

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Middleton, Wisconsin, May 30 – June 1, 2014**

Friday, May 30, 8:00 am - 5:00 pm (Finance Committee), 1:00 pm - 5:00 pm (Planning Committee); Saturday, May 31, 9:15 am - 4:55 pm; Sunday, June 1, 9:06 am - 3:42 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)

Beginning with this meeting, all public reports to the Board were available at the time of the meeting on the MLA website, at <http://www.musiclibraryassoc.org/?page=BoardAgendas>

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

April 23, 2014 (online): **It was moved by Michael Rogan, and seconded by Tracey Rudnick, to approve the edited version of the Publicity and Outreach Officer job description.** The motion passed by majority vote.

April 24, 2014 (online): **It was moved by Rick McRae, with a friendly amendment by Mike Duffy, and seconded by Damian Iseminger, that the wording of the 3<sup>rd</sup> paragraph, 2<sup>nd</sup> sentence of the Publicity & Outreach job description be emended to read:**

**“The Publicity & Outreach Officer, in coordination with the Advertising Manager, distributes artwork when MLA purchases advertising space or uses exchange advertising space to promote its publications,”**  
**and that the 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence of the Advertising Manager description (III E. in Administrative Handbook) be emended to read: “The Advertising Manager in coordination with the Publicity & Outreach Officer, distributes artwork when MLA purchases advertising space or uses exchange advertising space to promote its publications.”** The motion passed by majority vote.

May 14, 2014 (online): **It was moved by Michael Rogan, and seconded by Rick McRae, that MLA, as a member of the Historic Recording Coalition for Access and Preservation, endorse the comments to the Copyright Office Regarding Orphan Works and Mass Digitization drafted by The Association for Recorded Sound Collections (ARSC), dated May 5, 2014.** The motion passed by majority vote.

May 21, 2014 (online): **It was moved by John Shepard, and seconded by Rick McRae, that the MLA Board endorse the Legislation Committee’s “Comments from the Music Library Association Regarding Orphan Works and Mass Digitization” as a statement from the Music Library Association to the United States Copyright Office.** The motion passed by majority vote.

May 21, 2014 (online): **It was moved by Tracey Rudnick, and seconded by Lisa Shiota, that the MLA Board endorse the statement drafted by Michael Basile, Marcus Childress, and Ryan Schnee (student attorneys, Glushko-Samuels IP Clinic, American University Washington College of Law) and approved by MLA’s Legislation Committee, as the Music Library Association’s position on the licensing of music sound recordings sold only as downloads, in response to the notice of inquiry for the U.S. Copyright Office’s Music Licensing Study (78 FR 14739, Doc. 2014-03).** The motion passed by majority vote.

The meeting was called to order by Michael Colby.

**01. Approval of Agenda**

**It was moved by Damian Iseminger and seconded by Michael Rogan to approve the agenda.** The motion passed unanimously.

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

**It was moved by Michael Rogan and seconded by Damian Iseminger that the minutes of the Board meeting held in Atlanta, Georgia, February 25-26 and March 1-2, 2014 be approved as amended.** The motion passed unanimously.

**It was moved by Rick McRae and seconded by Michael Rogan that the minutes of the Board meeting held online on April 11, 2014 be approved as corrected.** The motion passed unanimously.

Lisa, in previous consultations with Pam Bristah (immediate past Recording Secretary), Michael Colby, and the Planning Committee, requested that from this point forward, the Board minutes be approved at the next formal Board meeting, whether online or in person. The previous practice was that all minutes were to be approved during the in-person meetings, meaning that online meeting minutes approvals were often delayed for several months until the Board physically met. Relevant sections in the Constitution (Article V, sections C & D) and the Administrative Handbook (section II.A.4.f.2) do not explicitly state during what type of meeting the minutes need to be approved. Lisa requested specific language be added to the Administrative Handbook as a reflection of current practice if approved.

**It was moved by Damian Iseminger and seconded by Mike Duffy that the Parliamentarian add language to the Administrative Handbook stating that the President shall ask for approval of the Board minutes from the previous meeting, at the following meeting, whether that meeting is held online or in person.** The motion passed unanimously.

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

**It was moved by Mike Duffy to approve the following changes, to the Administrative Handbook, based on prior Board actions, as amended by the Board.**

Changes approved at the February-March 2014 Atlanta meeting to honoraria and to the requirement of three reports annually from MLA editors (except those editors reporting to the *Notes* editor), as recommended by the Special Officers and Editors Honoraria Task Force. Relevant sections are: II.A.4.i, II.F.5, II.G.5, III.B.2, III.C, III.E, III.F, III.G, V.B.2, V.C.2, V.D.2, V.H.2, and V.I.2.

Changes approved at the May 2013 Middleton meeting to reflect current reimbursements for automobile gas, tolls, and parking (with receipts) and 50% per diem for Board members. Relevant sections are II.B.3.b, II.C.3, II.D.3, II.E.3, II.F.5, and II.G.5.

Changes approved at the September 2013 Rochester meeting to the Program Committee structure, in which two members are appointed each year for three-year terms (II.B.5.a)

Changes approved at the September 2013 Rochester meeting that include the Planning Committee in the position descriptions of its ex officio members. Relevant sections are II.D.1, II.E.10, and II.E.13.a.

Inclusion of the Archivist (creation of position approved during May-June 2012 Middleton meeting) and the Web Manager (creation of position approved during September 2012 Pittsburgh meeting) in the Special Officers section, III.A.1.

Clarification about the suspension of the Carol June Bradley award, as approved during the September 2013 Rochester meeting (VI.H.9.e).

Requirement of three reports annually from MLA editors (except those editors reporting to the *Notes* editor), as approved at the February-March 2014 Atlanta meeting, separate from the Special Officers and Editors Task Force recommendations. Relevant sections are V.E.2, V.F.2, and V.G.2.

The motion to make changes based on prior Board actions passed unanimously.

**It was moved by Mike Duffy to approve typographical corrections to the Administrative Handbook.** These corrections do not change the substance of the text. Typographical errors were noted in sections II.A.4.a, II.B.3.b, II.D.6, II.E.6, III.F, V.A, V.A.2, V.A.3, VI.H.11, and VI.H.21.a. The motion passed unanimously.

**It was moved by Damian Iseminger to emend Administrative Handbook section II.E.13.c to reflect that the Parliamentarian be empowered to incorporate changes of a typographical nature and those reflecting Board actions without seeking prior Board approval.** The motion passed unanimously. These kinds of changes will henceforth be reported by the Parliamentarian via the Board listserv, and Board members may discuss through this channel. The final version of the changes made would be enumerated in the Parliamentarian's report.

**It was moved by Damian Iseminger, and seconded by Tracey Rudnick, to approve the following changes to the Administrative Handbook for consistency and clarity and to be in compliance with the Constitution and By-Laws, as amended by the Board.** Board approval will always be required for changes of this nature.

Current:

**II.A.1. CHARGE**

The Board of Directors administers and manages the affairs of the Music Library Association, formulates and executes its policies, and realizes its stated purposes. It acts in the name of the Association between its annual meetings, and it may exercise all powers except those that are vested exclusively in the members.

Proposed:

**II.A.1. CHARGE**

The Board of Directors administers and manages the affairs of the Music Library Association, formulates and executes its policies, and realizes its stated purposes. It acts in the name of the Association between its business meetings, and it may exercise all powers except those that are vested exclusively in the members.

Current:

**II.A.3. TERMS OF OFFICE**

Officers serve until the adjournment of the final session of the annual meeting following the election of their replacements. Elected officers of the Board of Directors serve for up to six consecutive years. Appointed officers serve up to four consecutive years. (rev. 3/2011)

Proposed:

**II.A.3. TERMS OF OFFICE**

Officers serve until the adjournment of the final session of the annual meeting at which the names of their successors are made public. Elected officers of the Board of Directors serve for up to six consecutive years. Appointed officers serve up to four consecutive years. Officers elected to a two year term may serve in an appointed capacity for an additional four years. (rev. 3/2011)

Current:

**II.A.4.d. DEFINITION OF A QUORUM**

A majority of the voting Board members constitutes a quorum provided the President or Vice-President/President-Elect/Past President is present.

Proposed:

**II.A.4.d. DEFINITION OF A QUORUM**

A majority of the voting Board members constitutes a quorum provided the President or Vice-President/Past President is present.

Current:

**II.A.4.h. BUDGET REQUESTS BY BOARD MEMBERS**

Board members, including those whose terms will expire during the next fiscal year, submit annual budget requests for expenditures necessary to the performance of their official duties to the Finance Committee four weeks in advance of the June Board meeting.

Proposed:

**II.A.4.h. BUDGET REQUESTS BY BOARD MEMBERS**

Board members, including those whose terms will expire during the next fiscal year, submit annual budget requests for expenditures necessary to the performance of their official duties to the Finance Committee four weeks in advance of the Spring Board meeting.

Current:

**II.B.3.a. BUDGET REQUESTS**

Four weeks in advance of the May/June Board meeting, the President submits an annual budget request to the Finance Committee for the President's discretionary fund and for other expenses such as transportation, per diem, telephone and postage.

Proposed:

**II.B.3.a. BUDGET REQUESTS**

Four weeks in advance of the Spring Board meeting, the President submits an annual budget request to the Finance Committee for the President's discretionary fund and for other expenses such as transportation, per diem, telephone and postage.

Current:

**II.D.4. BUDGET REQUEST**

The Recording Secretary submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting to cover expenses such as transportation, lodging, per diem, telephone, photocopying, and postage. (rev. 7/2011)

Proposed:

**II.D.4. BUDGET REQUEST**

The Recording Secretary submits an annual budget request to the Finance Committee four weeks in advance of the Spring Board meeting to cover expenses such as transportation, lodging, per diem, telephone, photocopying, and postage. (rev. 7/2011)

Current:

**II.E.12. c. SOLICITATION OF BUDGET REQUESTS**

Eight weeks prior to the annual Finance Committee meeting in May or June of each fiscal year, the Fiscal Officer, as chair of the Finance Committee, solicits budget requests from the Board, special officers, committee chairs, editors of serial publications, and other members whose responsibilities to the Association might require the disbursement of funds. The Fiscal Officer accompanies the solicitation for budget requests with clear, written guidelines and with a deadline for submission four weeks before the May/June Board meeting.

Proposed:

**II.E.12. c. SOLICITATION OF BUDGET REQUESTS**

Eight weeks prior to the annual Finance Committee meeting in the Spring (May or June) of each fiscal year, the Fiscal Officer, as chair of the Finance Committee, solicits budget requests from the Board, special officers, committee chairs, editors of serial publications, and other members whose responsibilities to the Association might require the disbursement of funds. The Fiscal Officer accompanies the solicitation for budget requests with clear, written guidelines and with a deadline for submission four weeks before the Spring Board meeting

Current:

**II.E.12.e. PREPARATION OF THE ASSOCIATION'S BUDGET FOR THE NEW FISCAL YEAR [first paragraph]**

As chair of the Finance Committee, the Fiscal Officer assembles the budget requests for the new fiscal year as well as the accounts of actual income and expenditures for the current fiscal year to date. The Fiscal Officer sends this material to the Finance Committee so that it will arrive no later than two weeks before the May/June Board meeting.

Proposed:

**II.E.12.e. PREPARATION OF THE ASSOCIATION'S BUDGET FOR THE NEW FISCAL YEAR [first paragraph]**

As chair of the Finance Committee, the Fiscal Officer assembles the budget requests for the new fiscal year as well as the accounts of actual income and expenditures for the current fiscal year to date. The Fiscal Officer sends this material to the Finance Committee so that it will arrive no later than two weeks before the Spring Board meeting.

Current:

**IV.D.1. BUDGET REQUEST**

The representative presents an annual budget request to the Finance Committee of the Association following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in May or June of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the May/June Board meeting.

Proposed:

**IV.D.1. BUDGET REQUEST**

The representative presents an annual budget request to the Finance Committee of the Association following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in the Spring (May or June) of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the Spring Board meeting.

Current:

**VI.E.1. BUDGET REQUEST**

If the work of the committee requires expenditures, the committee presents an annual budget request to the Finance Committee of the Association following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in May or June of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the May/June Board meeting.

Proposed:

**VI.E.1. BUDGET REQUEST**

If the work of the committee requires expenditures, the committee presents an annual budget request to the Finance Committee of the Association following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance

Committee meeting in the Spring (May or June) of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the Spring Board meeting.

Current:

**VI.H.3.b. WORKSHOP PLANNING [first two paragraphs]**

- 1) The committee submits a preliminary program for the workshop to the Board for approval at its May/June meeting and a final program to the Board for approval at its fall meeting. In general, the committee is guided by practices applying to the main conference program.
- 2) In consultation with the convention manager and the program chair, the committee submits a budget for the workshop to cover the registration fee and appropriate expenses. This budget is submitted to the Finance Committee following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in May or June of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the May/June Board meeting. (rev. 9/2011)

Proposed:

**VI.H.3.b. WORKSHOP PLANNING [first two paragraphs]**

- 1) The committee submits a preliminary program for the workshop to the Board for approval at its Spring meeting and a final program to the Board for approval at its fall meeting. In general, the committee is guided by practices applying to the main conference program.
- 2) In consultation with the convention manager and the program chair, the committee submits a budget for the workshop to cover the registration fee and appropriate expenses. This budget is submitted to the Finance Committee following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in the Spring (May or June) of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the Spring Board meeting. (rev. 9/2011)

Current:

**VIII.D. PROJECTS**

Roundtables are discouraged from pursuing formal projects, but in special circumstances, a roundtable might undertake a project. In such a case, the Coordinator must consult with the Board via the Assistant Planning and Reports Officer to ensure that any project is consistent with the goals and programs of the Association. Funding may be made available by the Board for selected roundtable projects. Requests for funding should be submitted to the Fiscal Officer no later than four weeks before the May/June Board meeting. (rev. 9/2011) (rev. 9/2012)

Proposed:

**VIII.D. PROJECTS**

Roundtables are discouraged from pursuing formal projects, but in special circumstances, a roundtable might undertake a project. In such a case, the Coordinator must consult with the Board via the Assistant Planning and Reports Officer to ensure that any project is consistent with the goals and programs of the Association. Funding may be made available by the Board for selected roundtable projects. Requests for funding should be submitted to the Fiscal Officer no later than four weeks before the Spring Board meeting. (rev. 9/2011) (rev. 9/2012)

Current:

**II.G.6. BUDGET REQUEST**

The Administrative Officer submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting to cover the expenses of transportation, lodging, per diem, telephone, photocopying, postage, and other services as needed. (rev. 7/2011)

Proposed:

## **II.G.6. BUDGET REQUEST**

The Assistant Administrative Officer submits an annual budget request to the Finance Committee four weeks in advance of the Spring Board meeting to cover the expenses of transportation, lodging, per diem, telephone, photocopying, postage, and other services as needed. (rev. 7/2011)

Current:

### **III.A.3. BUDGET REQUESTS**

Special officers submit a budget request to the Finance Committee through the Fiscal Officer four weeks in advance of the May/June Board meeting to cover expenditures incurred for such things as telephone, postage and supplies. When appropriate, the tax-exempt number 962-1615201 is used in making MLA purchases.

Proposed:

### **III.A.3. BUDGET REQUESTS**

Special officers submit a budget request to the Finance Committee through the Fiscal Officer four weeks in advance of the Spring Board meeting to cover expenditures incurred for such things as telephone, postage and supplies. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases.

Current:

### **IV.D.3. REIMBURSEMENT**

Receipts for approved expenditures are submitted by the representative to the Administrative Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. When appropriate, the tax-exempt number 962-1615201 is used in making MLA purchases.

Proposed:

### **IV.D.3. REIMBURSEMENT**

Receipts for approved expenditures are submitted by the representative to the Administrative Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases.

Current:

### **V.A.3.b. BUDGET REQUESTS**

Editors submit a budget request to the Finance Committee through the Fiscal Officer four weeks in advance of the May/June Board meeting to cover expenditures incurred for such things as telephone, postage and supplies. When appropriate, the tax-exempt number 962-1615201 is used in making MLA purchases.

Proposed:

### **V.A.3.b. BUDGET REQUESTS**

Editors submit a budget request to the Finance Committee through the Fiscal Officer four weeks in advance of the Spring Board meeting to cover expenditures incurred for such things as telephone, postage and supplies. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases.

Current:

### **VI.E.3. REIMBURSEMENT**

Receipts for approved committee expenditures are submitted by the committee chair to the Administrative Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. This includes travel

expenses that must have been budgeted and approved in advance even if the Board has approved the activity requiring the travel. When appropriate, the tax-exempt number 962-1615201 is used in making MLA purchases.

Proposed:

### **VI.E.3. REIMBURSEMENT**

Receipts for approved committee expenditures are submitted by the committee chair to the Administrative Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. This includes travel expenses that must have been budgeted and approved in advance even if the Board has approved the activity requiring the travel. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases.

Current:

### **II.A.5.c. FISCAL DUTIES**

**3) Budget and Expenditures.** The Board approves the budget prepared by the Finance Committee for each fiscal year, authorizes expenditures as specified therein and approves amendments to the budget as they occur throughout the fiscal year. The fiscal year begins July 1 and ends the following June 30. The Board also approves requests for extraordinary disbursements. Financial matters brought to the Board's attention are usually referred to the Finance Committee before official action is taken. No money, beyond that which is budgeted, is spent in the name of the Music Library Association without prior, formal approval by the Board. Emergency budget action may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President and the Fiscal Officer. Such action is ratified at the following Board meeting. If during the course of a fiscal year the Board approves unbudgeted expenditures, it amends the budget and identifies the source of income that is to cover the expenditures. Depletion of the Association's reserves is to be avoided.

Proposed:

### **II.A.5.c. FISCAL DUTIES**

**3) Budget and Expenditures.** The Board approves the budget prepared by the Finance Committee for each fiscal year, authorizes expenditures as specified therein and approves amendments to the budget as they occur throughout the fiscal year. The fiscal year begins July 1 and ends the following June 30. The Board also approves requests for extraordinary disbursements. Financial matters brought to the Board's attention are usually referred to the Finance Committee before official action is taken. No money, beyond that which is budgeted, is spent in the name of the Music Library Association without prior, formal approval by the Board. Emergency budget action may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President and the Fiscal Officer. Such action is subject to ratification at the following Board meeting. If during the course of a fiscal year the Board approves unbudgeted expenditures, it amends the budget and identifies the source of income that is to cover the expenditures. Depletion of the Association's reserves is to be avoided.

Current:

### **II.B.4.d. ACTION TAKEN BETWEEN MEETINGS [second paragraph]**

If the timeframe for response is so short that it precludes full Board discussion and action, emergency action is taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President. All emergency action taken between meetings is ratified at the following Board meeting and entered into the minutes. (rev. 3/2011)

Proposed:

### **II.B.4.d. ACTION TAKEN BETWEEN MEETINGS [second paragraph]**

If the timeframe for response is so short that it precludes full Board discussion and action, emergency action is taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President. All emergency action taken between meetings is subject to ratification at the following Board meeting and entered into the minutes. (rev. 3/2011)

Current:

**II.C.7. ACTION TAKEN BETWEEN BOARD MEETINGS [second paragraph]**

If the timeframe for response is so short that it precludes full Board discussion and action, emergency action is taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President. All emergency action taken between meetings is ratified at the following Board meeting and entered into the minutes. (rev. 3/2011)

Proposed:

**II.C.7. ACTION TAKEN BETWEEN BOARD MEETINGS [second paragraph]**

If the timeframe for response is so short that it precludes full Board discussion and action, emergency action is taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President. All emergency action taken between meetings is subject to ratification at the following Board meeting and entered into the minutes. (rev. 3/2011)

Current:

**II.D.11. ACTION TAKEN BETWEEN BOARD MEETINGS [second paragraph]**

If the timeframe for response is so short that it precludes full Board discussion and action, emergency action is taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President. All emergency action taken between meetings is ratified at the following Board meeting and entered into the minutes. (rev. 3/2011)

Proposed:

**II.D.11. ACTION TAKEN BETWEEN BOARD MEETINGS [second paragraph]**

If the timeframe for response is so short that it precludes full Board discussion and action, emergency action is taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President. All emergency action taken between meetings is subject to ratification at the following Board meeting and entered into the minutes. (rev. 3/2011)

Current:

**II.A.5.e. ANNUAL REPORTS; ACTIVITIES, FINANCIAL, COMMITTEE, SPECIAL OFFICERS, AND CHAPTER**

The Board maintains free and open communications with the membership. To this end, at or prior to the annual meeting of the Association, the Board receives and distributes the following reports to the members: through the Recording Secretary, an annual report of the Board's activities and the minutes of the Association's last meeting; an annual, audited financial report which the Administrative Assistant submits to the membership at the annual meeting and which is published annually in *NOTES*; annual reports of the committees, the representatives to other organizations and special officers collected by a member-at-large; annual reports of the chapters collected by the Vice-President/Past President. (rev. 3/2011)

Proposed:

**II.A.5.e. ANNUAL REPORTS; ACTIVITIES, FINANCIAL, COMMITTEE, SPECIAL OFFICERS, AND CHAPTER**

The Board maintains free and open communications with the membership. To this end, at or prior to the annual meeting of the Association, the Board receives and distributes the following reports to the members: through the Recording Secretary, an annual report of the Board's activities and the minutes of the Association's last meeting; an annual, audited financial report which the Administrative Officer submits to the membership at the annual meeting and which is published annually in *NOTES*; annual reports of the committees, the representatives to other organizations and special officers collected by a member-at-large; annual reports of the chapters collected by the Vice-President/Past President. (rev. 3/2011)

Current:

**II.A.6. PROCEDURES FOR RELATIONS/AFFILIATION WITH OTHER ORGANIZATIONS**

The Association may establish relationships with other organizations and may provide representation at meetings of organizations in fields related to music librarianship. For formal affiliation, the Board submits the terms of affiliation in writing to the members present at a regular meeting. Approval is by a majority of the ballots cast on the proposal at the meeting. For institutional membership, the Board approves the President's enrollment of the Association, or its withdrawal, as an institutional member. For the Association to be represented in another organization, representatives are appointed by the President in consultation with the Board.

Proposed:

**II.A.6. PROCEDURES FOR RELATIONS/AFFILIATION  
WITH OTHER ORGANIZATIONS**

The Association may establish relationships with other organizations and may provide representation at meetings of organizations in fields related to music librarianship. For formal affiliation, the Board submits the terms of affiliation in writing to the members present at a regular meeting of the Association. Approval is by a majority of the ballots cast on the proposal at the meeting. For institutional membership, the Board approves the President's enrollment of the Association, or its withdrawal, as an institutional member. For the Association to be represented in another organization, representatives are appointed by the President in consultation with the Board.

Current:

**II.B.1. CHARGE**

The President serves as the executive officer and official representative of the Music Library Association. In order to realize the purposes of the MLA, the President coordinates all functions of the Association and keeps in close touch with the Vice-President/Past President, Administrative Officer, the Board of Directors and committee activities. The President maintains especially close contact with the Publications Committee, as the President countersigns all contracts negotiated by the Association with publishers. The President may serve *ex officio* on all committees except the Nominating Committee. The President acts as the President of the US national branch and represents MLA at the IAML Council and General Assembly meetings or sends a delegate. (rev. 3/2011)

Proposed:

**II.B.1. CHARGE**

The President serves as the executive officer and official representative of the Music Library Association. In order to realize the purposes of the MLA, the President coordinates all functions of the Association and keeps in close touch with the Vice-President/Past President, Administrative Officer, the Board of Directors and committee activities. The President maintains especially close contact with the Publications Committee, as the President countersigns all contracts negotiated by the Association with publishers. The President may serve *ex officio* on all committees except the Nominating Committee. The President acts as the President of the US national branch and represents MLA at the International Association of Music Libraries, Archives, and Documentation Centres (IAML) Council and General Assembly meetings or sends a delegate. (rev. 3/2011)

Current:

**II.B.4.h. IAML**

Proposed:

**II.B.4.h. International Association of Music Libraries, Archives, and Documentation Centres (IAML)**

Current:

**II.B.5.a. GENERAL INFORMATION**

3. a member-at-large to the Parliamentarian and to maintain and update the Handbook
4. a member-at-large to be Assistant Parliamentarian, and to assist with the maintenance of the Handbook

Proposed:

**II.B.5.a. GENERAL INFORMATION**

3. a member-at-large to be Parliamentarian and to maintain and update the Administrative Handbook
4. a member-at-large to be Assistant Parliamentarian, and to assist with the maintenance of the Administrative Handbook

Current:

**II.G. ASSISTANT ADMINISTRATIVE OFFICER**

Sections of the constitution and by-laws applicable to this section: III.E.2; IV.A, C.2, D.3, E.4, 5, 6; V.B.2, B.7; VII.D; X.B, C.) (rev. 3/2011)

Proposed:

**II.G. ASSISTANT ADMINISTRATIVE OFFICER**

Sections of the constitution and by-laws applicable to this section: III.E.2; IV.A, C.2, D.3, E.4, 5, 6; V.B.2,7; VII.D; X.B, C.) (rev. 3/2011)

Current:

**VI.A.1. ELIGIBILITY**

Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. MLA student members may not serve as committee chairs, as members of awards committees where members automatically rotate to chairmanship, or on the Nominating Committee. (rev. 07/2011)

Proposed:

**VI.A.1. ELIGIBILITY**

Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. MLA student members may not serve as committee chairs, as members of awards committees where members automatically rotate to chair, or on the Nominating Committee. (rev. 07/2011)

Current:

**VI.H.4.b. MEMBERSHIP**

The Finance Committee consists of six voting members, of which the Fiscal Officer (who serves as Chair of the committee) and the Administrative Officer are specified by the constitution. The Assistant Administrative Officer, Assistant Financial Officer, President and Vice/Past President customarily meet with the Financial Committee and are voting members. (rev. 4/2009) (rev. 3/2011)

Proposed:

**VI.H.4.b. MEMBERSHIP**

The Finance Committee consists of six voting members, of which the Fiscal Officer (who serves as Chair of the committee) is specified by the constitution. Additionally, the constitution specifies that the Administrative Officer works with the Finance Committee on fiscal matters and prepares the budget with the Finance Committee. The Administrative Officer, Assistant Administrative Officer, Assistant Fiscal Officer, President and Vice/Past President meet as the Finance Committee and are voting members. (rev. 4/2009) (rev. 3/2011)

Current:

**VI.H.4.c. INVESTMENTS SUBCOMMITTEE**

The Investments Subcommittee tracks and monitors MLA's investments, provides information and advice to the Finance Committee and Board about investments, and reports on the performance of investments, in accordance with the financial objectives and policies set by the Board and in the context of MLA's relationships with professional investment advisers. The Subcommittee will periodically evaluate MLA's risk profile to ensure that it continues to meet the Association's financial objectives. Membership consists of: Administrative Officer, chair;

Assistant Administrative Officer, Finance Officer, Assistant Finance Officer (ex officio); three MLA members each serving three-year staggered terms. (rev. 12/2012)

Proposed:

**VI.H.4.d. INVESTMENTS SUBCOMMITTEE**

The Investments Subcommittee tracks and monitors MLA's investments, provides information and advice to the Finance Committee and Board about investments, and reports on the performance of investments, in accordance with the financial objectives and policies set by the Board and in the context of MLA's relationships with professional investment advisers. The Subcommittee will periodically evaluate MLA's risk profile to ensure that it continues to meet the Association's financial objectives. Membership consists of: Administrative Officer, chair; Assistant Administrative Officer, Fiscal Officer, Assistant Fiscal Officer (ex officio); three MLA members each serving three-year staggered terms. (rev. 12/2012)

Current:

**VI.H.6.b. MEMBERSHIP**

The Program Committee consists of six regular members; two members will be newly appointed each year for three-year terms; of these two, one will chair the committee the following year. In addition, there are the following ex officio members: the liaison from the board, a representative of the Education Committee, chair of the Local Arrangements Committee, and the Convention Manager. personal members and shall serve through the end of the annual meeting for which they were appointed. Four members will be appointed two years before the annual meeting. One will chair the committee, one will represent special committees, one will represent the roundtables, and one will be a member-at-large. The fifth voting member will be the chair of the following year's Program Committee when appointed. In addition, there are the following *ex-officio* members: a liaison from the board, a representative of the Education Committee, chair of the Local Arrangements Committee, and the Convention Manager. The Program Chair works closely with the chair of the Education Committee. The Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. The request is to be made for the May/June Board meeting and becomes part of the Convention budget. (rev. 4/2009)  
The Association may offer honoraria of up to \$250 to non-MLA-member speakers at non-plenary program sessions. This request is to be made to the Program Committee for the May/June Board meeting and becomes part of the Convention budget. (rev. 4/2009)

Proposed:

**VI.H.6.b. MEMBERSHIP**

The Program Committee consists of six regular members; two members will be newly appointed each year for three-year terms; of these two, one will chair the committee the following year. In addition, there are the following ex-officio members: the liaison from the board, a representative of the Education Committee, chair of the Local Arrangements Committee, and the Convention Manager. Regular members shall serve through the end of the annual meeting for which they were appointed. The Program Chair works closely with the chair of the Education Committee. The Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. The request is to be made for the Spring Board meeting and becomes part of the Convention budget. (rev. 4/2009)  
The Association may offer honoraria of up to \$250 to non-MLA-member speakers at non-plenary program sessions. This request is to be made to the Program Committee for the Spring Board meeting and becomes part of the Convention budget. (rev. 4/2009)

Current:

**VI.H.9.d. KEVIN FREEMAN TRAVEL GRANT COMMITTEE**

The Kevin Freeman Travel Grant Committee consists of three members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of Kevin Freeman Travel

Grants. The chair rotates each year to the member beginning the third year of his or her term. At least one member of the Committee shall be from either the Northern or Southern California Chapter. All members of this committee must be personal members. Kevin Freeman Travel Grants may be given to members of the Music Library Association who have not attended an annual MLA meeting before, and who are in the first three years of their professional careers, graduate library school students aspiring to become music librarians, or recent graduates (within one year of degree) who are seeking professional positions as music librarians. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. The number of grants awarded will be determined by the income available from the endowment fund. (rev. 7/2011)

Proposed:

**VI.H.9.d. KEVIN FREEMAN TRAVEL GRANT COMMITTEE**

The Kevin Freeman Travel Grant Committee consists of three members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of Kevin Freeman Travel Grants. The chair rotates each year to the member beginning the third year of his or her term. At least one member of the Committee shall be from the California Chapter. All members of this committee must be personal members. Kevin Freeman Travel Grants may be given to members of the Music Library Association who are in the first three years of their professional careers, graduate library school students aspiring to become music librarians, or recent graduates (within one year of degree) who are seeking professional positions as music librarians. At least one grant will be awarded to a first-time attendee, if applicable. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. The number of grants awarded will be determined by the income available from the endowment fund. (rev. 7/2011)

Current:

**VI. I. 3. CURRENT JOINT COMMITTEES [points a and b]**

a. **American Musicological Society: Joint Committee On RISM.** This committee is composed of six members, three from each of the two societies. Members serve for a term of three years. The chair, which is appointed by the presidents of the American Musicological Society and the Music Library Association, rotates every three years between the two societies. The committee oversees the collecting activities of the International Inventory of Musical Sources (RISM) in the United States. (rev. 6/2005)

The ranking MLA representative (chair or outgoing/incoming chair) coordinates budget requests and expenses for the MLA.

b. **American Musicological Society: Governing Board Of RILM-U.S. Office.** The presidents of the two associations each appoint one member of this committee, who in turn elect the chair annually. The committee oversees the operations of the RILM-U.S. Office, receives its reports, and takes responsibility for the financial support of the office. It makes financial and substantive reports to the three societies and other funding organizations. (rev. 3/2011)

Proposed:

**VI. I. 3. CURRENT JOINT COMMITTEES [points a and b]**

a. **American Musicological Society: Joint Committee On RISM.** This committee is composed of six members, three from each of the two organizations. Members serve for a term of three years. The chair, which is appointed by the presidents of the American Musicological Society and the Music Library Association, rotates every three years between the two organizations. The committee oversees the collecting activities of the International Inventory of Musical Sources (RISM) in the United States. (rev. 6/2005)

The ranking MLA representative (chair or outgoing/incoming chair) coordinates budget requests and expenses for the MLA.

b. **American Musicological Society: Governing Board Of RILM-U.S. Office.** The presidents of the two organizations each appoint one member of this committee, who in turn elect the chair annually. The committee oversees the operations of the RILM-U.S. Office, receives its reports, and takes responsibility for the financial support of the office. It makes financial and substantive reports to the two organizations and other funding organizations. (rev. 3/2011)

Current:

**VIII.G. BOARD LIAISON**

The Board member with assistant report gathering responsibility will act as the liaison between the Board and the roundtable coordinators, and will schedule a meeting with the coordinators. The Board liaison is charged with maintaining the list of current Roundtable Coordinators, and sending any changes to the list to the Administrative Officer.

Proposed:

**VIII.G. BOARD LIAISON**

The Assistant Planning and Reports Officer will act as the liaison between the Board and the roundtable coordinators, and will schedule a meeting with the coordinators. The Board liaison is charged with maintaining the list of current Roundtable Coordinators, and sending any changes to the list to the Administrative Officer.

Current:

**VI.H.7.a. CHARGE [points 1 and 3]**

1) Budget requests for the *MLA Technical Reports*, the *MLA Index and Bibliography Series*, the *Music Cataloging Bulletin*, the *MLA Newsletter*, and the MLA web site are solicited by the Fiscal Officer from each editor; the Publications Committee does not perform any approval function in this process. The budget request for *NOTES* is transmitted directly from its editor to the Fiscal Officer.

3) Committees that wish to publish the products of their work in *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, the *MLA Technical Reports* or the *MLA Index and Bibliography Series* submit manuscripts to the appropriate editor. Other materials intended for publication or distribution under the Association's name, imprint or logo are submitted to the Publications Committee for review and then to the Board for approval.

Proposed:

**VI.H.7.a. CHARGE [points 1 and 3]**

1) Budget requests for the *MLA Technical Reports*, the *MLA Index and Bibliography Series*, the *MLA Basic Manual Series*, the *Music Cataloging Bulletin*, the *MLA Newsletter*, and the MLA Web site are solicited by the Fiscal Officer from each editor; the Publications Committee does not perform any approval function in this process. The budget request for *NOTES* is transmitted directly from its editor to the Fiscal Officer.

3) Committees that wish to publish the products of their work in *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, the *MLA Technical Reports*, the *MLA Index and Bibliography Series*, or the *MLA Basic Manual Series* submit manuscripts to the appropriate editor. Other materials intended for publication or distribution under the Association's name, imprint or logo are submitted to the Publications Committee for review and then to the Board for approval.

The motion to approve these changes for clarification and consistency passed unanimously. The Board heartily thanks Mike Duffy for his efforts in his comprehensive review of the Administrative Handbook.

**04. Administrative Officer Report Paul Cary**

From his document:

**BUDGET REPORT**

**INCOME** (as of April 30)

Our income picture for the current year is pretty rosy in most areas. As of April 30, total income stands at \$457,311, which is \$16,317 (3.7%) above projections. When projected income is taken in to account, we expect the number to be about \$472,000, 7% above budget. Dues income was \$9,540 over projection, meeting income was \$13,920 (9.5%) over, and other income was \$407 (4%) over. The only major category that was below budget was Sales, which stood at \$143,151, \$7,549 (5%) below budget, but we project it to come in right around budget. Institutional subscriptions (2.0112) was at \$17,266, 22% below the projected \$22,230. The drop is offset by an increase in Institutional Memberships (1.012), which was \$6,855 over budget. Some institutions that were

subscribers appear to have switched to being members, although there is essentially no difference between the two. We think some of this may have been done inadvertently by jobbers. This also accounts for some of the uptick in Dues income. However, regardless of that, our institutional member/subscriber base seems to be declining overall, which is hardly surprising. We should budget conservatively for next year.

*Notes* royalties income stood at \$94,170, 3% above projection. There have been some misbookings in this area that need to be corrected, but they have little impact on the bottom line here.

It has been an off year for Music Cataloging Bulletin, which stood at \$8,820, 12% below the projection of \$10,000. I don't know what accounts for this decrease.

Scarecrow (Rowman) royalty income was misbooked into the *Notes* area and will be corrected. The amount will be \$887, putting it over the projection of \$400. Royalty from our titles published with A-R will be \$1,609, which is 26% below our projection of \$2,170. The two are basically offsetting, so that altogether, monographic income is only \$10 below budget (except that the \$64 in JSTOR royalties needs to be rebooked into *Notes* royalties).

#### **EXPENSES** (as of April 30)

The expense side is also looking good this year. Meeting expense (10.0) came in at \$130,137, 14% below budget.

Miscellaneous expense stood at \$8,044, but is projected at about \$14,000, 17% below the budget of \$17,000.

Because of not awarding the Gerboth and Bradley awards and not spending any Ratliff funds, Awards (12.0) stands at \$8,050, 25% below budget. I think the Special Achievement Award expense may have been misbooked and need to be corrected into Awards, but it is not a large amount.

Management Services (6.0) stood at \$108,085 but is projected to be about \$145,000, which will be about 4% below budget. Program expenses are also projected to end 4% below budget. Other Member Services are projected to end 3% below.

Publications is projected to end up at about \$61,500, about 18% below budget. One chunk of this comes from getting out of our iMedia hosting development in the fall so that we paid only \$1,000 instead of the \$3,000 we had budgeted. *Notes* expenses are projected to end about \$10,000 below budget, mostly in the printing line (9.063).

#### **ANTICIPATED BOTTOM LINE, FY 2013-2014**

Altogether, our projected ordinary income (\$472,373) minus expense (\$405,721) should leave us \$66,652 in the black, which is \$78,000 better than the deficit budget we had projected.

Some of our expenses are underwritten by award and other purpose-specific funds. Money allocated and actually expended from those funds equals \$11,101. That income is designated for the respective purposes and is expected to be used. Adding that in, we would anticipate a surplus of about \$78,000, without using any income from the MLA Fund.

So we have a decision to make about what to do with the surplus.

The Business Office is asking us to pay \$9,075 in programming expenses related to our transition to Yourmembership.com. This is actually only half of what they have incurred in 2013-2014. Our original understanding was that we would get estimates before incurring such costs. According to the Business Office, that proved to be impossible, as the nature and scope of the work was unpredictable. After some negotiation, they are finally invoicing us, but only for half in recognition of the unpredictability and of MLA's generally thin margin. This arrangement appears to be fair to both parties. The Business Office is willing to wait until after July 1 if we want, but I would suggest paying the charges now in order to take pressure off next year's budget. They suggest we budget \$3,000 to \$5,000 per year going forward.

The Fiscal Policies and Administrative Handbooks are silent about what to do with a significant budget surplus, but one logical option would be to deposit into the MLA Fund (or another fund if we so choose).

The 2014-2015 budget year will include a IAML meeting hosted by MLA in New York City. Although that meeting should break even, it may call for up-front expenditures that might conceivably require somewhat larger cash reserves than usual.

#### **INVESTMENTS**

As of May 23, 2014, MLA's investments at Fidelity totaled \$835,891.71. Of that amount, \$600,234.67 is unrestricted, while the remaining \$235,657.04 is temporarily restricted. Our socially responsible investments at Calvert totaled \$249,056.35. Of that amount, \$143,586.80 is unrestricted, and the remaining \$105,469.55 is temporarily restricted. In tabular form:

	Unrestricted	Temporarily restricted	Total
Fidelity	\$600,234.67	\$235,657.04	\$835,891.71 (Fidelity)
Calvert	\$143,586.80	\$105,469.55	\$249,056.35 (Calvert)
Total	\$743,821.47 (MLA Fund)	\$341,126.59 (Purpose-specific)	\$1,084,948.06 (Grand total)

These figures will shortly be augmented by the following donations received from October 2013 through March 2014, pending deposit this week or next.

	Unrestricted	Temporarily restricted	Total
Fidelity	\$1906.00	\$2,464.51	\$4,370.51 (Fidelity)
Calvert	\$1005.00	\$2306.49	\$3311.49 (Calvert)
Total	\$2911.00 (MLA Fund)	\$4,771.00 (Purpose-specific)	\$7,682.00 (Grand total)

#### BALANCES OF NAMED FUNDS (MARCH 30, 2014)

Bradley	\$2,826.00
Gerboth	\$35,018.09
Duckles	\$38,571.62
Hill/O'Meara	\$11,881.58
Esptein	\$65,111.98
Freeman	\$52,523.80
Wicker	\$18,140.83
Ochs	\$46,862.80
RILM	\$50,711.33
Ratliff	\$2,706.28
Coral Travel	\$17,803.63

#### MEMBERSHIP

Overall membership numbers are down slightly, as seen below and in more detail in the separate membership report.

	2012-2013	2013-2014
Individuals	755	740
Corporate	14	16
Institutional	381	374
Totals	1,150	1,130
IAML Individual	121	109
IAML Institutional	116	111

#### PUBLICATIONS

MLA's series published with Scarecrow/Rowman generated \$887 in revenue for MLA in 2013, of which we returned \$495 to authors.

Our publishing arrangement with A-R Editions sold 355 units in 2013, generating \$1,609 in revenue for MLA, of which we owe several hundred dollars to authors. Only one new title was published in 2013, the Basic Manual on music reference by Green and Duffy. Two new publications are anticipated for 2014.

#### DIRECTORY AND ADMINISTRATIVE STRUCTURE

There are no big developments in the maintenance of the administrative structure. We continue to work with the president and the Business Office to adjust workflow so that it functions smoothly.

## **ADOBE CONNECT ACCOUNT**

Our Adobe Connect account was migrated to a non-profit account with an Adobe partner, Clarix Technologies. We pay \$425 per year for a one-user account. We get more seats in any given session, a friendly URL, audio support (charged per minute) through PGI, another partner, and integrated account management. We may be adding a second user, for another \$425.

## **CONFERENCE RECORDINGS**

In what seems a very short time since our winter meeting, we have not made great progress on conference recordings. We do, however, have two quotes, one from the hotel's provider and one from an outside firm that specializes in recording and streaming conferences. In brief, the outside firm, V-Cube, would record and stream one room for three days for \$6,750 including live streaming and one year of hosted streaming on a Vimeo server. We do not know what the cost in surcharges or lost discounts would be if we use the outside provider. The quotes from the hotel's provider, PSAV, are considerably higher. Multiple questions remain to be answered, but I hope that we can agree to allocate funding in the conference budget.

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

From his report:

In our transition in Atlanta, I inherited a project from Jerry McBride to compile a list of past chapter grant awards, to be added to the Regional Chapter page of MLA's website – it is intended to be similar to the Best of Chapters information provided here: <http://www.musiclibraryassoc.org/?BestOfChapter>

I have used this opportunity to primarily focus on Chapters for my first few months in this position.

I compiled the information from past Board minutes, correspondence, and QuickBooks entries, and a summary is attached in an excel spreadsheet. It will need to be edited before being posted to the website.

For the upcoming fiscal year's chapter grant(s), I updated and edited the form for requesting proposals (which should also be posted to the MLA website), and received two chapter grant applications:

- California -- \$600 to support the work of a Chapter Archivist (travel & shipping)
- New England -- \$1,000 to continue a Chapter Oral History Project, for equipment and travel funding.

[The applications for both chapters were reviewed during the meeting.]

Further work with chapters included communication for current, updated officer contact information, gauging interest in communication tools beyond MLACC-L, and preliminary brainstorming with Paul Cary as AO and Pat Wall and Jim Z. at the MLA Business Office around additional services to offer to chapters. This work follows up on conversations had in Atlanta with some Chapter Chairs and with Rick McRae as Planning Officer about creating better communication and reporting between MLA and its chapters, and the potential for expanding our use of the Yourmembership.com platform.

**It was moved by Damian Iseminger, and seconded by Stephanie Bonjack, to grant the California Chapter \$600 in support of the work of the chapter archivist.** The motion passed unanimously.

**It was moved by Rick McRae, and seconded by Mike Duffy, to grant the New England Chapter \$1,000 in support of the chapter's oral history project.** The motion passed unanimously.

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

From his report:

Leading up to and following the annual meeting, as you know by the consultation process, I have made a huge number of appointments. I have lost track of the number, but I know it is well over 50. 39 have been made in the past six weeks. But, as you also know, appointment season never ends. At times the process has bogged down, but I have worked with the Business Office to improve the system. So far it is working and I hope it will continue to work smoothly in the future. A search committee for Publicity & Outreach Officer was appointed, with Kirstin Dougan serving as chair. I hope that we will be receiving a recommendation from them in the very near future (the

deadline for applications is June 5). Several appointments were made to the Program Committee, with a great deal of assistance from Chair Scott Stone. I believe that these appointments have put the composition of the committee in alignment with the structure we voted in last fall.

I announced the Board's decision to accept the recommendation of the task force on honoraria in the March/April 2014 issue of the *MLA Newsletter*. I have been in touch with Don Chatham, Associate Executive Director for Publications with ALA regarding the publication date of *A Basic Music Library, 4<sup>th</sup> Edition*. He believes they will meet the announced June 2014 publication date. For publication with A-R, I have also signed three contracts for MLA book publications: Two in the Index and Bibliography series: with Anna Kijas for a bio-bibliography of Teresa Carreño, and with Kendra Leonard for a work on music in silent films; and one in the Technical Reports series with Jean Harden on music cataloging.

I have been at work on a Presidential/Vice Presidential Handbook, in consultation with the Vice President/President Elect. Eventually, all officers and committees should have handbooks. I hope completion of this task will make the transition much smoother for my successors.

I am also putting the final touches on my national report for IAML. This is due ... just about now!

Of course, there was much correspondence and conversation in preparation for the Finance Committee and Board meetings this spring.

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

The following reports were submitted for review by the Board unless otherwise noted. If the editor requested no action from the Board, the publication and editor's name are simply listed. When Board action was requested, a fuller discussion follows. In all instances, the Board thanks the editors for their service to MLA.

- a. **Basic Manual Series (Peter Munstedt and Deborah Campana)**
- b. **Basic Music Library (Daniel Boomhower)** No report submitted.
- c. **Copyright Website (Tammy Ravas)**  
A search committee will be formed for the Copyright Website editor position.
- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Alan Ringwood)**
- f. **Newsletter (Misti Shaw)** No report submitted.
- g. **Notes (Jane Gottlieb)**
- h. **Technical Reports (Mark McKnight)**
- i. **Web Committee (Verletta Kern)** The Board wishes to thank Verletta and the Web Committee for all their work and quick responses to Board requests!

#### **08. Special Officers' Reports**

The following reports were submitted for review by the Board. If the officer requested no action from the Board, the officer's name and title is simply listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the officer's contributions to the association.

- a. **Advertising Manager (Anne Shelley)**  
A search committee will be formed for this position.
- b. **Convention Manager (Laura Gayle Green)**  
Recommendations for the Denver 2015 convention budget are addressed in the Finance Committee report. There was discussion on site visits for a possible conference location for 2017.
- c. **Development Officer (Susannah Cleveland)**  
**It was moved by Rick McRae, and seconded by Stephanie Bonjack, that the organization registers an account with Amazon Smile.**

Amazon Smile is a program in which the company donates 0.5% of the price of eligible purchases to a charitable organization of the purchaser's choice. MLA is already on the list, but the account needs to be activated in order to receive the donations. The motion was passed unanimously.

- d. **Placement Officer (Joe Clark)**
- e. **Publicity and Outreach Officer (Bob Follet)**
- f. **Management Services (James Zychowicz)**

A-R has created a dynamic version (beta) of the Administrative Structure that allows one to search the most current version of the structure, as the static pdf version on the website is often outdated because of infrequency of updates. The search also brings up the Activities Roster for a member, which would be helpful when making Board appointments.

There is some concern that this version would be yet another manifestation of the Administrative Structure, which would be redundant and cause confusion by looking at the different versions.

**It was moved by Damian Iseminger, and seconded by Rick McRae to move into executive session.** The motion was passed unanimously.

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

- g. **Archivist (Sandy Rodriguez)**

## 09. Committee Reports

The following reports were submitted for review by the Board unless noted otherwise. If the chair requested no action from the Board, the committee and the chair's name is merely listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

- a. **Awards (Various)**
  - i. **Best of Chapters (Anita Breckbill)** No report submitted.
  - ii. **Bradley (inactive)** No report submitted.
  - iii. **Epstein (Drew Beisswenger)** No report submitted.
  - iv. **Freeman (James L. Soe Nyun)**
  - v. **Gerboth (Kathy Abromeit)**
  - vi. **Publications (Christopher Mehrens)** No report submitted.
- b. **Archives and Special Collections (Matt Snyder)**
- c. **Bibliographic Control Committee (Beth Iseminger)**
- d. **Career Development and Services (Alan Ringwood)**
- e. **Development (Susannah Cleveland)**

The Marketing Subcommittee requested \$100 for shipping Silent Auction supplies to and from the 2015 Denver meeting. This has already been budgeted.
- f. **Education (Lisa Hooper)**

The Education Committee forwarded to the board two out of the five proposals that it received for consideration for the 2015 pre-conference workshop: one from the Archives and Special Collections Committee, titled "An Introduction to Archives and Special Collections for Music Librarians"; and one from the Emerging Technologies Committee and the Digital Humanities Roundtable for THATCamp. Both proposals sounded very promising. Questions arose concerning the appropriate pool of participants, accurate budgeting for registration dues to break even with workshop, justification for maximum number of participants, whether the venue for THATCamp

has been approached and can handle hosting the workshop. There were further concerns whether the workshops should be scheduled at the same time and the implications for competing for participants with each other, with pre-conference tours, and with MOUG participants, and what possibilities exist for scheduling one of them at a different time or a different venue (such as a post-conference or before IAML 2015 in New York?).

**g. Emerging Technologies and Services (Stephen Henry)** No report submitted.

**h. Finance (Stephanie Bonjack)**

**The Finance Committee recommends that the Board set registration rates for the 2015 annual meeting in Denver at the following levels:**

Early member	\$270
Early member 1st 3-years	\$220
Early non-member	\$370
Reduced for work	\$170
Regular members	\$370
Regular non-member	\$470
Regular student	\$100
Single day	\$145
Accompanying person	\$135

The registration rates are unchanged from 2014. The motion passed unanimously.

**The Finance Committee recommends that the Board set exhibitors' registration rates for the 2015 annual meeting in Denver at the following levels:**

Base exhibit fee	\$550
Corporate patrons	\$440 (20% discount + 200 lbs drayage)
Corporate members	\$495 (10% discount + 100 lbs drayage)
Full-page ad	\$300
Half-page ad	\$200
Covers	\$400
Full-price inserts	\$300
Discounted inserts	\$100
Attendees email list rental	\$200

The exhibitors' registration rates are unchanged from 2014. The motion passed unanimously.

**The Finance Committee recommends that new IAML members in FY15 receive a \$10 discount in membership dues.** The motion passed unanimously.

**The Finance Committee recommends that IAML membership dues be set at the following levels (see below):**

Individual members	\$ 75
Institutional members	\$110

The amounts increased from the previous year (\$70 and \$105, respectively) to account for IAML increasing its rates. The motion passed unanimously.

**The Finance Committee recommends merging Institutional Subscriber and Institutional Member categories and retaining the category name Institutional Member.** There are more Institutional Members than Subscribers, and

there is no difference in benefits between the two categories. The merged category would retain the Institutional Member rate. The motion passed unanimously.

**The Finance Committee recommends all MLA member dues remain at the current level for FY15.** (see table below) The motion passed unanimously.

	<b>US</b>	<b>Foreign</b>
Regular member	\$120	\$130
Institutional member	\$155	\$165
Student member	\$ 60	\$ 70
Retired member	\$ 85	\$ 95
Sustaining member	\$240	\$260
Associate member	\$ 90	\$100
Corporate patron	\$770	\$780
Corporate member	\$470	\$480
Paraprofessional/Non-salaried/Part-time	\$ 70	\$ 80

**The Finance Committee recommends that the Associate Member category be eliminated when the option is made available to decline the print copy of Notes.** The Associate Member category only serves to prevent a household with more than one MLA member from getting multiple print copies of the publication, and provides no other additional benefits from a Personal Member. There are very few members in this category. The motion passed unanimously.

**The Finance Committee recommends that the Duckles award be funded at \$700 for 2015.** The motion passed unanimously.

**The Finance Committee recommends that the O’Meara award be funded at \$200 for 2015.** The motion passed unanimously.

**The Finance Committee recommends that the Hill award be funded at \$300 for 2015.** The motion passed unanimously.

**The Finance Committee recommends that the Freeman award be funded at \$2,000 for 2015.** The motion passed unanimously.

**The Finance Committee recommends that the Special Achievement award be funded at \$600 for 2015.** The motion passed unanimously.

**The Finance Committee recommends that the Ratliff award be funded at \$210 for 2015.** The motion passed unanimously.

**The Finance Committee recommends that the Organization pay \$9,075.00 to cover programming costs relating to the implementation of YourMembership out of the FY14 budget.**

The amount is for half the amount invoiced, which would cover this year’s costs. Because of an overage, the recommendation was made to pay this amount in the current fiscal year instead of the following fiscal year. The motion passed unanimously.

**The Finance Committee recommends that MLA set aside \$5,000.00 from the FY15 budget to cover the cost of engaging an investment consultant.**

Amount is based on a given estimate. Proposals will be considered by the Investment Subcommittee. The motion passed unanimously.

**The Finance Committee recommends that MLA set honoraria at the following amounts:**

Assistant Administrative Officer	\$ 690
Administrative Officer	\$2000

Convention Manager	\$3000
Assistant Convention Manager	\$ 390
Development Officer	\$ 390
Archivist	\$ 390
Publicity Officer	\$ 390
Placement Service	\$1000
Music Cataloging Bulletin Editor	\$1000
Newsletter Editor	\$ 890
Advertising Manager	\$ 200
Notes Editor	\$3600
Notes Assistant Editors	\$3990
Book Review Editor	\$1500
Music Review Editor	\$ 390
Web Manager	\$2000
Copyright Website Editor	\$ 390

Honoraria for these positions are in a transitional period between the current honoraria structure and the one approved by the Board at the February-March 2014 Atlanta meeting.

**The Finance Committee recommends that the Board approve the 2014/2015 FY budget as submitted by the Finance Committee.**

Just as last year, the proposed 2014/2015 budget does not draw money from the MLA Fund. The motion passed unanimously.

**i. Legislation (Tammy Ravas)**

The travel budget requested has been approved.

**j. Membership (Jason Imbesi)**

The Membership Committee proposed an installment payment option for sustaining members in order to encourage more people to join in this category. The Board is currently exploring this option.

**It was moved by Mike Duffy, and seconded by Rick McRae, that the Publicity and Outreach Officer be an ex officio member of the Membership Committee.** The motion passed unanimously, with one absence.

**k. Oral History (Rob Deland)** No report submitted.

**l. Planning (Rick McRae)**

There was discussion of the results of the 2014 Atlanta conference survey, in tandem with the recommendations from the 2013 Conference and Program Structure Task Force Report. In the interest of transparency, it was recommended that in for the next survey, a summary of the comments be made available to the membership along with the rest of the survey results. A statement would need to be made at the beginning of the survey requesting permission to share comments in such a way that would protect anonymity. Other suggestions under consideration include printed program booklets on demand, continuing the cocktail-party with MLA musical entertainment instead of closing banquet, but with better organization than last year, a “vendor slam” with one fewer day of exhibitor time at meeting, and a breakfast or luncheon for awards, memorial tributes, and/or other MLA business, to replace or shorten the traditional Business meeting.

A joint conference with another organization was discussed for a future date. Possible organizations mentioned were ARLIS, ARSC, Theatre Library Association (TLA- <http://www.tla->

[online.org/](#)), ACRL/Arts Dance Librarian Discussion Group (<http://www.ala.org/acrl/arts/acr-artdgdance>). It was suggested that a performing arts summit conference with ARLIS, TLA, and Dance could be organized. Consideration for a joint conference would need to begin planning now for 2017 or 2018. The model for this kind of conference needs to be thought out—whether the program should be more collaborative or whether the sessions from each organization should simply run parallel. Changes in conference structure would necessitate changes in contractual agreements. It was suggested that a working group be formed with members of the Planning and Program Committees and the Convention Managers.

**m. Preservation (Maristella Feustle)**

**n. Program (Scott Stone)**

The Program Committee asked the Board for clarification on who is eligible to propose sessions for MLA conferences. The committee had been approached by a non-member who had wanted to propose a session. Currently on the MLA website [<http://www.musiclibraryassoc.org/?page=JoinMLA#Benefits>], one of the benefits of membership for individuals is to be able to submit a program proposal. Institutional and corporate members may not submit proposals. Although not explicitly stated on this page or in the Board Policies, the inference from the member benefits is that non-members may not submit program proposals.

Some advantages to opening up eligibility to propose are wider publicity beyond the MLA membership, possible increase in conference attendance (and thus possible increase in revenue), expanding the knowledge base. There are some concerns about differentiating non-MLA members who submit a proposal and those who are invited by an MLA committee to present. In the first instance, conference registration for non-member speakers need to be determined (possibly a single-day registration); in the second instance, the committee may request an honorarium for the invited speaker or provide gratis registration. Having outside speakers at MLA conferences would seem to align with the principles of the Strategic Plan for Value to the Profession and Advocacy, fostering open communication and collaboration.

The Board feels that opening up the call for program proposals would be a good idea, but all implications for doing so need to be fully considered. A conversation with the Program Committee Chair needs to be initiated for their input and to make sure the Board creates a policy that would ensure the committee's work is successful.

Any changes in policy that ensue will not affect the program for the 2015 Denver conference. Changes in policy for program proposals would need to be articulated in the Convention Manual, which is maintained by the Convention Managers.

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

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

**q. Publications (Bonna Boettcher)**

The Publications Committee reiterated its earlier request to the Board to provide an option for individual members to decline a print copy of *Notes* and only have access to the electronic version for the upcoming renewal year. The Board discussed this. Implementation for this option depends on Project MUSE providing a full cover-to-cover version to include all advertising within the journal. Project MUSE is supposedly planning to implement this, but it has not been formally or broadly announced. The Board wished to wait until the feature has actually been implemented. One possible result of making this option available is that it could affect the advertising income from *Notes*. It should be emphasized that the electronic-only (e-only) option does not significantly impact the printing output, therefore it does not save the association any money, nor is it a greener option. Members are encouraged to look at the electronic version to decide whether to choose this option when it is made available.

**It was moved by Tracey Rudnick, and seconded by Michael Rogan, with a friendly amendment by the Board, that when the electronic version of *Notes* contains cover-to-cover content, including full paid advertisements, during the next membership renewal cycle MLA will offer personal, student, and special members the option to decline the print version of *Notes*. This option is not available to corporate or institutional members.** The motion passed unanimously.

Search committees for *Notes* Editor, Assistant *Notes* Editor for Electronic Vendors, *Music Cataloging Bulletin* Editor, and Newsletter Editor need to be formed very soon.

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

**10. Joint Committees**

The following reports were submitted for review by the Board. If the chair requested no action from the Board, the committee and chair's name are merely listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's service to MLA.

- a. **AMS, Joint Committee on RISM (Daniel Boomhower)** No report submitted.
- b. **MPA/MOLA Joint Committee (Andrew Toulas)** No report submitted.
- c. **US/RILM Office (Sarah Adams)** No report submitted.

**11. Representatives to Other Organizations**

The following reports were submitted for review by the Board. If the representative requested no action from the Board, the organization and the representative's name are merely listed. When Board action was requested, a fuller discussion follows. In all cases, the Board greatly appreciates the representative's work for the association.

- a. **MOUG (Mary Huismann)**
- b. **NISO (Nara Newcomer)**

**12. Old Business**

- a. **International Association of Music Libraries Archives and Documentation Centres (IAML)**  
**It was moved by Damian Iseminger, and seconded by John Shepard, that IAML get a gratis table at the Music Library Association conference exhibits.** The motion passed unanimously. Issues concerning who staffs the table are to be addressed.

**It was moved by Rick McRae, and seconded by Damian Iseminger, for the Parliamentarian to write appropriate language in section II.B.4.h of the Administrative Handbook to include that a IAML report should be given at every MLA business meeting.** The motion passed unanimously.

The idea was raised of possibly having next year's Spring Board Meeting coincide with the 2015 New York IAML meeting (June 21-26). If feasible, this meeting time would be closer to the fiscal year end, so much of the budget would need to be well in hand in advance. Logistics concerning meeting location and time, and financial implications for MLA would also need to be addressed. A conversation will need to be initiated with the organizing committee for the New York IAML conference first.

- b. **Strategic Plan Implementation**

The Board went through a status review of the MLA Strategic Plan's Action Plan for October 2013—December 2014. (<http://www.musiclibraryassoc.org/?Stratplanlanding>) Key points are noted below.

**ADVOCACY**

The Planning Committee has collated advocacy statements from committees on the MLA website's advocacy page (<http://www.musiclibraryassoc.org/?page=advocacy>). The recent statement on Orphan Works (see May 21 online board action) will be put up on the website.

Follow-up is needed for members' individual advocacy efforts. Creation of a Special Officer for Advocacy needs further investigation on what other organizations have done, and a consultation with the Publicity & Outreach Officer when he/she is appointed. It was suggested that attorneys for library advocacy/copyright issues could be sought through [law-arts.org](http://law-arts.org). There was discussion of a possible referral list of members who could serve as spokespeople for MLA, which requires more research.

### **PUBLICATIONS**

The Publications Committee needs to be consulted concerning whether a task force should be created at this time to study the value and feasibility of the electronic version of *Notes*. They should also be consulted concerning possibilities for open access MLA content. A status update is needed about strategies on music librarianship articles published in peer-reviewed, non-music journals.

### **CONVENTION**

MLA continues to have a relationship with Helms Briscoe, and a task force has been created for conference content on the MLA website (see 13.c)

### **FUNDRAISING**

A policy for endowments is currently being reviewed. A status update is needed for fundraising for publications awards. Hiring an investment consultant has been proposed. The 2012-2013 Donors and Sponsors list is on the website at <http://www.musiclibraryassoc.org/?page=DonorSponsor201213>

### **MEMBERSHIP**

The Membership Committee should continue research looking at membership rates in comparable professional organizations. Partnerships with vendors of music research resources needs to be fully explored.

### **OUTREACH**

A Diversity Committee has been created (see 12.c). Discussion is needed with Chapter Chairs and the Membership Committee concerning other outreach efforts. Most of the other action items in this section are contingent on the appointment of a new Publicity & Outreach Officer.

### **ORGANIZATIONAL EXCELLENCE**

**It was moved by Damian Iseminger, and seconded by Michael Colby, to move into executive session.** The motion passed unanimously, with one absence.

**It was moved by Rick McRae, and seconded by Damian Iseminger, to move out of executive session.** The motion passed unanimously, with one absence.

Online group workspace is now available through the Your Membership platform. The Fiscal Policies Handbook is now on the website (member login required). Future workshops would be considered "revenue neutral" if deemed mission-appropriate. Policy handbooks for committees and officers are in progress. The Vice President is currently working with Chapter Chairs for better communication mechanisms. A new budget report model to make the information more accessible is in progress.

## **EDUCATION**

A pilot program for video recording a portion of an annual conference is being developed for Denver 2015 by the Program Committee. The Music Librarianship Educators Roundtable discusses topics for music librarianship classes offered at universities and colleges. The newly formed Retirees Roundtable was approached by the Career Development and Services Committee (CDS) to be possible mentors for first-time MLA members. CDS already has a Career Advisory Service available to anyone, not just first-timers.

As a general follow-up for the strategic plan review, it was suggested that a summary of the progress made with action items be made known on the MLA webpage, the Newsletter, Facebook, etc. This may fall under the purview of the incoming Publicity & Outreach Officer.

- c. **MLA/ARL Diversity & Inclusion Initiative Publicity Task Force**  
**It was moved by Michael Rogan, and seconded by Damian Iseminger, to create the Subcommittee on Diversity Scholarships.** This would be the subcommittee of the Development Committee. The motion passed unanimously, with one absence.

Subcommittee Charge: The subcommittee will actively engage in development activities to financially support scholarships providing opportunities for members of groups historically underrepresented in the organization. Special emphasis will be placed on supporting the ARL/MLA Diversity and Inclusion Initiative.

**It was moved by Michael Rogan, and seconded by Damian Iseminger, to create the Committee on Ethnic and Racial Diversity.** The motion passed unanimously, with one absence.

Committee Charge: The committee will work to advance the organization's efforts in diversity by encouraging the participation of groups historically under-represented in music librarianship; including, but not limited to: African Americans, Asian Americans, Latin Americans and Native Americans. The committee will advocate for the recruitment, retention and advancement of members of these groups in MLA and in the profession. Activities will include advising the organization on issues of diversity, monitoring the organization's efforts in this area, and supporting activities, events and initiatives advancing diversity in MLA. The Chair will also serve ex officio on the Development Committee's Subcommittee on Diversity Scholarships, the Membership Committee, and the Career Development and Services Committee.

It was suggested that the committees be formed first before assigning continued work on the Initiative's publicity and formally dissolving the task force.

## **13. New Business**

- a. **Task Force for Conference Content on the Web**

**It was moved by Michael Rogan, and seconded by Tracey Rudnick, to create the Task Force on Conference Content on the MLA Website.** The motion passed unanimously, with one absence.

Task Force Charge: In order to develop an MLA Policy for posting conference content on the web, establish benchmarking criteria for evaluating potential content from existing practices in similar professional organizations who are posting such presentations to the web; document what from recent MLA annual meetings has been shared on the web; identify what best practices need to be put in to place to solicit, select, and manage submissions for conference-generated content to be placed on the MLA

website. Consider questions of permissions, formats, and duration in consultation with input from appropriate committees within MLA. A Preliminary Report to the Board of Directors will be due by the Fall Board Meeting. A subsequent final report should incorporate recommendations to consider the integration of any recorded streaming content from MLA's Annual Meeting in Denver with other conference content online by the end of the Denver meeting.

Special attention will be paid to streaming video of conference sessions.

**b. Administrative Officers on Marketing Subcommittee**

In consultation with Janelle West, chair of the Marketing Subcommittee, the Administrative Officers did not see a compelling reason to continue to be ex officio members of the subcommittee, as Marketing does not currently appear to generate any financial concerns in which the Officers need to know about by attending their meetings. (Previous concerns dealt with the MLA Shop, which is now online.) The Administrative Officers wish to be taken off the roster of the Marketing Subcommittee.

**It was moved by Damian Iseminger, and seconded by Mike Duffy, that the Administrative Officer and the Assistant Administrative Officer are no longer ex officio members of the Marketing Subcommittee.**

The motion passed unanimously, with one absence.

**14. Adjournment**

**It was moved by Rick McRae and seconded by Damian Iseminger to adjourn the meeting at 3:42 pm.** The motion passed unanimously, with one absence.

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

- 1. The President shall ask for approval of the Board minutes from the previous meeting, at the following meeting, whether that meeting is held online or in person. (02)**
- 2. The Parliamentarian is empowered to incorporate changes of a typographical nature and those reflecting Board actions without seeking prior Board approval. (03)**
- 3. The position description for the Publicity and Outreach Officer was edited to reflect the current responsibilities and the position's relationship to other committees. (April 23 online, April 24 online, 09.j)**
- 4. The Associate Member category will be eliminated when the option is made available to decline the print copy of *Notes*. (09.h)**
- 5. When the electronic version of *Notes* contains cover-to-cover content, including full paid advertisements, during the next membership renewal cycle MLA will offer personal, student, and special members the option to decline the print version of *Notes*. This option is not available to corporate or institutional members. (09.q)**
- 6. IAML gets a gratis table at the Music Library Association conference exhibits. (12.a)**
- 7. A IAML report should be given at every MLA business meeting. (12.a)**
- 8. The Committee on Ethnic and Racial Diversity was created. (12.c)**
- 9. The Subcommittee on Diversity Scholarships was created. (12.c)**
- 10. The Administrative Officer and Assistant Administrative Officer are no longer ex officio members of the Marketing Subcommittee. (13.b)**