to MLA; MLA pays the hotel for these tables.

Atlanta, 2014: As soon as the San Jose meeting ends, the Convention Managers will begin working closely with the Grand Hyatt Atlanta on the 2014 meeting. The Atlanta hotel is smaller than MLA's usual conference hotel; the exhibits will be in two spaces, with food and drink split between both rooms to encourage traffic flow. As in recent years, the Convention Manager requested preliminary approval of funding for a-v and speaker fees; with a preliminary budget, the Convention Managers can

¹ Total MLA registrations are at 405, although I do not have the breakdowns. RDA pre-conference workshop is at 103. These totals are as of 2/14/2013.

² MLA provides 8 gratis tables. This number reflects paid exhibitor tables.

provide specifics re: which meeting room will have a-v to the Program Committee, so they can plan program sessions accordingly.

It was moved by Pamela Bristah and seconded by Daniel Boomhower that preliminary funding for a/v costs for the program sessions for the 2014 MLA convention in Atlanta be set at \$23,500, plus service charges, pending updates from the Convention Manager at the spring 2013 Board meeting. Green clarified that the service charge for a/v in hotel contracts is payment for staff. The motion passed unanimously, with a friendly amendment regarding service charges.

It was moved by Paula Hickner and seconded by Laurie Sampsel to fund speakers to the 2013 Atlanta conference at \$5,000. Past funding has covered both honoraria and limited travel reimbursement. Bonjack, the 2013 Program Chair, stated that the 2013 meeting, also funded at \$5,000, provided a broad range of speakers; she added that in order to increase conference attendance, the conference needs to offer great sessions; not the only way, but one way to accomplish this is to bring in outside speakers. She and Sampsel, both past Program Chairs, confirmed that speakers generally ask for travel reimbursement, not honoraria. Boomhower said that presenting relevant, content-rich conferences is a goal in the Strategic Plan, and that paying for speaker travel, but not honoraria, would be consistent with MLA's policies. MLA's present speaker fee policies date to 1992; they give the edge to members as speakers, based on the thinking that music librarians are the experts attendees need to hear. But given email, listservs, and other social media, music librarians now have many opportunities to talk to and hear from each other. The ideal conference is a blend of external and internal expertise, the latter exemplified by the RDA sessions at the 2013 meeting. The Finance Committee will review travel and honoraria policies for speakers, looking to replace honoraria with travel reimbursement as possible. The motion passed unanimously.

Midwest, 2016: The Board confirmed that MLA wants to continue working with HelmsBriscoe for the 2016 meeting. Green and Farrington have provided HelmsBriscoe with a range of midwest locations and dates so the company can identify potential hotels; the Convention Managers will then make initial site visits, probably in April.

Green asked if MLA will continue to rely on local arrangement committees for fundraising and local logistics, and, now that HelmsBriscoe is involved in site selection, what the role of local chapters is in selecting meeting sites and dates. The advantages of using HelmsBriscoe for site selection and hotel negotiations are clear to the Board and Convention Managers; the 2015 Denver hotel contract, the first hotel contract entirely negotiated by HelmsBriscoe, is the best we've had in years, and will save MLA members a significant amount in lower room and registration fees. Green urged the Board bring the membership along on the new process; Colby and McBride will make it a priority over the next two years to work with chapters to persuade them of the benefits of the new site selection model: identifying a chapter's region, having HelmsBriscoe identify cities and hotels within that region, and selecting a site based on the best combination of good location and lower costs. Regarding fundraising, local chapters will continue to play a crucial role; the Development Officer will continue to assist; local fundraising is needed more for known, recurring conference costs than for extras.

McBride will ask the Conference and Program Committee Structure Task Force and the Convention Managers to consider what other HelmsBriscoe services MLA could use. Ideally, the Convention Managers would have the Board's decisions on significant changes to the conference arising from the task force's recommendations as soon as possible, to inform HelmsBriscoe's selection of sites and hotels before the Convention Managers go out for site visits in April.

The Board warmly applauded the Convention Managers for their excellent work, and what looks to be an excellent conference in San Jose.

c. Development Officer (James Cassaro)

The Board warmly applauded outgoing Development Officer James Cassaro for his dedicated work over the past four years, and for his many new fundraising initiatives.

d. Placement Officer (Joe Clark)

e. Publicity and Outreach Officer (Bob Follet)

f. Management Services (James Zychowicz)

09. 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 committee's contributions to the organization.

a. Awards (Various)

1. Best of Chapters (Janelle West)

2. Bradley Award (Jennifer Ottervik)

The following vote took place via email on October 29, 2012, between Board meetings:

It was moved by Laurie Sampsel and seconded by Paula Hickner that the Board approve the recommendation of the Carol June Bradley Award Committee. The motion passed unanimously.

3. Lenore Coral IAML Travel Grant (chair to be appointed in 2013)

No report.

4. Duckles, Hill, O'Meara (Kirstin Dougan)

No report.

5. Epstein (Sarah Dorsey)

No report.

6. Freeman (Sarah Adams)

The following vote took place via email on November 4-5, 2012, between Board meetings: **It was moved by Steve Landstreet and seconded by Laurie Sampsel that the Board accept the recommendation of the Freeman Award Committee.** The motion passed by majority vote, with one member absent.

7. Gerboth (Erin Conor)

b. Bibliographic Control (Beth Iseminger)

c. Career Development and Services (Alan Ringwood)

d. Development (James Cassaro)

e. Education (Lisa Shiota)

1. Educational Outreach Program Subcommittee (David King)

see 14.h, Educational Outreach Program Subcommittee RDA Webinar Proposal

f. Emerging Technologies and Services (Stephen Henry)

g. Finance (Daniel Boomhower)

The Finance Committee presented recommendations arising from Cary's review of the Fiscal Policies Handbook, resolving conflicts and discrepancies, as well as recommendations regarding award amounts set at the winter meeting.

The Finance Committee recommends that proceeds from the Silent Auction will first cover the costs of the auction tables and that any remaining proceeds will be considered unrestricted. At \$4,300, the principal in the Bradley Fund doesn't create enough revenue to cover the cost of the Bradley Award. Practice over the past few years had been to use the first \$1,000 in proceeds from the Silent Auction for the award and to deposit undesignated donations into the fund to build its principal. While adopting this motion could result in less than \$1,000 for the award, it also gives the Board the choice to use Silent Auction proceeds for the Bradley Award or not, and to fit funding the award into MLA's overall finances, with the understanding that it is problematic to fund a research award at less than \$1,000. As an aside: since the MLA Shop is going out of existence after the San Jose conference, and the Promotional Sales Subcommittee will be responsible only for the Silent Auction in future, it needs a new name; Colby will ask the incoming Development Officer to work with the Subcommittee. The motion passed unanimously.

For conference exhibitor registrations, the Finance Committee recommends that if a cancellation is received prior to the published cut-off date for receiving reservations, or prior to the date MLA becomes contractually obligated to pay for the table(s), whichever is earlier, there is no cancellation fee. If a cancellation is received after the published cut-off date for receiving reservations, or after the date MLA becomes contractually obligated to pay for the table(s), whichever is earlier, the cancellation is subject to a cancellation fee of twenty-five per cent (25%) of the fee per table. This remains in effect up to 30 days before the opening reception, at which point there will be no refund. The motion passed unanimously. Colby will notify the Convention Managers.

The Finance Committee recommends that the Board rescind the policy that travel companions will be welcome at program sessions and receptions without charge. The original policy was meant to cover assistive companions, such as a nurse or medical assistant, and not general travel companions, such as friends or family. But, rights for disabled persons and assistive companions have been

covered by federal law since the passage of the Americans with Disabilities Act in 1990. MLA, like any US organization, is subject to federal law, so no organizational policy regarding the rights of assistive companions is required. The above motion and the two next were meant to preclude allowing general companions to attend meetings at no cost. Board consensus was that rescinding the original policy was not necessary; the next two motions set clear policies for accompanying persons/general companions, and the third motion, on deleting all reference to travel companions in MLA manuals, closes the loophole for general companions. The motion was unanimously defeated.

The Finance Committee recommends that people registered as Accompanying Persons are eligible to attend all events at the Annual Meeting. Registration for accompanying persons includes open sessions, exhibits, open receptions, and the banquet. The motion passed unanimously.

The Finance Committee recommends that the Accompanying Person conference registration rate be available to non-MLA members only. The motion passed unanimously.

It was moved by Laurie Sampsel and seconded by Daniel Boomhower to delete all references to travel companions throughout the MLA handbooks. The motion passed unanimously.

Cary will make all updates to the Fiscal Policies Handbook and will request the Convention Managers make all updates to the Convention Manual.

The Finance Committee recommends that the mailing rate for all mailing lists be twenty cents per name with a \$200.00 minimum. This motion will bring the rate for the membership mailing list in line with the rate for the conference attendee mailing list. The motion passed unanimously. Cary will notify A-R.

The Finance Committee recommends that the Bradley Award for 2014 be funded at \$1,000. The money will come from the operating budget. The motion passed unanimously.

The Finance Committee recommends that the Gerboth Award for 2014 be funded at \$1,000. The money will come from revenue from the Gerboth Fund. The motion passed unanimously.

The Finance Committee recommends that the Epstein Award for 2014 be funded at \$4,100. The money will come from revenue from the Epstein Fund. The amount for the award is determined by the original donor's stipulation to put back into the fund no more than 25% of earnings over a calendar year; in other words, MLA must award at least 75% of the Epstein Fund's earnings from a given calendar year. The motion passed unanimously. Colby will encourage the awards committee to consider multiple award winners.

h. Legislation (Eric Harbeson)

No report.

i. Membership (Ruthann McTyre)

j. Nominating (Susannah Cleveland)

No report.

k. Oral History (Therese Dickman)

No report.

l. Planning (Kirstin Dougan)

The Planning Committee recommends making the Assistant Planning Officer the recipient of roundtable renewal letters, who will then provide a report to the President for approval. The motion passed unanimously.

It was moved by Paul Cary and seconded by Pamela Bristah to move into executive session. The motion passed unanimously. The Board went into executive session to discuss personnel matters.

It was moved by Mark Scharff and seconded by Laurie Sampsel to move out of executive session. The motion passed unanimously. The matters will be taken up with the personnel involved.

The Planning Committee discussed revising the annual report deadline and time span. The report presently covers the fiscal year, with the deadline in August. This works well for financial reports, but less well for reports from committees and special officers. In years when committee chairs and officer positions change hands after the annual conference, new chairs and special officers find themselves reporting on a part of the year, the previous July-February, before they took office. But, since the annual report must contain MLA's financial statements, which are required to run July-June, and since it would not make sense for the report to cover two different time periods, the Board agreed to leave the schedule for the annual report in its present imperfect arrangement.

The Committee is looking to increase the visibility of MLA's role as the US chapter of IAML on the MLA site. The Committee will talk to MLA members with long-time experience in IAML and the "R projects" and will come up with recommendations by the spring Board meeting. Dougan and McBride

proposed changing the MLA site banner to read, “MLA – the US Branch of IAML.” Cassaro recommended increasing the IAML presence at the annual meeting as well by offering a session on global aspects of music librarianship, possibly supported by the Ratliffe Fund; McBride proposed requesting the Program Committee include a IAML-related session each year. The Planning Committee will research conferences of other IAML chapters to see what international programming they feature; Colby will recommend a IAML or R projects-related session to the 2014 Program Committee.

The Planning Committee would like Board feedback on the status of the eight recommendations in the 2010 Board self-study report, and suggested the Board review each one to determine which have been completed, which to pursue, and which are no longer applicable. McBride suggested the Board handle this during its Sunday meeting in San Jose if there is time; if not, during an online meeting in spring 2013. Of the eight recommendations, Board open meeting practices and guidelines have been implemented; an orientation packet for new Board members was completed; Board position handbooks are in the works; longer terms for board members were considered previously and were sufficiently complicated that they were not implemented; a regular review of MLA’s committees is not in place.

Per the Strategic Plan, the Committee was charged to gather all existing MLA position statements, review them, and post them on the MLA site. The Committee was also charged to identify specific, current advocacy issues for music librarians and libraries. Dougan requested a start date for gathering existing position statements; McBride recommended 2000. The Committee will contact past presidents and certain committee chairs, such as Legislation, to gather existing position statements.

The Planning Committee has held all its meetings online since the spring 2012 Board meeting in Madison. McBride requested feedback on how this has worked; Dougan responded that it would be better to have more than one Planning meeting per Board meeting, and earlier than 1-2 weeks before the Board meeting. Incoming Chair Landstreet agreed, and recommended the Committee have more frequent, shorter meetings to keep momentum going and to allow time for decisions and follow-up. McBride observed that Planning has many initiatives in progress, and wondered if having longer, face-to-face meetings would have allowed the group to complete more of them. Boomhower said that working on issues over time is most effective, but keeping cost cuts in place is crucial. Sampsel suggested monthly meetings, alternating between Board and Planning/Finance Committees, and McBride recommended scheduling meetings far in advance. Dougan said that appointing a Board committee chair to the chair of a task force made it more difficult to keep the central work of the Board going, and that the small size of the Planning Committee—five members—made it challenging to assign work.

The discussion shifted to the format of the spring Board meeting in Madison, specifically what schedule would help the Board committees best coordinate their work. Plans and initiatives coming from Planning may require funding, but developing a budget takes more preparation and time than is available within a single Board meeting. Boomhower suggested Finance and Planning meet in the morning, with the Board meeting in the afternoon to coordinate planning and budget. Landstreet said that Planning often needs feedback from the whole Board, especially in setting planning priorities, which often have fiscal implications. The deadline for budget requests is typically May 1, about 3-4 weeks before the Madison meeting; the Board needs to meet by early June at the latest in order to get dues information to A-R in time for renewals in July. The consensus was that Planning and Finance will continue to meet face-to-face at the spring Board meeting in Madison, and online before other Board meetings.

The Board may try Sampsel’s suggestion of monthly online meetings, alternating each month between the full Board and Planning/Finance Committees. The chairs will schedule the online committee meetings.

The Board scheduled its spring 2013 meeting for May 22-24, in Madison, Wisconsin.

During its Sunday, post-conference session, the Board discussed anecdotal reactions to the 2013 conference, in order to generate meeting-specific questions for the annual conference survey:

- back-to-back sessions in the same room resulted in delays: schedule time for room changes by shortening sessions 5-10 minutes; remind moderators to keep speakers on schedule. Landstreet will discuss the option of shortening sessions with the 2014 Program Chair, and will request he change the program submission form if shorter sessions are adopted
- add a question to the survey regarding the ideal number of plenary sessions during the conference. Eliminating plenaries would eliminate one very large room for the duration of the conference, allowing MLA to meet in a wider range of hotels, and possibly allowing for more diverse programming.

- presenting awards during the banquet was problematic; include a question in the survey on when to present awards
- add a question to the survey on reactions to providing the program in Guidebook. This year, A-R Editions generously paid for the use of Guidebook. In future, MLA would need to budget \$1200-1500 annually to provide the program in Guidebook

Landstreet will draft the new survey questions and send the revised survey to the Board for review.

m. Preservation (Sandi-Jo Malmon)

n. Program (Stephanie Bonjack)

The following vote took place via email on October 26, 2012, between Board meetings: **It was moved by Pamela Bristah and seconded by Mark Scharff that the Board approve the 2013 conference program, as amended.** The motion passed by a majority, with one member absent.

The remainder of the discussion took place in San Jose.

Gerry Szymanski is the 2014 Program Chair for the Atlanta meeting, and the committee has also been named. The chair and committee for the 2015 Denver meeting are yet to be appointed; McBride requested the Board provide suggestions to Colby. Dougan said the selection of Program Chair is critical in order to bring new elements to the conference. Colby will request the Conference and Program Committee Task Force make a recommendation re: new conference elements. The Board recommends at least one session with an international focus, to reflect MLA's status as the US chapter of IAML; other possibilities include unconference sessions [sessions organized by attendees], lightning sessions, and more flexible and timely approaches to programming. Colby will convey the IAML program suggestion to the 2014 Program Chair, and request he add it to the Convention Manual for subsequent conferences.

o. Public Libraries (David King)

p. Public Services (Tom Bickley)

1. Reference and Access Services Subcommittee (Lindsay Hansen)

The following vote took place by email January 14, 2013, between Board meetings: **It was moved by Kirstin Dougan and seconded by Pamela Bristah that the Board approve the survey on ILL from the Reference and Access Services Subcommittee.** The motion passed unanimously.

q. Publications (Phil Vandermeer)

see also Publications Planning Task Force, 14.b

1. In their supplemental report, the Committee proposed a new charge:

The MLA Publications Committee provides general direction for the Association's publications program (both print and electronic), which is currently represented by the quarterly journal *Notes*, three co-published monographic series, the MLA newsletter, the Music Cataloging Bulletin, and the Basic Music Library. Working closely with MLA's co-publisher, A-R Editions, the committee establishes general policies and procedures; provides a forum for the exchange of ideas, problems, and concerns relating to MLA's publications; and, under the direction of the MLA Board, initiates regular strategic planning within the context of an ever-changing publications landscape. The committee does not approve individual publications or make editorial decisions, however, it is available to provide guidance to editors, committees, and chapters.

It was moved by Laurie Sampsel and seconded by Kirstin Dougan to approve the new charge for the Publications Committee, as corrected. The motion passed unanimously.

r. Resource Sharing and 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 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 (Daniel Boomhower)

No report.

b. MPA/MOLA Joint Committee (Andrew Toulas)

c. US RILM Office (Sarah Adams)

11. IAML (Jerry McBride)

As MLA is now the US chapter of IAML, Board members make policy decisions relating to IAML matters, making it highly desirable for Board members to be members of IAML. McBride requested current and incoming Board members join IAML. The Board will likely need to consider making IAML membership a requirement for Board members.

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.

- a. **ALA (Michael Colby)**
See the Vice President's report, 05.
- b. **NISO (Mark McKnight)**
- c. **MOUG (Damian Iseminger)**

13. Old Business

a. **ARL/MLA Diversity Scholarship Publicity Task Force (James Cassaro)**

The task force was 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." Its initial report is presently available as item 13.a at <https://www.dropbox.com/sh/pifdgjvnj6lj50t/-qZauRzghY>; its final report will be available on the Ad Hoc Reports page on the MLA site, <http://www.musiclibraryassoc.org/about.aspx?id=1118>

McBride expressed appreciation for the excellent ideas and proposals in the task force report. The granting agency for the scholarships, the Institute of Museum and Library Services (IMLS), requested the number of partner institutions be expanded; task force member Mark Puente is canvassing broadly to find additional partner schools, and has appointments to speak to Howard University, the University of Texas at San Antonio, and other schools.

The IMLS has granted a one-year extension to award scholarships through FY2014-15. To continue the scholarship program past 2015, MLA could pursue grant funding opportunities with ALA or possibly Mellon, or could offer an ALA Spectrum Scholarship, possibly funded by OCLC. With an ALA Spectrum Scholarship, ALA would take care of all the publicity, marketing, and organizational work; MLA would only have to select the candidate; the ALA scholarship would provide the same support as the IMLS scholarship. Dougan emphasized the importance of the scholarship program to MLA, providing both diversity of membership and an active, visible role for MLA in partnering with other organizations. McBride agreed that it is essential that MLA signal its interest in continuing the scholarship program. Colby observed that targeted fundraising within MLA is generally effective; McBride said since MLA would want to award the scholarship every year, it would eventually require funding from the operating budget, or from a donor who can support it over the long term.

The Board approved the recommendation of the ARL/MLA DII Scholarship Publicity Task Force to pursue funding for an ALA Spectrum Scholarship, to support an ARL/MLA diversity scholar, beginning FY 2015/16. The motion passed unanimously. Colby will notify the incoming Development Officer.

The Board expressed its appreciation to Cassaro for his work on this, and for his accomplishments as Development Officer, with applause.

b. **Digital Audio Proposal Task Force (John Vallier)**

see also 14.c.1, National Recording Preservation Plan Document

The task force was 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 submitted a grant proposal for an IMLS National Leadership Grant for Libraries earlier this year, with the University of Washington as co-principal. The final report of the task force will be available on the Ad Hoc Reports page on the MLA site, <http://www.musiclibraryassoc.org/about.aspx?id=1118>

As an aside, McBride reported that MLA was not able to partner in a grant proposal proposed by the Preservation Committee, the Theatre Library Association, and others, as that proposal is also going to the IMLS. MLA might be involved peripherally if the grant is funded, or if not, could partner in a new proposal in future.

Landstreet asked how the summit will attract major stakeholders in the music industry; Boomhower responded that the industry is very involved with LC's National Recording Preservation Board (NRPB), including rights organizations, representatives from major labels, and others, and that the NRPB is itself very receptive to working with MLA on the summit. The conversation at the summit will not be easy, and the outcome could end up anywhere, but the summit has great potential nonetheless.

The IMLS will notify grant applicants by September 2013. If the grant is funded, MLA will publicize the summit broadly, via MLA-L, the Newsletter, and other venues.

c. Web Site Services Implementation Task Force (Michael Rogan)

see also 14.i., YourMembership.com Contract

The task force was charged "To recommend a company to partner with MLA with the goal of providing a website with the greatest potential to meet the information technology needs of MLA now and in the future, at a cost that is affordable." Its initial report is presently available as item 13.c at <https://www.dropbox.com/sh/pifdgjvnj6lj50t/-qZauRzghY>; its final report will be available on the Ad Hoc Reports page on the MLA site, <http://www.musiclibraryassoc.org/about.aspx?id=1118>

Rogan reported that the task force focused on two areas, content management systems and association management software. No single product handled both functions well. The report outlined five options for MLA without making a recommendation, stating that ultimately the Board's strategic vision should determine what solution is best for MLA. The question is whether MLA should emphasize content creation or membership management, or try to do both.

Rogan described three possible futures for MLA, and a technological approach for each:

1) the membership is projected to decline to a small group of experts in 10-15 years, with a great deal of content to share with the larger community, but not much need for membership management; moving to a content system such as Kentico would be appropriate.

2) MLA opts to monetize its expertise via webinars, subscriptions, and other products, requiring membership management; adding to Kentico a product such as YourMembership.com would then be appropriate, but would also be expensive combination. Using YourMembership.com alone, in its current iteration, would not provide a friendly or sophisticated user-interface for content management. But, YourManagement.com is the best product currently available for membership management. All upgrades and new features are provided at no additional cost, but interfaces with other systems, such as QuickBooks and WordPress, cost extra.

3) if MLA wants to keep and move all of its 1,300 MLA site pages, the task force would recommend staying with Ektron. This would require an upgrade to the current version of Ektron, but migration would be relatively simple and quick, and the upgrade would be less expensive than moving to Kentico. However, Ektron has no member management functions. It is possible that YourMembership.com may add better content software in future, allowing MLA to migrate its content later. If MLA does not move all 1,300 pages, deciding which pages to move and managing the migration will require considerable planning, effort, and time.

Kentico would offer easier interface and more administrative accounts; Ektron has improved its interface and content editor, but is still not as easy to use as Kentico. Ektron may become more difficult to use in future, as they are moving away from serving organizations like MLA.

Each product has its own time frame: migrating to Ektron would take the least amount of time, but would offer few administrative accounts to create and manage content; moving the membership database to YourMembership.com, with the migration managed by A-R to provide continuity of service, would probably take three months; moving to Kentico, with setup assistance from iMedia, and with a great deal of MLA leadership and time to rebuild the MLA site, would take about six months per iMedia; Michelle Oswell says longer. The new Web Manager and Web Committee would need to be heavily involved.

MLA could retain iMedia as its hosting service, as they have worked well to date. Staying with Ektron would almost certainly mean staying with iMedia; moving to Kentico would allow other companies to host content if we chose.

A-R's opinion is that, of membership management products, YourMembership.com aligns most closely with MLA's current needs, although even it does not provide for all of them. MLA will need to see how much customization it really needs, and how much it wants to pay for. With YourManagement.com,

A-R may be able to reduce fees to MLA, depending on who troubleshoots for members. Rogan informed the Board that MLA is not going to save money in making these transitions, and that cost-savings can't be a goal.

Boomhower asked what role the Web Manager should have in these decisions, or whether making a decision and then hiring a manager was the right sequence; Rogan asked in return whether the Board was comfortable turning over a strategic decision to the person who would also implement it, or whether the Board preferred to set a strategic direction and then hire the right person to implement it.

Boomhower said that migration costs will have to be a capital expenditure, not paid from the operations budget, and that moving more responsibilities to those in the administrative structure while reducing honoraria is problematic. If MLA wants a dynamic site, it will be expensive and time-consuming to migrate and maintain.

Cary proposed going with YourMembership.com, which comes with tools MLA groups have wanted—blogs, wikis, and others—and see how it works with the MLA site. After six months, determine whether to remain with Ektron, with the required upgrade, or switch to Kentico. Although Cary and other Board members had serious concerns about the potential cost of this plan, there was agreement that it could provide the time to determine which of MLA's 1,300 pages to migrate. Rogan said retaining Ektron over the next six months may necessitate resumption of a maintenance contract with Ektron, at additional cost. He also said it may be possible to migrate content incrementally.

Since MLA runs its own domain, Cary asked whether it's possible to point the subdomain www.musiclibraryassoc.org to the Ektron server, and the subdomain members.musiclibraryassoc.org to YourMembership.com, to possibly avoid additional charges. Rogan checked with YourMembership.com's sales representative during the conference and notified Cary, who subsequently confirmed that it is technologically possible to point subdomains as he suggested, but it is not certain that it would save money.

McBride observed that Stanford's migration of WordPress content to Drupal took a year, with the help of an outside company, and that MLA's migration will take a huge amount of time and effort, from volunteers. Boomhower said that even with an incremental approach, MLA might need to budget for both transitions in one fiscal year. Cary thought moving both web content and membership information to YourMembership.com could work; Rogan responded that the content interface is poor enough that MLA groups might choose not to use it.

Rogan said that MLA has two competing ways forward, and that the technology we choose must be guided by the direction we want to take:

1) if MLA shrinks to a smaller group of active members, what tools does MLA need to provide them? If their role is provide expertise on issues in music librarianship such as copyright, cataloging, and other topics, MLA's role is provide web content tools and a common site. A small, focused organization and site creates an emphasis on consistency and quality control.

2) if MLA decides to develop a larger community, with a core of experts and a significant number of members who are interested in that expertise on an as-needed basis—members who have music librarianship as part, not all, of their responsibilities—MLA would need to reorganize completely, providing varying levels of membership and tying those levels to access to specific levels of information. If that is MLA's strategic direction, MLA must commit thoroughly to providing and managing technology, and to manage all parts of the organization so that it can move in a focused direction. For example, all chapter members would need to be included in MLA's membership database, so MLA knows who is doing what and where, across the board.

Boomhower raised three questions: how quickly do we want to implement? how does the Web Manager fit into the plans? and how much will implementation cost? McBride raised questions about adopting proprietary systems such as Kentico and YourManagement.com, and asked, if MLA implemented the latter, whether we could handle the less sophisticated parts of the site with open source software; Rogan responded that MLA would have to hire expertise from iMedia or another company to manage code and data, which require constant upkeep.

McBride observed that a major factor in making a decision is how, and with whom, MLA will manage the transition. How much can MLA bite off and not choke? MLA could implement a phased approach: adopt YourMembership.com now; have the new Web Manager and Web Committee work on issues of migrating content to Kentico; and use that time to widely publicize and promote the use of MLA platforms by all membership constituencies. This would spread transition costs over two budget years; migration fees would come from the MLA Fund, but all ongoing, annual costs would have to be paid from

the operating budget, as of FY 2013-14. There is about \$2,800 left in current fiscal year funds for web design and development that could be used for YourMembership.com migration costs.

Dougan asked, rather than making a decision based on logistics and money, what's the first thing MLA wants to offer, or fix? what is the strategic direction? how important it is to fix the site? does the membership want this, or do they want to continue to use GoogleDocs, WordPress, and other tools? Rogan responded that the danger to the association of members coming up with their own solutions is that the content may not carry over when responsibility changes hands.

To successfully bring the membership to adopt the new products and to avoid the appearance of a top-down, imposed system, Rogan suggested using the new software to support community, by providing each entity within MLA-- committees, chapters, editorial groups, and others—its own listserv, site, workspaces, wikis, and other tools. The new Web Manager needs to be more of a leader than a technologist—a politician with a good grasp of how new tools can strengthen the association, someone who can persuade and move people.

Board consensus was that YourMembership.com is a good fit for MLA's needs. Cary will check organizations that use YourMembership.com for web content to see if they've found workable solutions. The new Web Manager and Web Committee will need time to make plans for migration of key MLA content, working with MLA constituencies to identify that content. iMedia can continue to host MLA's site content while planning is in progress. McBride said that it is very unlikely that YourMembership.com would be a successful solution for web content; new tools must work better than the tools MLA entities are using now, or they will not migrate.

It was moved by Daniel Boomhower and seconded by Laurie Sampsel to pursue a contract with YourMembership.com, pending final review by the Administrative Officers, Web Manager, and Board. Cary will immediately request a contract from YourMembership.com. The motion passed unanimously.

It was moved by Daniel Boomhower and seconded by Steve Landstreet to charge the Web Manager and Web Committee to assess content management software, based on the Web Site Services Implementation Task Force report, and to make a recommendation by the fall 2013 Board meeting for an alternative to the current version of Ektron. The Board will authorize payment once a contract is successfully negotiated, with the intent to pay migration costs from outside the operating budget and ongoing costs from within the operating budget. The motion passed unanimously. Colby and Cary will notify and discuss the charge with new Web Manager Verletta Kern.

At the post-conference Board meeting on Sunday, McBride summarized MLA's options with respect to web content: 1) stay with Ektron, and pay upgrade fees; 2) move to Kentico, at much higher migration cost; 3) least likely, move to an open source system, which requires significant technological expertise to build and maintain, near-constant attention, and a correspondingly large budget; 4) move web content into YourMembership.com; if the interface is workable, this could be the lowest-cost option. Cary and Colby will outline these four options for the Web Manager and Committee.

Scharff said the Board will need to define the association's strategic direction to provide a framework for the Committee's recommendations. Cary said that Kern requested advice on members for the Web Committee; McBride suggested drawing members from the Web Advisory Group, and Colby will work with her on staffing the committee.

d. Web Manager and Web Committee

The following vote took place via email on November 4-5, 2012, between Board meetings: **It was moved by Pamela Bristah and seconded by Kirstin Dougan that the Board approve the Web Committee Charge, Web Manager job description, and establishing a search committee for the Web Manager position, to submit a recommendation by the San Jose meeting.** The motion passed unanimously.

14. New Business

a. Conference and Program Committee Task Force (Amanda Maple)

The task force requested an extension on the February deadline for its report; the deadline was extended until April 2013.

b. Publications Planning Task Force (Phil Vandermeer)

see also Publications Committee, 09.q.1

The task force was charged "To create a draft strategic plan for the MLA publications program for review by the Publications Committee and subsequent approval by the Board in a multi-phase process

beginning with the first phase to review the MLA monographic series and the structure of the Publications Committee, itself.”

The task force completed Phase I, reviewing the structure of the Publications Committee and proposing a new charge, and reviewing MLA’s monographic series and proposing a set of strategic directions. Its initial report is presently available as item 14.b at <https://www.dropbox.com/sh/pifdgjvnj6lj50t/-qZauRzghY> ; its final report will be available on the Ad Hoc Reports page on the MLA site, <http://www.musiclibraryassoc.org/about.aspx?id=1118>

The task force recommended it be dissolved, with its work to be continued by the Publications Committee. Board reaction was positive re: the proposed strategic directions for the monographic series:

1. Bring a focus to the three monographic series, clearly delineating their individual purposes and redefining their common purpose within the context of the MLA Strategic Plan.
2. Increase the number of publications and regularize the timeline for the publication and marketing of new publications, both as a revenue enhancer for MLA and A-R Editions, and for the stated educational and outreach purposes for the field of music librarianship.
3. Develop a generalized long-range scheme for the creation of new e-publications.

The Board sees a need for A-R Editions to evolve along with MLA in order to publish e-books. Sampsel wanted to see recommendations that the Publications Committee be involved in marketing and author contracts; Boomhower responded that A-R has worked with marketing research firms, which invariably describe the market that A-R is already reaching, and added that developing new sales constituencies is a goal in the task force plan. McBride wants the committee to address the identity of the Technical Report series, possibly giving it a new focus, combining it with another series, or creating a new series.

It was moved by Laurie Sampsel and seconded by Daniel Boomhower to approve the strategic directions for the monographic series laid out in the Publications Planning Task Force report. The motion passed unanimously.

It was moved by Mark Scharff and seconded by Daniel Boomhower to approve the request of the Task Force to transfer the charge of the Publications Planning Task Force to the Publications Committee, and to disband the Task Force. The motion passed unanimously.

c. National Recording Preservation Plan (Jim Farrington)

1. National Recording Preservation Plan Document

see also 13.b, Digital Audio Proposal Task Force

LC’s National Recording Preservation Board (NRPB) issued a National Recording Preservation Plan in December 2012. The NRPB is looking for organizations to implement recommendations in the plan, under their coordination, and needs a letter from the MLA President expressing support, and identifying which recommendations MLA will take on.

Farrington, Phil Vandermeer, Brenda Nelson-Strauss, and other MLA members identified four recommendations for which MLA could take responsibility, and one, recommendation 3.11, that could be taken on jointly by MLA and ARSC:

- Recommendation 3.3: Establishment of Best Practices for Audio Cataloging
- Recommendation 3.7: Licensing Agreements for Streaming
- Recommendation 3.11: Devise a code of best practices in fair use for sound recordings that libraries and archives can adapt and utilize.
- Recommendation 4.3: A Coordinated National Collections Policy
- Recommendation 4.4: Preservation of Twenty-First Century Recordings

McBride observed that the recommendations 3.7 and 4.4 relate to the digital audio summit grant proposal put forward by MLA and the University of Washington (see 13.b). Boomhower spoke to BCC Chair Beth Iseminger regarding the audio cataloging proposal. She will discuss it with the BCC, as they need to determine where it would fit into the BCC committee structure, and how to relate this work to that of OLAC and ARSC, which share concerns on best practices in audio cataloging.

It was moved by Daniel Boomhower and seconded by Kirstin Dougan that the Music Library Association endorses the goals of the Library of Congress National Recording Preservation Plan, published December 2012. In support of this endorsement, MLA will identify plan recommendations for which MLA will take responsibility, and will notify the National Recording Preservation Board no later than May 1, 2013. MLA will take a leadership role on plan recommendations in areas in which MLA is already working, as well as initiatives new to MLA.

The Board discussed the pros and cons of specific recommendations, who would do the work with what resources, and whether MLA can endorse the plan now without committing resources to specific recommendations. Boomhower said that MLA could convey its commitment to the plan, along with an indication that it will plan to identify resources for specific goals.

McBride said that MLA should not miss the chance to be part of this national effort, especially as MLA is already engaged in certain areas:

- relating to recommendations 3.7 and 4.3, the proposed digital audio summit will address ownership of digital recordings, going well beyond licensing for streaming
- the Board just established a task force to create a best practices document on fair use of music materials, including audio recordings

The NRPB needs to know now that MLA is working in these areas, so they don't assign these recommendations to another organization. Next steps:

- as soon as possible, Colby will notify Pat Loughney at the Library of Congress that MLA will adopt five plan recommendations at minimum, including some that are already in progress
 - Colby will request a formal response from the BCC regarding recommendation 3.3
 - Colby will request the MLA committees for Legislation, Preservation, Resource Sharing and Collection Development, and possibly Education, to make recommendations for MLA involvement by May 1, 2013, and preferably sooner, for Board consideration
- The motion passed unanimously, with a friendly amendment.

d. Bibliographic Control Committee Task Force (Beth Iseminger)

The task force was charged "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." Its initial report is presently available as item 14.d at <https://www.dropbox.com/sh/pifdgjvnj6lj50t/-qZauRzghY> ; its final report will be available on the Ad Hoc Reports page on the MLA site, <http://www.musiclibraryassoc.org/about.aspx?id=1118>

Colby praised the report, and asked whether its recommendations would provide cost savings; Iseminger responded that the current five subcommittees would become three, that the BCC has already reduced their meeting footprint at MLA conferences, and that if all recommendations were accepted there would be one fewer liaison sent to ALA (three subcommittee chairs and the BCC chair).

It was moved by Steve Landstreet and seconded by Daniel Boomhower to accept the BCC Task Force recommendation to pursue official liaison roles to external groups BCC currently has no official relationship with. The groups include the Program for Cooperative Cataloging (PCC), the Music OCLC Users Group (MOUG), the IAML Cataloguing Commission, and ACRL Rare Books and Manuscripts Section (RBMS). If the recommendations to dissolve and merge subcommittees are adopted, there will be no additional cost to MLA.

- Iseminger will contact the PCC to see if they are interested in subject liaisons.
- Cary, McRae, and McBride suggested the BCC consider appointing the existing MLA liaison to MOUG as an ex officio member of the BCC, if the MOUG Board agrees; Iseminger responded that a separate BCC-MOUG liaison would provide better communication; she also clarified that no travel or costs would be involved. McBride recommended having a BCC liaison to MOUG, or an MLA liaison to MOUG who also liaises with the BCC, but not two liaisons. Scharff suggested the BCC and MOUG consider reversing the liaison, with MOUG providing a liaison to the BCC.
- The liaison to IAML and RBMS would be the BCC Chair, who would liaise with the IAML and RBMS Chairs, with no travel or costs involved.

The motion passed unanimously.

It was moved by Mark Scharff and seconded by Laurie Sampsel to accept the BCC Task Force recommendation to improve communications between BCC and other related MLA committees/subcommittees. The BCC would like to use a wiki or similar tool to improve communications; McBride requested the BCC specify what exact tools it needs; Iseminger will discuss with the BCC. The motion passed unanimously.

It was moved by Daniel Boomhower and seconded by Laurie Sampsel to accept the BCC Task Force recommendations to maintain existing BCC liaisons to three ALA policy-making cataloging groups, and to support travel of the BCC chair as liaison to other groups that meet at ALA, as necessary and beneficial to MLA. As laid out in the BCC Task Force report, the number of BCC liaisons dedicated to specific ALA policy-making groups would drop from five to three. Sending the BCC

Chair to ALA to liaise with other groups would result in MLA sending four BCC members to ALA in future, vs. the present five. The motion passed unanimously.

It was moved by Paula Hickner and seconded by Daniel Boomhower to charge the BCC to explore a phase-out plan for the Authorities Subcommittee, including how to distribute current members of the Authorities and Descriptive Cataloging subcommittees into other portions of the BCC structure. With implementation of RDA, the work of the Authorities Subcommittee and the Descriptive Cataloging Subcommittee will increasingly overlap. The Authorities Subcommittee would remain in place for one more year, as they have approximately one year's work on major changes to the authority file. The motion passed unanimously.

It was moved by Laurie Sampsel and seconded by Kirstin Dougan to charge the BCC to explore a phase-out plan for the MARC Formats Subcommittee, including how to distribute current members of the MARC Formats and Metadata Subcommittees to other portions of BCC structure to best utilize knowledge, skills and abilities of the members. The motion passed unanimously.

The task force recommended referring their proposal to consider moving the NACO Music Project from MOUG to MLA, to the BCC and MOUG for more exploration. **It was moved by Kirstin Dougan and seconded by Laurie Sampsel to charge the BCC to explore, with MOUG, the possibilities and issues of moving the NACO Music Project from MOUG to MLA.** Boomhower and Scharff suggested the BCC Chair or other representative approach MOUG. The location of the NACO Music Project within the MLA administrative structure would need to be determined. Scharff said taking on NACO should not involve costs to MLA, as meetings can be held online. The motion was passed by a majority, with one abstention.

The task force is disbanded.

e. Search Committee Reports

It was moved by Daniel Boomhower and seconded by Steve Landstreet to move into executive session. The motion passed unanimously. The Board moved into executive session to discuss personnel appointments.

1. Archivist (Liza Vick)

It was moved by Pamela Bristah and seconded by Steve Landstreet to accept the Search Committee's recommendation for Archivist. The motion passed unanimously.

2. Development Officer (Bonna Boettcher)

It was moved by Daniel Boomhower and seconded by Mark Scharff to accept the Search Committee's recommendation for Development Officer. The motion passed unanimously.

3. Web Manager (David Gilbert)

It was moved by Pamela Bristah and seconded by Daniel Boomhower to accept the Search Committee's recommendation for Web Manager. The motion passed unanimously.

It was moved by Daniel Boomhower and seconded by Kirstin Dougan to move out of executive session. The motion passed unanimously.

f. Diversity in MLA (Steve Landstreet)

Landstreet was charged to gather and summarize diversity issues in MLA, and presented three recommendations from a *Notes* article by Mark Puente and Susannah Cleveland. McBride said these recommendations should be in the forefront of MLA planning; Landstreet confirmed the Planning Committee will use the diversity recommendations to inform planning. Scharff suggested encouraging chapters to adopt one of the goals at the chapter level: to provide scholarship opportunities for chapter membership and attending chapter meetings to minority MLIS or music students; Landstreet will contact chapters.

g. Special Officers and Editors Honoraria Task Force (Kirstin Dougan)

The task force was charged "To review all existing and proposed special officer positions in light of the MLA Strategic Plan 2011 and to recommend a policy for honoraria for special officers, editors, and other positions in MLA." Its report is presently available as item 14.g at <https://www.dropbox.com/sh/pifdgjvnj6lj50t/-qZauRzghY> ; and will be available on the Ad Hoc Reports page on the MLA site, <http://www.musiclibraryassoc.org/about.aspx?id=1118>

McBride said, after long deliberation, he decided to make this a task force of the Board because Board members had a full understanding of the finances of the association; because the goal was to have an honoraria policy in place before setting the FY2013-14 budget at the Board's spring meeting, making non-Board members fully conversant with MLA's financial situation would have taken more time than was available. The other reason to appoint Board members to the task force was that a previous task force on

honoraria reduced honoraria only temporarily, requiring cuts eventually be restored; McBride thought that it is mainly the Board's responsibility to set policy on honoraria

There are questions as to whether making the recommended cuts will jeopardize the quality of *Notes* and the activities of the association, and whether MLA will be able to get qualified members to work if they do not receive honoraria. The other major question is MLA's budgetary situation. As of this meeting, it appears that membership may decrease by 100 members this fiscal year, with a corresponding \$10,000 loss in income. Raising dues by \$10 for FY2013-14 would recoup the loss, but could result in fewer renewals. MLA is allowed to use \$25,000+ per year from the MLA Fund to subsidize the operating budget, but doing so every year would reduce the endowment and weaken the association.

Dougan, as task force chair, received comments that the report's data on honoraria awarded by organizations similar to MLA was inaccurate and incomplete. Like the previous honoraria task force, this task force found that MLA awards significantly more in honoraria than other organizations of similar size and scope. Dougan said the data came directly from the other organizations, and that the task force reported all the data they received, not picking or choosing which to report. The other major criticism was that editors should have been considered separately and differently than special officers. The charge of the task force was to consider them together; the Board may want to consider examining them separately. The task force report did not address implementation in any way; implementation is yet to be determined.

Sampsel asked how much money the recommendations would save; Dougan replied she didn't have an answer, because the task force was not charged to save MLA money; there was no monetary target for cuts. It was charged to establish a policy for honoraria as MLA has no policy, only past practice. Boomhower determined that following the recommendations in the report would save approximately \$30,000.

Cary asked how the Strategic Plan entered into task force deliberations, for example what roles special officers play in implementing the Strategic Plan; Dougan responded that the task force considered critical function, part of the Strategic Plan, in determining whether a position should come with an honorarium, and Colby said the task force considered plan goals for capital investment in technology and for increasing membership.

Sampsel heard two threads from member comments: that special officers and editors took their positions with the understanding that they would include honoraria; and that if honoraria were cut, other forms of compensation—gratis membership, for example—would help. Bonjack said, given that current incumbents took on their positions with honoraria as part of the package, a phased implementation of cuts might work. She suggested retaining honoraria for the duration of incumbents' terms, and phasing out honoraria for new incumbents, adding that there would be applicants for positions without honoraria.

Colby does not want to lead an organization perceived as disrespecting esteemed members, and agreed that phased implementation might be a way forward. There were five incumbents who reacted negatively to the recommendations, with the majority of incumbents accepting to supportive.

Two years ago, MLA was paying \$58,400 in honoraria; this year, the amount is \$35,500. One question is whether this money is being spent strategically; does it move MLA forward in accordance with the Strategic Plan? What do MLA's small honoraria mean to recipients?

Other questions: are the recommendations valid from a budgetary standpoint? what are the alternatives to cutting honoraria? if we don't do this, what do we do? These last two questions will require answers in May, when the next year's budget is set.

The Board has three options regarding the recommendations of the task force: to accept them and to develop an implementation plan; to amend them to provide a small honorarium to all incumbents; to revisit the issues. The task force charge was to develop a policy, and in an ideal world, MLA would have a policy on honoraria so that the budgeting process is less perilous and damaging; but, the Board could take the task force report simply as a budgeting study.

MLA has two discretionary expense areas with significant funding, honoraria and support for MLA travel. The task force made what it considered a strategic decision to retain funding for MLA travel, as it provides the only means for MLA members to do the work of the association at ALA, Board meetings, and other venues. The other discretionary area is use of the MLA Fund to subsidize the operating budget. But, this presents the very problematic dilemma of spending down our endowment vs. making painful cuts in the operations of our association. The current choice is between preserving the long-term health of the association and MLA'S ability to make capital investments in infrastructure, such as our web site.

The only other place in the budget to find \$30,000 in savings would be to cut the business office, a solution that would also inflict damage on MLA's ability to operate. MLA has lost 600 institutional

members over the past ten years, losing \$60,000 in income annually, a loss not offset by online royalties. Is there a way to solve the political problems created by the task force report recommendations? Can MLA delay, taking this year to talk about the issues, with a town meeting in Atlanta, but possibly end up only where we are now? Or, should we add an implementation plan to the report and provide a small honorarium to each incumbent?

Observer Michael Rogan requested permission to speak: from an outside perspective, people are already offended. What's needed is to change the conversation, and giving incumbents less money isn't going to do that. One problem is that MLA doesn't have a policy on what honoraria are supposed to do for the association and what honoraria represent. A larger issue has to do with fiscal responsibility, and ensuring the future of the organization. This is the opportunity to make sure the latter message is more clearly sent out, with a certain amount of alarm, to the membership as a whole. This year's projected \$10,000 loss in income due to loss of members will be understood by everyone; everyone will understand that MLA can not go on spending at the same level, regardless what we are spending money on, because we don't have the same amount of money. Everyone will have a different solution, and having the conversation in a larger community, such as a town hall, will be difficult. But framing the conversation to elicit a community solution that people can embrace and participate in, and trying to send the message that this is about sustaining and perpetuating, not about devaluing the work of individuals, may change the conversation.

Cassaro and McBride agreed that it would have helped if the membership knew more about MLA's financial situation, and that it is essential to have very open, frank communication and conversations about this, through as many outlets—the newsletter, email, face-to-face meetings—as possible. Colby said it would have helped to poll current and former editors and special officers, asking if they would have applied if there were no honoraria, or if honoraria were cut; part of the hard feelings arose from not consulting current incumbents.

Bonjack asked how a phased approach would help financially, with new incumbents receiving reduced or no honoraria. McBride responded that this would take two-five years, prolonging the discussion and possibly the hard feelings. Duffy said, speaking as an MLA member and not as an incoming Board member, it's important that the Board demonstrate good faith in honoring existing commitments, and that new incumbents, if the volunteer nature of the position were clearly explained, would likely be able to accept it without hard feelings. Boomhower responded, that had MLA kept its word, it would still be spending \$58,400 per year for honoraria, and that whether we accept the report recommendations or not, the Board must set a budget in two months for FY2013-14. Bristah said the compromise of a phased approach may be the best option of an imperfect set of options. The practicality, per Cary, is that honoraria are set for the fiscal year while the appointment year runs on a different calendar, so there is no way to avoid some disruption mid-term. But, one approach would be to phase in cuts year by year, rather than by appointment.

At the Board's Sunday meeting, post-conference, **It was moved by Michael Colby and seconded by Mark Scharff that the Board accept the report of the Special Officers and Editors Honoraria Task Force without plans to immediately implement the its recommendations. The Board will utilize the information in the report to inform budgets in the near future and upcoming officer and editor appointments.**

In continued discussion at the Board's post-conference meeting on Sunday, Boomhower said that the way in which the task force communicated its report compounded the issues, but the issue remains that MLA lacks an overall policy for honoraria; that past increases and recent cuts have both been ad hoc decisions; and that to create a strategic budget, MLA needs an honoraria policy that is aligned with the Strategic Plan.

Dougan said that MLA pays travel expenses for special officers, in addition to their honoraria. McBride said that some officers instead use their honoraria to cover travel. In this and future year's requests for budget proposals, Hickner and future Fiscal Officers will add a reminder to include travel expenses in budget requests; the Board may or may not grant them, but can't grant requests it doesn't receive.

Dougan again raised the issue of whether the task force should have considered editors separately, noting that other organizations that award honoraria tend to award them to editors. Boomhower and Scharff suggested creating a new task force to create a policy, a group that would include general members, those who've received honoraria in the recent past, and possibly younger members; Colby suggested informing the membership about MLA's financial situation and budget via a town hall meeting, the newsletter, and

other forums; Blair recommended consulting stakeholders to help solve the problem, requesting they provide cost-cutting suggestions; McRae passed on a member suggestion to look at other savings, such as using a non-profit management company.

Having submitted its report, the task force is disbanded. Board consensus was to create a follow-up task force to review the report of the original task force and to create a policy for honoraria, reporting by the fall 2013 Board meeting. For this year's budget meeting, MLA is faced with a possible \$10,000 loss of income from members who didn't renew this year; must project income loss from membership decline next fiscal year, possibly another \$10,000; and needs to budget additional funds for the new, ongoing costs of improving MLA's web services. McBride asked if MLA could cut \$10,000 from honoraria while the second task force works out a policy; Boomhower responded that both options-- following the task force recommendations, or not following them and having to make painful cuts to the FY2013-14 budget, with no honoraria policy—are detrimental to the association; the option we're left is to create a deficit budget and take money from the MLA Fund.

The motion to accept the task force report passed unanimously.

It was moved by Daniel Boomhower and seconded by Kirstin Dougan to constitute a new task force of Board members and MLA members to further examine the report of the Special Officers and Editors Honoraria Task Force regarding honoraria for special officers and editors, to recommend a policy for honoraria, and to submit its report by the fall 2013 Board meeting.

Cary noted that the work of the task force will likely be affected by MLA's FY2013-14 budget, which must be set at the Board's spring meeting in May.

The follow-up task force should be constituted immediately, and be composed of Board members and general members, including past honoraria recipients, both editors and special officers, possibly general members who are non-recipients, and possibly younger members of MLA. The task force will review the report of the original task force by the fall 2013 Board meeting and recommend a policy for honoraria that is fully informed by MLA's finances. The report will be available for member input via MLA-L and an open forum in Atlanta, with an honoraria policy in place by the spring 2014 budget meeting. Colby will write the task force charge, appoint members in consultation with the Board as quickly as possible, and will request the 2014 Program Chair schedule a town hall meeting.

The motion passed unanimously.

h. Educational Outreach Program Subcommittee RDA Webinar Proposal (David King)

The subcommittee presented a draft proposal for an RDA Webinar, with the full details on budget, (both costs and income), plans for marketing and publicity, and a summary outline of webinar content yet to come. The proposal requested guidance on programming for processing webinar registration payments; Dougan recommended the subcommittee be apprised of what programming services are available from A-R; Cary and/or A-R will work with King and /or incoming Subcommittee Chair Grover Baker regarding the processing of payments. Bonjack noted that ALA already has a pre-conference infrastructure and a webinar structure that MLA could use for its RDA content; Bonjack will discuss this with the subcommittee.

It was moved by Daniel Boomhower and seconded by Kirstin Dougan to encourage the Educational Outreach Program Subcommittee to provide a full proposal, with all budget details worked out, by the spring 2013 budget proposal deadline, and to revisit the use of AdobeConnect. The motion passed unanimously. McBride will notify King and/or incoming chair Grover Baker.

i. YourMembership.com Contract

see also 13.c, Web Site Services Implementation Task Force

In preparation for implementing YourMembership.com, Cary went over the software package during the conference with the just-appointed Web Manager, Verletta Kern, and Pat Wall of A-R Editions, to make preliminary plans as to workflow and responsibilities.

The Board received a contract for YourMembership.com during the conference. Cary, Colby, and McBride will review the YourMembership.com contract and determine exact costs; the vote on the contract will happen as an emergency action or online Board vote in March, before the March 31, 2013 deadline. Cary itemized significant terms in the contract:

- the site setup fee is waived
- the annual fee for hosting and management services is \$6,495 if paid annually; if paid in monthly installments, it costs \$600/month, or \$7,200/year
- the transfer of member data is included in the waived setup fee

- the transfer of transaction data—renewals, registrations, purchases, etc. for the past 10 years—will cost up to \$1,500. This could wait until next fiscal year, since the initial emphasis will be on getting renewal functions up and running
- the QuickBooks add-on costs \$600
- the optional GoLive package, wherein YM.com handles setup, is \$1,500

The total could come to \$8,500, if the transaction data transfer is delayed until next fiscal year.

Cary and McBride suggested paying fees monthly until July 1, and switch to discounted annual payments then.

The other issue, per Cary, is to set up member types so as to clarify discrepancies between MLA and IAML member types, and to add revised MLA member types. Board consensus was to use the member types on the books now, and adjust later as needed.

15. Future Meetings and Adjournment

The Board scheduled online meetings for 2:00 – 3:30pm EDT on April 9 and April 30, 2013, and its spring meeting at A-R Editions in Middletown, Wisconsin for May 22-24, 2013. The Board will decide this spring where to meet in fall 2013.

The Board expressed effusive thanks to President Jerry McBride for his critical work to advance the interests of the association in difficult times, warm appreciation to departing members Daniel Boomhower, Kirstin Dougan, and Laurie Sampsel, a hearty welcome to new members, and best wishes to incoming President Michael Colby.

It was moved by Steve Landstreet and seconded by Mark Scharff to adjourn the meeting at 12:08pm. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board

- 1. To remove references from an Administrative Handbook index from the Administrative Handbook. (03).**
- 2. Continue working with HelmsBriscoe for the 2016 meeting. (08.b)**
- 3. Proceeds from the Silent Auction will first cover the costs of the auction tables; any remaining proceeds will be considered unrestricted. (09.g)**
- 4. For conference exhibitor registrations, if a cancellation is received prior to the published cut-off date for receiving reservations, or prior to the date MLA becomes contractually obligated to pay for the table(s), whichever is earlier, there is no cancellation fee. If a cancellation is received after the published cut-off date for receiving reservations, or after the date MLA becomes contractually obligated to pay for the table(s), whichever is earlier, the cancellation is subject to a cancellation fee of twenty-five per cent (25T) of the fee per table. This remains in effect up to 30 days before the opening reception, at which point there will be no refund. (09.g)**
- 5. Persons registered as Accompanying Persons are eligible to attend all events at the Annual Meeting. (09.g)**
- 6. The Accompanying Person conference registration rate is available to non-MLA members only. (09.g)**
- 7. To delete all references to travel companions throughout the MLA handbooks. (09.g)**
- 8. The mailing rate for all mailing lists will be twenty cents per name with a \$200.00 minimum. (09.g)**
- 9. The Assistant Planning Officer will be the recipient of roundtable renewal letters, who will then provide a report to the President for approval. (09.l)**
- 10. To retain the existing fiscal year time period and early August deadline for Annual Reports. (09.l)**
- 11. To approve a new charge for the Publications Committee. (09.q)**
- 12. To approve strategic directions for the monographic series. (09.q)**
- 13. To pursue funding for an ALA Spectrum Scholarship, to support an ARL/MLA diversity scholar, beginning FY 2015/16. (13.a)**
- 14. To pursue a contract with YourMembership.com. (13.c)**
- 15. To endorse the goals of the Library of Congress National Recording Preservation Plan, published December 2012, and take a leadership role on plan recommendations in areas in which MLA is already working, as well as initiatives new to MLA. (14.c.1)**
- 16. The BCC will pursue official liaison roles to external groups BCC currently has no official relationship with: PCC, MOUG, IAML Cataloguing Commission, and ACRL Rare Books and Manuscripts Section. (14.d)**
- 17. To maintain existing BCC liaisons to three ALA policy-making cataloging groups and to support travel of the BCC chair as liaison to other groups that meet at ALA, as necessary and beneficial to MLA. (14.d)**