

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the
Board of Directors
Online Meeting, December 8, 2014

Monday, December 8, 2014 2:07 pm – 2:42 pm EST

Present: Stephanie Bonjack, Paul Cary, Michael Colby (presiding), Mike Duffy (audio only), Paula Hickner, Damian Iseminger, Rick McRae, Tracey Rudnick, Michael Rogan, John Shepard, Lisa Shiota (recording)

The meeting was called to order by President Michael Colby at 2:07 pm.

1. Adoption of agenda

It was moved by Michael Rogan, and seconded by Tracey Rudnick, to approve the agenda. There was a typographical error on the 4th item on the agenda, which was corrected. The motion passed unanimously.

2. Approve online October 29, 2014 minutes

It was moved by Rick McRae, and seconded by Michael Rogan, that the minutes of the Board meeting held online on October 29, 2014 be approved as amended. The motion passed unanimously.

3. Approve Diversity Scholarship proposal

MLA's current Diversity and Inclusion Initiative has been funded by an Institute of Museum and Library Services (IMLS) grant, with the assistance of the Association of Research Libraries (ARL). This grant is soon to end in 2015; Mark Puente of ARL is considering asking IMLS for a one-year extension. MLA Diversity Committee chair Jon Saucedo and Development Officer Susannah Cleveland have drafted a proposal for an MLA Diversity Scholarship.

It was moved by Rick McRae, and seconded by Damian Iseminger, that the MLA Diversity Scholarship be established. The motion passed unanimously.

4. Approve recommendation of Finance Committee to allocate \$12,500 from surplus to the Diversity Scholarship

The Finance Committee recommended allocating \$12,500 of the association's FY 2013-2014 budget surplus order to seed the Diversity Scholarship. Per the proposal in section 3 above, the remainder of the scholarship fund would be collected first by individual members who expressed interest in its support and grant foundations, and then through the solicitation of the general membership.

The Board emphatically expressed support for the scholarship, and it was asked whether more money could be given. The proposal was designed to allow interested members to contribute to the fund, so at a later date, the Board could discuss donating more.

It was moved by Michael Rogan, and seconded by Mike Duffy, to approve the recommendation of

Finance Committee to allocate \$12,500 from surplus from the MLA budget to the Diversity Scholarship.
The motion passed unanimously.

5. Accept Conference Content on the Web Task Force Report

A draft of the report was viewed by the Board during the 2014 Middleton meeting, but was not voted on. There was a minor typographical error in the "Initial Findings" section on page 1 that should read "Unfortunately, any material from the **2010** San Diego meeting...." Rick McRae will make the correction.

It was moved by Damian Iseminger, and seconded by Stephanie Bonjack, to approve the recommendations of the Conference Content on the Web Task Force Report. The motion passed unanimously. The 2014 report can be found on the Ad Hoc Reports page, at <http://www.musiclibraryassoc.org/?page=AdHocReports>. The task force was thanked for their efforts. The materials from the sessions at the 2015 Denver meeting will be posted on the meeting website.

6. Procedural Change for Travel Reimbursement (from Finance Committee)

Pursuant to the Bibliographic Control Committee's (BCC) request of October 22, 2014, the Finance Committee discussed ways to lessen the burden on official MLA travelers of having to bear expenses until after the travel is over. The BCC requested reimbursement in advance for airfare and registration for BCC reps.

BCC and other official travelers who wish to avoid bearing airline costs should use MLA's account with Associated Travel Concepts (ATC) to reserve airfare for official MLA travel. Those reservations would then be paid for by the Association. The Administrative Officers are scheduled to discuss changes to the ATC account with an ATC representative and will incorporate this idea into those discussions. Submission of boarding passes should not be necessary, providing we trust our reps to actually make the trip.

The committee also discussed reimbursing registration costs prior to events and agreed that there was no good reason not to do that. In case of a member unable to attend an event due to illness, it is likely that MLA would bear the cost regardless. Non-attendance due to other reasons (such as job changes) would have to be dealt with on a case-by-case basis.

MLA will not prepay hotel or food costs. All payments are contingent upon budgetary approval in advance, and on cash flow.

The ATC web portal (<https://mla-atc.nuttravel.com/home.jsp>) is to be used for these travel requests. A new version of the portal will be implemented; the plan is to have it ready in time for those traveling to the ALA Midwinter meeting. Members needing to make arrangements as soon as possible should call ATC.

7. Strategic Planning

Michael Rogan apologized for the planning process going more slowly than he had anticipated. He is in the process of reviewing the annual reports. The goal is to prioritize points from the plan for action, which will likely include collaboration among committees, by the 2015 Denver meeting. Another goal is to extract highlighted points for an article in the Newsletter. Michael Rogan requested help with this process, and suggested soliciting people who are familiar with strategic planning, such as a current Board member or recent ex-Board member. Some names were suggested; Michael Rogan will contact them.

8. Other Business

Paul mentioned that only ten people have registered for the 2015 archives preconference workshop. The minimum needed to go forward is 30 participants, and the deadline is December 15, 2014. Matt Snyder, coordinator of the preconference workshop, will send a message to the membership reminding them of the deadline to apply. A decision needs to be made next week whether the workshop will be held.

Rick announced that the Reduced Registration program for the conference opened today. He is considering a targeted approach to let people who could benefit from the program know, by contacting last year's first-time attendees and sending a message to the chapter chairs.

9. Adjournment

It was moved by Tracey Rudnick and seconded by Stephanie Bonjack to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 2:42 pm.

APPENDIX I: New Policies Adopted by the Board

- 1. MLA Diversity Scholarship is established. (section 3)**
- 2. Recommendations from the Conference Content on the Web Task Force Report approved. (section 5)**