

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Medford, MA, September 26-27, 2014**

Friday, 26 September, 9:09 AM-4:54 PM; Saturday, 27 September, 9:06 AM-3:03 PM

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

All public reports to the Board were available at the time of the meeting at <http://www.musiclibraryassoc.org/?page=BoardAgendas>

**Actions approved by the Board via email prior to this meeting:**

The Board voted unanimously that the Rosen Plaza Hotel in Orlando, FL be the site of the 2017 annual meeting.

The meeting was called to order by President Colby.

**01. Approval of Agenda**

**It was moved by Damian Iseminger and seconded by Tracey Rudnick that the agenda be approved.** The motion passed unanimously.

**02. Recording Secretary's Report.** Lisa Shiota

**It was moved by Rick McRae and seconded by Stephanie Bonjack that the minutes of the Board meeting held online July 29, 2014 be approved as amended.** The motion passed unanimously.

**03. Parliamentarian's Report.** Mike Duffy

Changes that were approved at the Spring 2014 Middleton meeting were made to the Administrative Handbook. Also updated was section VI.H.6.b (Membership), concerning honoraria for conference speakers who are not MLA members, the change which was approved during the online December 4, 2013 meeting. This change was requested by the Finance Committee and updated in the committee's Fiscal Policies Handbook, but the relevant section in the Administrative Handbook had not been changed until it was recently brought to the Parliamentarian's attention.

Michael Rogan asked if there was a mechanism in place that checks for relevant policies in all handbooks when a change is made. Although the Parliamentarian and Assistant Parliamentarian are responsible for all the MLA handbooks, the officers/chairs/Board members who use the manuals/handbooks pertaining to their positions are ultimately responsible for keeping them up to date. The official place of record for all handbooks is the Administrative Handbook. The Convention Manual, the Fiscal Policies Handbook, and the Planning Committee Handbook are those most often affected by changes to the Administrative Handbook, but it is possible that other MLA handbooks, such as those created by committees, could be affected as well. The Parliamentarians should be responsible for sending notice to the Convention Managers, Fiscal Officers, and the Planning Committee chair.

The MLA-COMM-L listserv could also be used to communicate changes to the committee chairs.

The Board meeting minutes should state in its actions list for the Board where changes should be made.

Michael Colby asked how the Index to Board Policies ([http://c.ymcdn.com/sites/musiclibraryassociation.site-ym.com/resource/resmgr/BusinessMeetingMinutes/Index\\_to\\_Board\\_Policies,\\_196.pdf](http://c.ymcdn.com/sites/musiclibraryassociation.site-ym.com/resource/resmgr/BusinessMeetingMinutes/Index_to_Board_Policies,_196.pdf)) fits in this discussion, as this is the official document that records when Board decisions were made. Lisa Shiota mentioned having begun a discussion with the Web Manager to convert the Index (currently in pdf format) to a more searchable, dynamic version.

It was suggested that the Administrative Handbook (<http://musiclibraryassociation.site-ym.com/?page=AdminHandbook>) have anchors to its sections and subsections that other handbooks could link to. The Board agreed that this would be a good idea. The Parliamentarians will contact the Web Manager to discuss implementation.

#### **04. Administrative Officer's Report. Paul Cary**

From his report:

##### **BUDGET REPORT FY 13-14**

Fiscal year 2013-14 was an excellent year in terms of balancing the budget. MLA ended the year with an effective operating surplus of \$60,530.

##### **INCOME, 2013-14**

Regular income for 2013-14 totaled \$473,504, which was \$32,511 (7%) over the projected amount. The surplus income comes from several sources.

Dues income was \$9,545 over projections. Some of that surplus was due to institutional subscribers who switched to institutional members, perhaps unwittingly through subscription agents.

Consequently, institutional subscriptions (2.0112) was under budget by \$4,474, which must be balanced against the \$6,865 surplus in institutional members, which is the largest component of the \$9,545 dues surplus. We have now abolished institutional subscriptions, so that starting in 2014-15, all institutions will be members.

Sales income was \$4,660 over projections. It is worth noting that this is entirely due to a \$7,300 surplus in online advertising, where we had budgeted a very conservative \$1,000 for 13-14, after over-projecting that line the year before. All other main lines in Sales were below projections. The lines for *Notes* would have had a modest surplus if not for the switch from subscriptions to memberships noted above. MCB income was \$1,110 below projection. Monographic royalties were also slightly below the rather modest projections for the year.

Meeting income was \$11,162 over projections. This is due primarily to better than anticipated attendance (registration was \$4,335 over projections) and an excellent yield on contributions (\$6,325 over). The convention was under budget in terms of expenses, yielding a net surplus of \$33,868.

One source of income that we had not anticipated at all when budgeting was the Education Committee Workshops (4.0). The one webinar that was done in conjunction with ALA last year netted \$6,217 for MLA, all of it gravy from a budgetary perspective.

##### **EXPENSES, 2013-14**

Total ordinary expense was \$18,538 under budget.

Convention expense came in \$22,706 under budget, contributing to the net surplus in meetings mentioned above. The savings are divided between program expense, registration costs, local arrangements, and exhibits (an aggregate of \$17,221). Tours and MOUG are essentially break-even, as they should be. The preconference workshop income was about \$1,300 more than expenses. Management services came in at \$153,884, \$2,277 over budget. It should be noted that this included over \$9,000 in programming costs related to the transition to the yourmembership.com platform. Although not unanticipated, these costs were substantially higher than expected. The overage was approved by the Board in Spring 2014. These costs were offset somewhat by careful shepherding of travel expenses by the Board and others travelling for the Association. Travel budgets for the Board, the Convention Managers, and the Archivist all came in under budget.

Program expenses, which includes committee travel, was \$2,089 under budget. It should be noted that \$1,000 of that was because we did not pay our subsidy to RISM. They never asked for it, and consequently it fell through the cracks.

Other Member Services shows an overage of \$13,055. This is entirely accounted for by the fact that we paid two sets of IAML dues in 2013-14. We paid the 2013 dues late (they should be paid in the first half of the CALENDAR year). In spring 2014, we had to decide whether to delay the 2014 payment until the following fiscal year or pay it from 2013-14. Knowing that we had the extra money in the budget, we decided to pay the two sets of dues in 2013-14 and get back on the proper schedule.

Publications came in \$10,650 under budget. This is due primarily to savings in *Notes* printing costs and in web hosting, due to getting out of our contract with iMedia sooner than anticipated.

The effective operating surplus of \$60,530 referred to in the first paragraph of this section is arrived at thus:

Net ordinary income (ordinary income less expenses)	\$51,049
Income from awards and purpose-specific funds designated for expenditure in 13-14	\$9,481
Effective operating surplus	\$60,530

*The above calculation involves NO expenditure or transfer from the MLA Fund.*

### **Budget report FY 14-15**

For what it's worth, total income for 2014-15 to date stands at \$ 192,519.32 or 35% of budget. It's a little difficult to make comparisons to previous years because this figure includes a \$50,000 contribution toward the IAML meeting in New York City. That represents half of the \$100,000 we budgeted for that meeting (a number that was essentially plucked from the air and offset by a corresponding expense number).

Dues income stands at \$127,305, which is 86% of budget. Last year at about this time, we had 73% of budget, so things are looking comparatively good. *Notes* advertising is under-performing, at only 21% of budget. Most *Notes* royalties are received in the spring so we can't really predict those, nor can we predict the effect of the annual meeting. MCB subscriptions run on the calendar year so again, we don't have any meaningful data on them.

We have not yet received payment from ALA for the webinar held in August, but I believe that payment will be about \$5,000 and should put us well on the way to making that budget goal.

It is really too early to tell anything about expenses, but I don't see any cause for concern so far.

### **Investments**

On September 18, 2014, MLA's investments totaled \$1,115,508. Of this amount, \$854,588 was held at Fidelity, while the remaining \$260,920 was in socially-responsible funds at Calvert. Deposits of donations have been made through March. April through September will be done in October.

A-R has allocated growth through June among the various funds. As of June 30, 2014, balances of restricted funds stood at:

\$2,882.00	Bradley
\$36,089.09	Gerboth
\$39,770.62	Duckles
\$12,118.58	Hill/O'Meara
\$67,142.98	Epstein
\$53,911.80	Freeman
\$18,682.83	Wicker
\$48,133.63	Ochs
\$51,749.89	RILM
\$2,757.28	IAML Ratliff
\$18,160.63	IAML Coral

### Publications

For 2014 to date, one title has been published in the Basic Manual Series: *Keeping Time: Archival Best Practices for Music Librarians* by Lisa Hooper and Donald C. Force. The Technical Reports Series has also published one title, *Careers in Music Librarianship III: Reality and Reinvention*, edited by Susannah Cleveland and Joe C. Clark.

### Membership

Our membership numbers are looking pretty good for this time of year in most categories. That is no guarantee, of course, that they will be ahead of last year at year's end.

As always, we have put a lot of effort into this renewal cycle. Using the capabilities of the new platform, we have sent multiple messages to those who have not renewed. We also sent tailored messages to those in the Administrative Structure, Retired Members, and Paraprofessionals, working in the latter two cases with representatives of those two groups. Given the numbers for those groups, I wonder about the value of those efforts. I'm at a loss to explain our 50% renewal rate for retired members. Still, overall I think there is some reason for optimism.

Comparison of Membership Categories	As of 9/23/2013	FINAL 2013-2014	As of 9/22/2014	Difference compared to 2014 final	Percent renewed	Difference compared to Sept 2013
	2013-2014	2013-2014	2014-2015	2014-2015	2014-2015	2014-2015
Regular Member US	336	466	380	-86	81.5%	44
Regular Member non-US	21	29	28	-1	96.6%	7
Institutional Member US	163	185	208	23	112.4%	45
Institutional Member non-US	44	51	67	16	131.4%	23
Student Member US	52	78	33	-45	42.3%	-19
Student Member non-US	0	0	2	2		2
Retired Member US	38	43	19	-24	44.2%	-19

Retired Member non-US	4	4	1	-3	25.0%	-3
Sustaining Member US	62	54	61	7	113.0%	-1
Sustaining Member non-US	0	0	0	0		0
Associate Member US	2	3	2	-1	66.7%	0
Associate Member non-US	0	0	1	1		1
Corporate Patron US	4	7	4	-3	57.1%	0
Corporate Patron non-US	1	2	1	-1	50.0%	0
Corporate Member US	2	7	6	-1	85.7%	4
Corporate Member non-US	0	0	0	0		0
Paraprofessional US	28	54	28	-26	51.9%	0
Paraprofessional non-US	1	2	0	-2	0.0%	-1

### **IAML**

Individual IAML memberships for 2014 totaled 124, of which 10 were new members taking advantage of the \$10 discount. That is a 17% increase over 2013's final total of 106. The total for 2015 to date is 122, of which 29 are new members. With a push later this fall, I expect that we will surpass 2014's total. The first-time discount seems to be working as an enticement. Five of the ten new members from 2014 have joined IAML for 2015 (so far). One of the five joined at the new member rate for 2015 and I don't think he's the only one who, intentionally or not, has taken the discount inappropriately. IAML Institutional memberships for 2014 stand at 115, four less than 2013. This is probably close to a final number. It is too early for 2015 Institutional memberships, which currently stand at three.

### **CONFERENCE RECORDINGS**

The group tasked informally with investigating and contracting for recording of 2015 Annual Meeting sessions (Program Chair Scott Stone, Convention Manager Jim Farrington, and I) evaluated proposals and had conference calls with two vendors for recording and streaming conference content. In addition to the in-house A/V provider, PSAV, we looked at a proposal from VCube. We recommended a contract with VCube, and President Michael Colby signed a contract on September 11. VCube will be recording all sessions in the large session room on Thursday, Friday, and Saturday of the 2015 Annual Meeting. Sessions will be streamed live and also available for one year as part of the contract. After the year of free hosting, we can host to content ourselves or, perhaps, pay VCube for continued hosting. The cost for all of this is \$6,250. PSAV or the hotel may charge a service fee for using an outside provider, but we may be able to avoid it on the basis that PSAV's quote for a similar service was not competitive (it was \$34,627). Per the Board's decision in May, we are not charging for access to this content for this initial pilot year.

### **CHAPTER COMMUNICATIONS**

In the spirit of increasing support for chapters and leveraging the capabilities of the yourmembership.com platform, the Administrative Officers offered in September to send messages about chapter meetings to members in appropriate states. So far the Atlantic, California, Midwest, and New York/Ontario chapters have taken us up on the offer. Texas considered it but decided (I think) that there were not enough unique names compared to their list to justify the duplication. Chapter chairs have been good about supplying workable text for the messages. The workload for the AOs has been relatively minimal. The hardest part is getting the search right in the directory so that you get the right people: those in the proper states who have been members of MLA within the last

couple of years and who haven't told us to leave them utterly alone. It's not difficult, one just has to be sure to tick all the right boxes.

### **ADMINISTRATIVE STRUCTURE**

The process for maintaining the administrative structure has been refined since my last report but has not undergone any major changes. There have been some growing pains that are frustrating at times to some of us, but things continue to get smoother.

Lastly, I'd like to express my very large debt of gratitude to Paula Hickner who has stepped up marvelously into the Assistant AO role and taken various tasks from my plate. I would also like to acknowledge the hard work of the Business Office. It is a pleasure working with the people at A-R.

Further discussion from the meeting:

Concerning the RISM subsidy: as it was not paid this year, Michael Rogan asked if it would be appropriate to pay them twice next year. Paul seemed to think that it would be possible for the payment to be accounted for in this fiscal year.

Concerning reminding MLA members to renew their memberships: there may be functionality in YM to automatically generate reminder messages. This will be explored for next year. There are about 20 members who are serving on committees who have not renewed their MLA memberships- it may fall to the committee chairs to contact their members to remind them as well.

Concerning investments: the Epstein fund has a problematic spending rubric in which 25% of growth in the previous year is returned to the fund, and then the remaining 75% percent is what is spent. It is then possible that in a down market, there would be no growth, and therefore no money available to give from the fund. Michael Rogan mentioned that the Epstein family would not make a decision on changing the structure of the fund, and that the original documentation stated a timeframe (25 years?) before changes by the association could be implemented.

Concerning publications: honoraria need to be paid for the above-mentioned titles. A-R has an arrangement where they pay an honorarium instead of royalties for publications, and then A-R books it to MLA. The Administrative Officers have expressed dissatisfaction with this system, as there was some confusion as to whether A-R or MLA should do the 1099s for the honoraria. In consultation with the auditors, MLA is paying the honoraria, and therefore should be doing the 1099s.

Michael Rogan had a question about the relationship between the Administrative Structure file and the (now defunct) Activities Roster. There needs to be a tool that one can use to look at historic data, such as a person's history serving the association, or who has served on a given committee. Paul mentioned that A-R has a current database, so Michael Rogan's idea is to merge historic data with current data and make that database available, particularly for nominating and appointment purposes.

There was some discussion as to who should be responsible for merging the two together. YourMembership.com (YM) is not capable of keeping historical data, only current data, therefore A-R's database continues to be maintained. Nevertheless, having a more complete set of data is important enough that there needs to be a concerted effort to work on this project.

Michael Colby expressed his profound thanks to Paul Cary for all his work.

**05. Vice President's Report.** Michael Rogan

From his report:

Both the California Chapter and New England were notified of the Board's acceptance of their proposals for Chapter Grants, and should have received their checks by now.

The Chapter Grant Awards page is finally up on the MLA website:

<http://www.musiclibraryassoc.org/?page=ChapterGrants>.

It is linked to the Regional Chapters page, and there is now an online application form! This should make it easier to both publicize and to apply.

Communication after our Middleton meeting about the two preconference proposals for Denver seemed to be stalled, so I took it upon myself to contact Anna Kijas and Matt Snyder directly. Matt was able to balance the Archives preconference budget and Anna was able to move the ThatCamp proposal to a post-conference slot on Sunday and confirm support from the University of Denver and the University of Colorado at Boulder. ThatCamp will handle their own registration and the meeting website: <http://musiclib2015.thatcamp.org/> will be linked from the Denver MLA conference homepage. These both promise to be terrific offerings!

I proposed to President Colby the formation of a small group [MLA Services Review Task Force] to investigate the contracts/agreements and services provided to MLA by external companies in preparation for the upcoming renewal of our Management Contract with A-R in 2015. (This would include looking at A-R, Helms Briscoe, and [yourmembership.com](http://yourmembership.com).) Are we paying for services that we could be providing for ourselves? Are there additional services we need – and where should we try to get them? How are our working relationships – what could be improved? Suggested membership includes myself as Chair, Paula Hickner [Assistant Administrative Officer], Diane Steinhaus [Assistant Convention Manager], and Phil Vandermeer [past president]. We would gather data between now and the annual meeting, review and discuss in Denver, with any recommendations to the Board to be submitted following the conference.

I have contacted the Atlantic, Greater New York, and Texas Chapters, and will be able to attend the Texas Chapter meeting at UNT in Denton, October 3-4. I'm waiting for a meeting date to be finalized to visit GNY and the IAML/IMS meeting local arrangements folks. Unfortunately the Atlantic chapter meeting winds up conflicting, although I received a standing invitation to come and visit Philadelphia at any time – MLAs are the best!

Finally, I have offered to take on the task of revising section 3 of the Convention Manual (currently located at: [https://sites.google.com/a/musiclibraryassoc.org/convention\\_manual/home/3-0-local-arrangements-committee](https://sites.google.com/a/musiclibraryassoc.org/convention_manual/home/3-0-local-arrangements-committee)). As the Association moves forward with selecting convention sites in conjunction with Helms Briscoe and NOT through invitation from chapters, the work previously assigned to a Local Arrangements Committee needs to be entirely re-thought. And, in fact, this dovetails nicely with the commitment to explore various changes to the structure and design of the annual meeting. I feel leadership on evolving our conference must come from the Board, given how far in advance the planning must take place, and how far reaching even small changes can be to the

work of our members. My hope is that I can use the functionality of the MLA website to make the process transparent and open to member input.

Michael Colby expressed his most profound thanks to Michael Rogan for being actively engaged in his role as Vice President.

**06. President's Report.** Michael Colby

From his report:

I know I'm in danger of sounding like a broken record (vinyl? shellac?) but once again I've put a lot of time into appointments. With the help of Paul Cary and the Business Office, I think we've finally got a process in place that will make it easier to generate appointment letters, update the Administrative Structure and get the web site updated as well. It's still not perfect, but a good step in the right direction, I think. Appointments since Middleton have included: officially appointing the IAML 2014 Organizing Committee, a new MLA/MPA/MOLA coordinator, the new Publicity & Outreach Officer (of course) and new members to the Career Development & Services, Legislation. I've also appointed the first chair of the new Diversity Committee, which will have a business meeting in Denver. You may recall we are starting searches for several significant officers\* and I am making good progress on filling out those search committees.

Once again I represented MLA at the IAML meeting, this year in Antwerp. MLA (IAML-US) made a good showing, not only in numbers attending but in participation in the program. Prior to the meeting I submitted a written report on the activities of the national branch, for publication in *Fontes*. These reports also used to be given orally at the meeting and think there are very few attendees who miss that session. The IAML Council and General Assembly voted to abolish the Council, moving from a three-tiered structure to two (Board and General Assembly). This means national representatives no longer have a voting body, but do participate in a round table discussion.

I attended ALA in Las Vegas in June. ALA has moved from having an affiliates meeting at each meeting to just holding one at Midwinter. MLA collaborated with the Theatre Library Association in Las Vegas on a program on the show girls collection at UNLV. MLA member Cheryl Taranto was a presenter/participant in the panel. The program was well attended. I met with the TLA liaison about the idea of a future joint conference with MLA and she will take the idea to the TLA leadership.

Mr. Rogan and I are looking at the revision of the Convention Manual. I have sent the section on the Program Committee to current Program Chair Scott Stone and asked two MOUG officers (President and MLA Liaison) to see that references to MOUG are correct. I continue to work on a Presidential Handbook, which I hope will ease the transition into the role for future MLA Presidents.

Thanks again to all for your hard work and patience.

From the meeting:

\*Search committees are for *Notes* Editor (Jim Cassaro, chair), Advertising Manager (Wendy Sistrunk, chair), Music Cataloging Bulletin Editor (Cate Gerhart, chair), and Newsletter Editor (Amanda Maple, chair).

Michael Colby has also recently signed the contract with the Rosen Plaza Hotel for the 2017 annual meeting.

#### **07. Editors' Reports.**

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

a. **Basic Manual Series (Peter Munstedt and Deborah Campana)**

b. **Basic Music Library (Daniel Boomhower)** no report submitted.

The Board thanked Dan for his continued work with the publication.

c. **Copyright Web Site (Michelle Hahn)**

d. **Index and Bibliography Series (Richard Griscom)**

e. **Music Cataloging Bulletin (Alan Ringwood)** no report submitted.

f. **Newsletter (Misti Shaw)**

g. **Notes (Jane Gottlieb)**

A search committee was formed for the Assistant Editor for Electronic Vendors position, but an official search was not conducted. The position was not advertised. The search committee asked a few people if they were interested, and all of them had declined. Therefore, Jane is asking about the possibility for the Business Office to assume some of the duties that the Assistant Editor had.

There was a question whether the Assistant Editor needs to be an MLA member, as other Special Officers are. Tracey noted that similar organizations who publish have dedicated publishing staff. Although much of the work could be handled in a business office setting, one wonders whether there is expertise that an MLA member could provide that would be necessary for the position (e.g., familiarity with issues in scholarly communication, open access, library online resources, and music periodicals in general). It could be a good opportunity for a music librarian to learn about the publishing world and agreements, and then bring that experience into MLA. However, it is also possible for the Business Office to take on the responsibilities for usage statistics and royalties, for example. An acute awareness of the publishing world and revenue streams is key. Specific tasks need to be identified and prioritized in order to figure out who should do them and how should they be done. The job description as it stands presently does not clearly outline these tasks.

The possibility of expanding the charge of the *Notes* Contracts Working Group to include policy decisions was discussed. It may be viable to have the Working Group shoulder some of the responsibilities, and the Business Office others.

Tracey offered to help a new assistant editor with a tapering one-year transition after stepping down effective March 2014, and had outlined a transition plan. She stated that it is important to have the editor go to the JSTOR and Project MUSE meetings, as they make changes that are only announced at their meetings. It is important to have a presence there and to understand the implications of the changes and what that means for our agreements with them.

The Business Office could be made aware of the responsibilities of this position and be part of the transition towards finding a new editor. In the future, however the job is being done, it will inform the conversation on the possibilities of open access.

**It was moved by Damian Iseminger and seconded by Rick McRae to go into executive session.** The motion passed unanimously. The Board went into executive session in order to discuss the next steps in finding an Assistant Editor.

**It was moved by Mike Duffy and seconded by Damian Iseminger to move out of executive session.** The motion passed unanimously.

Formal decisions regarding Assistant Editor for Electronic Vendors for *Notes* made while in executive session:

Michael Colby and Michael Rogan will follow up on moving forward with the search for the Assistant Editor for Electronic Vendors for *Notes* position.

**It was moved by Michael Rogan and seconded by Damian Iseminger to approve the reappointment of the existing publication editors.** The motion was approved unanimously. The editor reappointments include those for *Music Cataloging Bulletin*, *Newsletter*, and *Notes* while their respective searches are going on. The current editors of these publications have agreed to continue to serve until their successors have been found.

**It was moved by Michael Rogan and seconded by John Shepard to reappoint the incumbent Special Officers.** The motion was approved unanimously. The Special Officers reappointments include the Advertising Manager, for whom a search for a successor is in progress. Sarah Nodine began as Publicity and Outreach Officer this past summer, and Ray Heigemeir has been appointed as Interim Web Manager for one year while Verletta Kern is on maternity leave. (Verletta remains as chair of the Web Committee.)

Because the role of the Advertising Manager has expanded to include website advertising, it was suggested that the job description be revised to reflect this responsibility.

- h. Technical Reports (Mark McKnight)**
- i. Web Manager (Verletta Kern)** see Web Committee report, 09.t.

#### **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 officers' contributions to the organization.

- a. Advertising Manager (Anne Shelley)**
- b. Convention Manager (Jim Farrington)**

The question was what area of the country to direct HelmsBriscoe's attention for annual meeting locations in 2018. The suggestion was to look at the Pacific Northwest

region. Michael Rogan asked whether there was further discussion on the rotation of regions for annual meetings, as there was a recommendation of meeting in the Midwest more often, as the region is centrally located for members. There remains the long-term plan to change many aspects of the conference so that we are using the meeting spaces economically while providing for the needs and wishes of the membership. There then needs to be proactive work with the Program Committee, Convention Managers, and HelmsBriscoe, giving them clear parameters of the changed footprint well in advance.

It may be possible that there are second-tier cities that have hotels/meeting spaces that fit our needs as well as amenities. However, there was some concern about the draw of second-tier cities and how that would affect the attendance to meetings. On one hand, these may not be places one would think to travel to, but on the other hand, going to a less expensive city may be attractive, especially those who pay out of pocket and without institutional funding to attend meetings.

Michael Rogan expressed that the Board needs to take responsibility in leading these changes over the course of five years or so. When these changes are made, the Board should track these changes through surveys, be open to feedback from the attendees, and use the feedback to inform decisions going forward. The Board needs to look at the 2013 Conferences and Program Committee Structure Task Force report and decide which recommendations to try.

Michael Colby asked if it would be reasonable for us to ask HelmsBriscoe to look at both the Pacific Northwest and the Midwest, and then possibly have locations set (not necessarily in that order) for 2018 and 2019. This would provide us with a comfortable timeframe to work with the hotels, convention and visitor bureaus, and other outside agencies. In planning 4-5 years in advance, there needs to be a way to communicate the experimental changes to be made over the course of that time to the Program Committee, even as their membership turns over.

An initial change to be requested is a single ballroom for plenaries and exhibitors (with a modified schedule for vendors), with consultation with the Convention Managers and the Program Committee Chair of the implications on other meeting spaces.

**It was moved by Michael Rogan and seconded by Mike Duffy that, incorporating revisions to the RFP, the Board instructs HelmsBriscoe to look in the Midwest and Pacific Northwest regions, for consideration in 2018 and 2019.** It was approved unanimously.

The Convention Managers also asked whether to invite a representative from the Cincinnati Convention and Visitors Bureau (CVB) to the 2015 Denver meeting. They were told that someone could come to the meeting without any cost to MLA. Some members did not like the video from the Denver CVB that was shown at the 2014 Atlanta meeting because it lacked a personal touch. They would have preferred a welcoming message more tailored to the MLA conference attendees and would like to see Cincinnati's CVB provide this. It would be great for the representative to provide information about the city (cultural institutions, public transportation, etc.) to entice

members to go to the 2016 meeting there. Another possibility could be for the CVB to have an exhibit table.

**It was moved by Damian Iseminger, and seconded by Stephanie Bonjack to request the Convention Managers to issue an invitation for a representative from the Cincinnati Convention and Visitors Bureau to come to the 2015 annual meeting in Denver, tailoring the presentation to the special interests of our association. The motion was unanimously approved.**

**i. Local Arrangements Denver 2015 (Laurie Sampsel)**

There was discussion concerning whether the Sunday ski trip registration should be handled by the Business Office, or whether the Local Arrangements Committee (LAC) should handle this on their own. Paula Hickner noted that if registration goes through the Business Office, it would be considered an official MLA event, and insurance would need to be taken out for this trip. Other considerations include setting the amount for registration, whether refunds would be issued if the cost is less than the registration amount charged, and when to set the date to determine whether the trip happens. The interest is definitely there, according to the LAC, based on the survey on MLA-L.

Ideally, arrangements for an event of this kind would be outsourced to a professional company that would provide a package deal of transportation, lift tickets, equipment rental, etc. LAC has not identified a company that does package deals; they have contracted a bus company that will take them to the ski resort.

In principle, the Board is supportive of having leisure activities available to members at annual meeting locations; however, the association cannot assume responsibility for those activities.

**It was moved by Michael Rogan, and seconded by Rick McRae, that the Board recommends that Denver Local Arrangements Committee work with a professional tour company for an appropriate ski package.** This recommendation was approved, with 2 abstentions.

**c. Development Officer (Susannah Cleveland)**

Susannah asked for the Board's suggestions concerning ideas on raising money for a Spectrum Scholarship for MLA. [Information about ALA's program is at <http://www.ala.org/offices/diversity/spectrum>]. One idea she had was to have music librarians who have just started their careers register to participate as an ally in the ALA Knowledge Alliance (<http://knowledgealliance.org/>)

During the discussion, the Board had confused this scholarship with the Diversity and Inclusion Initiative that is MLA's partnership with ARL. The Board was further confused about what the Development Committee's expectations for Board support are, and would like further clarification.

**d. Placement Officer (Joe Clark)**

**e. Publicity and Outreach Officer (Sarah Nodine)**

The new Publicity and Outreach Officer asked the Board for guidance as to whether to exhibit at the ALA annual conference in San Francisco in 2015 despite limited funds,

and suggestions on what other conferences to target. The Board felt that it is not necessary to go to the ALA meeting every year, and thus thought not to pursue exhibiting there next year. The Board encourages the Publicity and Outreach Officer to explore exhibiting at conferences outside of the musicological ones traditionally visited. College Music Society (CMS), state library associations, and the associations for various musical instruments were offered as examples. Putting a call out to MLA-L to find out about upcoming presentations and meetings where members will be presenting or attending was also encouraged. The officer would not only be promoting the association, but also promoting what librarians can do to help people find music and music resources.

**f. Management Services (Jim Zychowicz)**

There was a recommendation to further revise the Convention Manual to reflect less reliance on the Local Arrangements Committee in planning annual meetings. Since the revision by the Convention Managers has been heading in this direction, the Board will let Jim Zychowicz know that this is already being done.

**g. Archivist (Sandy Rodriguez)**

**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 committees' contributions to the organization.

**a. Awards (Various)**

**i. Best of Chapters (Anita Breckbill)**

Best of Chapters award winners do not require Board approval.

**ii. Bradley (inactive)**

**iii. Epstein (Beisswenger)**

**iv. Freeman (Soe Nyun)**

No report submitted. Kevin Freeman Travel Grant proposals are due October 1. The committee makes its recommendation after the fall Board meeting, and the Board votes on it then.

**v. Gerboth (Anna Kijas)**

The committee received no applications for 2015.

**vi. Publications: Duckles, Hill, O'Meara (Christopher Mehrens)**

**It was moved by Damian Iseminger and seconded by Rick McRae to go into executive session.** The motion passed unanimously. The Board went into executive session to discuss nominees for Member at Large, all of the awards, and reappointments of Special Officers. Paul Cary and Paula Hickner, being non-voting Special Officers, were absent during the executive session.

**It was moved by Mike Duffy and seconded by Damian Iseminger to move out of executive session.** The motion passed unanimously.

Formal decisions regarding publications awards made while in executive session:

**It was moved by Mike Duffy and seconded by Stephanie Bonjack to award the A. Ralph Papakhian Special Achievement Award.** The motion was passed unanimously.

**It was moved by Damian Iseminger and seconded by Rick McRae to accept the recommendations of the Dena Epstein Award Committee.** The motion was passed, with one absence.

**It was moved by Michael Rogan and seconded by Rick McRae to accept the recommendations from the Publication Awards Committee for the Richard S. Hill, Eva Judd O'Meara, and Vincent H. Duckles awards.** The motion was passed unanimously.

**It was moved by Damian Iseminger and seconded by Michael Rogan that where the word "professional" occurs in the Walter Gerboth Award, it would be replaced with the phrase "professional or paraprofessional library careers."** The motion was passed unanimously.

**b. Archives & Special Collections (Matt Snyder)**

In reviewing the budget for the archives pre-conference workshop, Stephanie noted that the per diem figure was incorrect. There was also some question concerning how the cost for catering was calculated. However, the suggested registration cost for the workshop appeared to be sound. **It was moved by Michael Rogan and seconded by Mike Duffy to approve the archives pre-conference workshop.** It was unanimously approved, with instructions to review the catering cost and change the per diem rate to be aligned with MLA policy (Administrative Handbook section II.A.4.i), i.e., half the US GSA rate (\$66; see <http://www.gsa.gov/portal/category/100120>); and the caveat that if the catering numbers need to be changed, then the budget needs to be resubmitted to the Board for approval.

**c. Bibliographic Control (Beth Iseminger)**

The BCC requested the creation of a BIBFRAME task force, which has been approved by the committee's voting members. The Board fully supports this. Michael Colby will review proposed members when names are received from BCC and will make official appointments with Board consultation.

**d. Career Development and Services (Alan Ringwood)**

**e. Development (Susannah Cleveland)**

See Development Officer's report (08.c)

**f. Education (Lisa Hooper)** no report submitted.

**g. Emerging Technologies and Services (Steve Henry)** no report submitted.

**h. Finance (Stephanie Bonjack)**

The Investments Subcommittee had conference calls prior to the Board meeting with the two investment consultants. They will check references and then make a decision on which to use.

**i. Legislation (Tammy Ravas)**

**j. Membership (Jason Imbesi)**

**k. Nominating (Rebecca Littman)**

**It was moved by Damian Iseminger and seconded by Rick McRae to go into executive session.** The motion passed unanimously. The Board went into executive session to discuss nominees for Member at Large, all of the awards, and reappointments of Special Officers. Paul Cary and Paula Hickner, being non-voting Special Officers, were absent during the executive session.

**It was moved by Mike Duffy and seconded by Damian Iseminger to move out of executive session.** The motion passed unanimously.

Decisions made during executive session:

**1. Election Slate**

**It was moved by Rick McRae, and seconded by Stephanie Bonjack, to approve the slate for Members at Large.** The motion was passed unanimously.

**2. MLA Citation**

**It was moved by Damian Iseminger, and seconded by Mike Duffy, to make a decision on the MLA Citation Award, based on recommendations from the Nominating Committee.** The motion passed unanimously.

**I. Oral History (Rob DeLand)**

The Oral History Committee requested Board input on putting collected MLA Oral History audio files and/or transcripts on the MLA website, and whether access should be restricted to members only or made accessible to everyone. There was concern whether permissions/releases were granted by the interviewees. Paul stated that the YourMembership.com platform does not have native streaming capabilities, which would be needed to prevent downloading files. Paul further suggested contracting with a company like Vimeo to provide streaming. The conference recording contract calls for the vendor to provide a Vimeo channel to view recorded videos for one year. Paula mentioned that there is software available that would automatically create transcriptions and indexing.

The Board thinks that making the oral history available is a good idea, but it needs further details on how this could be implemented before it can vote on it.

**m. Planning (Rick McRae)**

The Planning Committee reviewed the recommendations from the 2010 Board of Directors Self-Study Report (pdf at <http://www.musiclibraryassoc.org/?page=AdHocReports>) to determine what has been and could be done. Many of the recommendations have already been implemented or in the process of being done, such as an orientation packet for new Board members, consideration of an investment consultation, and handbooks for each position in the Board. The recommendation of communicating more with the membership was discussed at length.

Michael Rogan noted that Board operations have changed since the self-study was done. The Board now meets more often through online meetings, in which other officers can be invited to. Minutes, handbooks, and other documents are readily available online.

The Planning Committee also had discussed entertainment options for the Saturday evening of the 2015 annual meeting in Denver, based on survey responses from last year's meeting. They had also consulted with others outside the committee who had expressed interest in helping to plan. Some suggestions included: partially closing one

partition of the ballroom to allow for people to converse yet be able flow in and out of the music area; better advanced planning of the open mic portion; starting the evening with smaller music groups, followed by the Big Band, and then ending with dancing. Further discussion and planning need to be done.

The conversation turned towards the larger picture of reshaping the conference structure over the longer course of time. Michael Rogan emphasized the need to have a system in place to maintain this work across the years as Board members, Special Officers, and committee chairs turn over. He also underscored allowing the membership to have an active voice in providing ideas and feedback to those who plan the conferences, and to be able to document them in an accessible format. The idea would be to give a potential meeting scenario (for example, a hotel contract limits the amount of meeting space in order to save money), and offer possible solutions for feedback, or to solicit creative ideas on working with the scenario. This format would allow for the planners to provide information to the membership on what changes will be coming and why, and also for the membership to participate in the discussion.

The Board thought that it would make sense to have a landing page for future conference planning on the MLA website to have a place to document changes and decisions, and a blog that would solicit feedback and ideas. When implemented, this would need to be prominently featured on the MLA main page, perhaps with a feed on the page.

**n. Preservation (Maristella Feustle)**

**o. Program (Scott Stone)** (See also 08.b.i, Local Arrangements Committee)

A slightly revised program was sent to the Board. As the Board had approved the program during its July 29, 2014 online meeting, there seemed to be no need to approve it again. The changes were considered to be for informational purposes.

Kathleen DeLaurenti, chair of the Task Force for Best Practices for Fair Use Materials, received last-minute communication from the Council on Library and Information Resources (CLIR) that their timetable for publication of their best practices document has changed and she is asking whether it would be possible to squeeze in either a one-hour presentation on fair use at the 2015 Denver meeting, or to have MLA host a webinar. The presentation would be sponsored by CLIR. Scott Stone would need to be consulted to see if there is any availability in the program schedule. Research would need to be done for hosting a webinar, which may need to be outsourced.

**p. Public Libraries (Laurie Bailey)**

**q. Public Services (Tom Bickley)**

**r. Publications (Bonna Boettcher)**

In addition to requests for search committees to fill vacant positions (which have been formed), the Publications Committee asked to form a working group on open access in order to “investigate financial implications and possible financial models that might allow the association to pursue open access.” The President creates and appoints task forces in consultation with the Board, so no vote is required here. Michael Rogan recommended that the new *Notes* Assistant Editor for Electronic Vendors serve as *ex officio* on this working group.

s. **Resource Sharing and Collection Development (Darwin Scott)**

Of the requests from the committee's report, the Board felt that several of them are within its charge and do not require Board vote. Concerning the survey requested, the Board needs to see the instrument first before voting on it. Also with rewriting the committee's charge; the Board needs to see the draft before voting to approve it.

**It was moved by John Shepard and seconded by Tracey Rudnick to go into executive session.** The motion was unanimously approved. The Board went into executive session to further discuss the requests of the Resource Sharing Committee.

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

t. **Web Committee (Verletta Kern)**

The Web Committee requested the Board to review the proposed logo and color scheme for the MLA website, review the proposal to promote corporate sponsors and exhibitors on the website, and to review the proposal to put ads on the conference website.

Initially, the Board expressed some concern about whether the Development Officer, the Advertising Manager, and the Convention Managers were consulted. Verletta sent a message to the Board that in fact, the Susannah Cleveland and Anne Shelley saw the proposal for having ads on the conference website. Susannah's concern, according to Verletta, was about the possibility of vendors monopolizing ad space and thus making it difficult for other vendors to display their ads. Anne says that she has already received a request from a vendor. The Board felt that ads on the conference website should work similarly to ads on the main MLA website, i.e., purchasing space for the ad.

Concerning promoting corporate sponsors on the main MLA website, Verletta said that Susannah and the Convention Managers (Jim Farrington and Diane Steinhaus) have seen this draft proposal, and that they liked the ideas.

The Board was in favor of all of the proposals, and would like all parties involved to work out the logistics on how to implement them.

**It was moved by Michael Rogan and seconded by Damian Iseminger that the Board endorses the proposal from the Web Committee for selling advertising on the conference website.** It was approved, with one absence.

**It was moved by Damian Iseminger and seconded by Rick McRae that the Web Committee, in consultation with the Development Officer and the Advertising Manager, move forward with the Web Committee's proposal in promoting corporate patrons, corporate members, and exhibitors on the MLA website.** It was approved, with one absence.

The Board very much appreciates the Web Committee's work.

## 10. Joint Committees

The following reports were submitted for review by the Board. In the case in which the chair requested no action (or only budget action) from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

- a. **AMS, Joint Committee on RISM (Daniel Boomhower)** no report submitted.
- b. **MPA/MOLA Joint Committee (Elizabeth Davis)** no report submitted.
- c. **U.S. RILM Office (Sarah Adams)**

## 11. 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**
- b. **NISO (Nara Newcomer)** no report submitted.
- c. **MOUG (Mary L. Huisman)**

## 12. Old Business

### a. Strategic Plan Implementation (Michael Rogan)

A review of the action plans for FY 2013-2014 was done at the 2014 Middleton meeting. In moving forward, Michael Rogan reiterated writing up a summary and assessment of accomplishments to be published in the Newsletter and posted on the MLA website. There are a number of goals that were set for 2015 which can be discussed. Michael Rogan posited that instead of the Board looking at goals and assigning them to committees, the committees could create their own objectives and the Board could take more of a mentoring role on how to prioritize those objectives.

Rick countered that committees mostly don't look at the strategic plan when figuring out their objectives, but are creating goals based on their charges. They need reminding from the Board to align their goals with the strategic plan, and his opinion, it is the Board's responsibility to maintain the plan. Michael Rogan agreed that the Board should provide the leadership in pointing out priorities, but the committees should identify the relevant strategic plan objectives and work on them. The Board would also find gaps that are not being addressed and assign those to committees or working groups.

Some brainstorming was done on how to communicate this direction to committees. One suggestion was to send an email to the committee chair, point them to the strategic plan on the MLA website, and strongly encourage them to create goals that align with the plan. Perhaps appointment letters to new chairs could emphasize this as well. To show support of these endeavors, another suggestion was to publicly recognize and thank groups who have achieved their goals, say at the annual business meeting.

The annual reports produced by committees are public-facing documents, which traditionally have not received any review by the Board, even though the Board

(through the Planning and Reports Officer) collects them. Annual reports and Board quarterly reports could be other avenues of communication between the Board and committees about strategic plan action. Michael Rogan stated that he was going to review this year's annual reports and from them, create an action plan for FY 2015.

**b. Task Force for Conference Content on the Web (Rick McRae)**

Rick reported the preliminary findings from the task force. The task force found that conference materials had previously been posted on independently hosted web sites. Content from 2011 through 2014 have been migrated to the main MLA website (<http://www.musiclibraryassoc.org/?page=Meetings>); however, material from the 2010 San Diego conference appears to have been lost. Material was collected by the "good will of the presenters," but there was no systematic or controlled collection.

The task force also looked at websites with conference content from other similar organizations, and were particularly impressed with the Modern Language Association's presentation ([http://www.mla.org/conv\\_listings](http://www.mla.org/conv_listings)) for its ease in searchability. The Music Library Association's platform YourMembership.com (YM), according to Ray Heigemeir, does not have the capability for a deep search within the content itself, nor the capability to limit the search to the annual meetings page on the website. Searching for presentations would also be limited to the presenter, title, and other text (controlled tagging, etc.). The website also has file size limitations, so large video and audio files would not be able to be posted.

Retrospective collection of material from conferences prior to 2010 would be done at a later date. Going forward, the presenters for the 2015 Denver meeting were required to submit abstracts, which would help with searching. Controlled vocabulary tagging would also be used for searching purposes. Content put up on the website would need permissions for copyrighted material or that material would need to be stripped out. The task force created a draft of a release form for presenters.

Tracey asked whether a database apart from the YM platform could be used for the conference content, and what the back end of the Modern Language Association's webpage was. Strong searching functionality would be preferred, and if YM cannot provide the functionality needed, then perhaps we should look at other solutions.

Further conversation with interim Web Manager Ray Heigemeir and possibly Jim Zychowicz, who maintains various databases at A-R, would be warranted.

**13. New Business**

**a. Advocacy for Music Library Services**

The Board received several responses to the call for advocacy statements from committees, and a couple of people had posted to the online forum created for this topic. Originally, the idea was to produce a white paper on this issue. Lisa stated that an official document from MLA should send a strong message that the concerns that music librarians are shared by many institutions across the country, and that MLA as a "united front" advocates support for music librarians and music library services.

The perspective that should be taken is what value do music library services provide to their users, rather than why we feel we are so valuable. In addition to statements about what unique skills music librarians have, a list comparing all major music programs in the country and a description of their respective music libraries and services would send the message across, as would quotes from users who say in their own words how music librarians have helped them.

It was mentioned that some of the things that proved to be most influential to administrators were testimonial letters and videos from users. It was also helpful for them to hear answers from people outside the institution, especially from the president of MLA. A statement from the association should be short but authoritative, easy to read, and include infographics. More in-depth information should also be provided when needed. There is a certain urgency to have all of this readily available on the MLA website.

It would seem that there are two parts to the presentation: providing facts and figures (both in short form and more detailed write-ups), and suggesting strategies for administrators to recognize the importance of a music library. It was suggested that a suite of resources rather than a white paper be created for advocacy, and a broad outline of what is needed to start. Lisa volunteered to get the ball rolling and create the outline. Working group(s) will be created once the outline has been fleshed out.

**c. Administrative Services**

Michael Rogan reported that a Board working group of the President, Vice President, Administrative Officer, and Assistant Administrative Officer has been formed to review the contracts for our current service providers. The contracts will be reviewed before the 2015 Denver meeting, and the group will produce a report before the 2015 Middleton Board meeting.

**d. Lyon Declaration on Access to Information and Development**

The Lyon Declaration is an advocacy document drafted by the International Federation of Library Associations and Institutions (IFLA) that “calls upon United Nations Member States to make an international commitment through the post-2015 development agenda to ensure that everyone has access to, and is able to understand, use and share the information that is necessary to promote sustainable development and democratic societies.” (<http://www.lyondeclaration.org/about/>) IAML is one of the signatories, and they are asking their branch organizations to be signatories as well.

The discussion that followed centered on the implications of MLA signing this document, and what efforts the association can make that supports the tenets of the Declaration. Mike Duffy said that endorsing the document could serve as “a commitment to ensure the access to information in the United States, at our academic institutions, and throughout the world.” Publicizing the declaration as widely as possible would do much good.

**It was moved by Michael Rogan and seconded by Rick McRae, with a friendly amendment by Damian Iseminger, that MLA endorse the Lyon Declaration on Access**

**to Information and Development by becoming a signatory.** It was approved, with one absence.

**e. Neil Ratliff IAML Outreach Grant**

The Ratliff Grant is currently designated to help Latin American institutions gain membership to IAML, which is a region that is underrepresented in the association. However, in the last year, no one had applied for the grant. Michael Colby asked for suggestions on what to do with this grant.

The original purpose of the Ratliff Grant is to support international outreach efforts. It was suggested that the grant could pay for registration for the annual meeting as a good will gesture. Others expressed some concern with the small amount of money currently in the grant, which has not been receiving many donations recently. Perhaps waiting until more donations would be more prudent, so then perhaps the grant could provide more assistance to an institution. However, having a stronger cause to promote would encourage people to donate to this fund. Michael Rogan suggested contacting Jim Cassaro, who is chair of the IAML membership committee, for ideas.

**14. Adjournment**

Michael Colby will schedule online fall meetings by email.

**It was moved by Rick McRae and seconded by Stephanie Bonjack to adjourn the meeting at 3:03 pm.** The motion passed unanimously.

## **APPENDIX I: New Policies Adopted by the Board**

- 1. Where the word “professional” occurs in the Walter Gerboth Award, it is to be replaced with the phrase “professional or paraprofessional library careers.” (09.a.vi)**
- 2. The Board supports the Web Committee for selling advertising on the conference website. (09.t)**
- 3. MLA endorses the Lyon Declaration on Access to Information and Development by becoming a signatory. (13.d)**