

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of**  
**the Board of Directors**  
**Online Meeting, October 29, 2014**

Wednesday, October 29, 2014 2:18-3:35 pm EDT

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)

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

**It was moved by John Shepard and seconded by Rick McRae to accept the recommendations of the Freeman Award Committee.** The motion passed unanimously. However, see section 3b concerning revisions.

The meeting was called to order by President Michael Colby at 2:18 pm.

**1. Adoption of agenda**

**It was moved by Rick McRae, and seconded by Damian Iseminger, to approve the agenda.** The motion passed unanimously.

**2. Approve Medford 2014 minutes**

There was a minor typographical error on page 10 of the minutes that should have read, "Formal decisions regarding the Assistant Editor for Electronic Vendors for *Notes* made while in executive session." Lisa Shiota will make the correction.

**It was moved by Damian Iseminger, and seconded by Michael Rogan, that the minutes of the Board meeting held at Medford, Massachusetts on September 26-27, 2014 be approved as amended.** The motion passed unanimously.

**3. Reports**

**a. Vice President**

Michael Rogan reported that he has traveled to attend the Texas and Greater New York chapter meetings. He has also visited the librarians at the University of Virginia and has been in conversations with Jane Gottlieb concerning the 2015 IAML meeting that will be held in New York. It has been brought to Michael's attention that the chapters do not have a role in the association's strategic plan, and that there needs to be discussions on how chapters can take part.

**b. President**

Michael Colby stated that Mac Nelson is working on the renewal of the contract for ALA Editions webinars. One point he is working on is to increase MLA's share of the revenue generated from 25% to 30%. A draft of the new contract is set to be ready for review by December.

Michael was notified by the chair of the Freeman Award that the slate of candidates needs to be adjusted, as one person is not eligible due to a current lapse in membership. A revised slate will be given to the Board sometime next week for another vote.

**c. Administrative Officer**

Paul Cary announced that the ballots for members-at-large Board positions are scheduled to be open on November 4, 2014 and close on November 25, with reminders every Monday within those dates. This is earlier than the timeframe recommended by the Administrative Handbook, which is specified as eight weeks before the annual meeting.

There have been problems with the administrative end of the MLA website, and a support ticket to YourMembership.com has been submitted. If these problems are not resolved, this may cause delays with annual meeting registration, which was to be officially opened next Monday, November 3. However, the Business Office and the Convention Managers have already begun the process for exhibitor registrations.

**4. MLA Statement of Online License-Driven Music Sound Recordings**

Tammy Ravas has submitted a draft of this document, and is accepting comments before giving it to Judy Tsou, who will present it to the National Recording Preservation Board (NRPB) meeting. Once the commenting period is over and revisions have been made, the Board will vote on the document. In this initial draft, questions were raised about its intended audience and its focus. It was strongly suggested that the statement should be more of an advocacy paper and less of a best practices document. Suggestions for refinement of wording were offered. Michael Colby will communicate these comments to Tammy, and further discussion will continue on the Board’s listserv.

**5. Fund Goals (Finance Committee)**

The fund goals were set by the Finance Committee at the Fall 2014 Medford meeting, but they had not been approved by the Board then.

| FUND         | Amount in Fund | Avg Award | Target Award | Goal     | Amt Needed for Goal |
|--------------|----------------|-----------|--------------|----------|---------------------|
| Bradley      | \$2,826        | \$1,000   | \$1,000      | \$25,000 | \$22,174            |
| Gerboth      | \$35,018       | \$1,080   | \$1,200      | \$30,000 | At target           |
| Duckles      | \$38,571       | \$660     | \$750        | \$18,750 | At target           |
| Hill/O’Meara | \$11,881       | \$590     | \$500        | \$12,500 | \$619               |
| Epstein*     | \$65,111       | \$2,260   | n/a          | n/a      | n/a                 |
| Freeman      | \$52,523       | \$2,950   | \$2,000      | \$50,000 | At target           |
| Coral        | \$17,803       | \$450     | \$400        | \$10,000 | At target           |

\*The Epstein fund is under a different formula than the other funds, as stipulated by the Epsteins at the establishment of the endowment.

The MLA Fiscal Policies Handbook uses the rubric of no more than 4.5% of the average of the last five years of the fund’s total value can be used for an award. The target award was determined looking at what has been awarded in the past, and then dividing the annual target by 4% to get how much money needed to be in the fund to generate the target amount.

Goal tickers for these funds would be placed on the MLA website to provide visuals for the membership. Development Officer Susannah Cleveland will also write up text to encourage donations. There was some discussion as to whether these numbers establish the appropriate baselines for the funds and whether predictions on their growth can be accurately determined, but ultimately, the tickers are to communicate information to the association.

**It was moved by Damian Iseminger to approve the fund goals for 2015. The motion passed unanimously.**

#### **6. Ad rates for meeting website**

The recommendations for advertising rates from the Advertising Manager and the Assistant Convention Manager were received and approved by the Finance Committee. Advertisements for the conference website are to be available to everyone, not just the exhibitors. There was some question about the tiers of preference for Corporate Patrons and Corporate Members and whether is written policy. Ads for the conference website were set to be available for purchase on November 1, 2014, although this is dependent on the issues with the website.

**It was moved by Mike Duffy to accept the advertising rates for the meeting website. The motion was unanimously approved.**

#### **7. Revisions to Advertising Manager job description**

The job description for the Advertising Manager was revised to include responsibility for ads on the MLA website. The revised version is already being used in the job posting. It was mentioned that the Advertising Manager and the Assistant Convention Manager need to coordinate selling ads on the meeting website, and that perhaps the person who coordinates ads for the conference program book and the meeting website should be the same person. The responsibilities could become more complicated as other venues for advertisement could be created in the future, such as ads on the Guidebook app, etc.

Further refinement of the job description was suggested: the first sentence of the first paragraph should read, "The Advertising Manager is responsible for coordinating the advertising in *Notes*, the quarterly print publication of the Music Library Association, and on the MLA website." The first sentence of the second paragraph should read, "The Advertising Manager is also responsible for the production of advertisements that market the Association's print and online publications." The Board agreed that these edits would better clarify the description.

**It was moved by Damian Iseminger and seconded by Mike Duffy, with an amendment by Tracey Rudnick, to approve the revised job description for Advertising Manager as amended. The motion passed unanimously.**

#### **8. Diversity Inclusion Initiative clarification**

The following text is from Mark Puente from ARL:

The ARL/MLA (Association of Research Libraries/ Music Library Association) Diversity and Inclusion Initiative (DII) seeks to address the growing need for professional staff in music and performing arts libraries to better reflect evolving demographics of students and faculty in music

and performing arts higher education. Its initial funding came from the Institute of Museum and Library Services (IMLS).

The first DII fellowships were awarded in 2012. To date, eleven individuals have received support through the program. The ARL MLA DII officially ends in July of 2015. A request will be made for a second one-year, no cost extension. Once the grant ends, the program (as it exists now) ends unless funds can be secured from elsewhere.

MLA's obligations for cost sharing for the grant come from the contributed time from the internship host institutions, time contributed from MLA officers, (publicity and outreach, placement, etc.), time and travel for Mark Puente (Director of Diversity and Leadership Programs for the Association of Research Libraries and principal investigator of the grant), and a portion of the time of an administrative assistant employed by ARL.

Should an extension be granted, MLA's contribution should be expanded to include gratis conference registration for the fellows.

Michael Colby stated that the Development Officer and the chair of the Diversity Committee are working on fundraising for the diversity scholarship. It was suggested that some of the surplus could be used as seed money for another grant.

#### **9. Advocacy project**

Lisa produced a draft of an outline for music library advocacy. Data collection and prose needs to be done to flesh out the resource, but which details to tackle first need to be prioritized.

Discussion ensued as to who should be tapped to do this work, whether it should an assigned task force or a Board effort. It was asked whether the MLA website has the functionality for such a community project, perhaps a wiki.

#### **10. Adjournment**

Michael Colby will send out a Doodle poll to determine a date and time for an online meeting in December, if needed. **It was moved by Damian Iseminger and seconded by Tracey Rudnick to adjourn the meeting.** The motion was approved unanimously, with one absence. The meeting adjourned at 3:35 pm.

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

1. **A description of the The ARL/MLA (Association of Research Libraries/ Music Library Association) Diversity and Inclusion Initiative (DII) and its status as of October 2014. (8)**