Tuesday 25 February, 8:05am-4:18pm; Wednesday 26 February, 9:03am-12:10pm; Saturday 1 March, 10:39am-10:55am; Sunday 3 March, 8:38am-11:12am

Present: Linda Blair, Pamela Bristah (recording), Paul Cary, Michael Colby (presiding), Michael Duffy, Paula Hickner (all except 14.a.1), Steve Landstreet, Jerry McBride, Rick McRae, Mark Scharff (all except 14.a)

Absent: Stephanie Bonjack

Guests of the Board: Laura Gayle Green (08.b), Jim Farrington (08.b), Jane Gottlieb (11), Damian Iseminger (all), Ruthann McTyre (14.a.2), Michael Rogan (all except 14.a.2), Tracey Rudnick (all except 09.h.1, 11, 13.a, 13.e, 14.a), John Shepard (all), Lisa Shiota (all except 09.h.1, 11, 13.a, 13.e, 14.a)

All public reports to the Board were available at the time of the meeting at
https://www.dropbox.com/sh/t27l6x2hjadeeiw/5NtnjZGJU-

The meeting was called to order by President Colby at 8:05am.

01.   Approval of Agenda
It was moved by Pamela Bristah and seconded by Steve Landstreet that the agenda be approved. The motion passed unanimously.

02.   Recording Secretary's Report. Pamela Bristah
It was moved by Rick McRae and seconded by Steve Landstreet that the minutes of the Board meeting held in Rochester, New York, September 26-27, 2013 be approved as amended. The motion passed unanimously.
It was moved by Paula Hickner and seconded by Steve Landstreet that the minutes of the meeting held online November 7, 2013 be approved. The motion passed unanimously.
It was moved by Steve Landstreet and seconded by Rick McRae that the minutes of the meeting held online December 4, 2013 be approved. The motion passed unanimously.

03.   Parliamentarian's Report. Mark Scharff
Scharff proposed additions and amendments to the Administrative Handbook based on Planning Committee recommendations. These changes only clarify, and do not alter, existing policies re: which individuals and groups in MLA are required to submit Board reports and annual reports, and when.
In a related action, the Planning Committee will consider culling the content of the Annual Report to create a short externally-facing document highlighting major accomplishments of MLA & MLA chapters, per a request from Rogan. The Planning Committee will also make a recommendation to the Board regarding what types of changes to the Administrative Handbook require a vote of the Board.
It was moved by Mark Scharff that the Board approve changes to the Administrative Handbook, section III.A.2, Special Officers.
Current:
III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS
The term of office of all special officers expires at the conclusion of the annual meeting of the Association. Special officers may be reappointed, but appointed officers will generally serve no more than 4 consecutive years. Special officers are evaluated annually at the fall board meeting. Annual reports are submitted by Special Officers to the President by the date specified in the Calendar prior to the fall board meeting. Reports will record the year's activity and present plans for the following year.
Proposed:
III.A.2. TERMS OF OFFICE AND REPORTS

The term of office of all special officers expires at the conclusion of the annual meeting of the Association. Special officers may be reappointed, but appointed officers will generally serve no more than 4 consecutive years. Special officers are evaluated annually at the fall board meeting.

Special officers are required to submit four reports each year. Three Board reports are submitted to the President, prior to each meeting of the MLA Board: a Spring report, due prior to the Board's Spring meeting (usually May); a Fall report, due prior to the Board's Fall meeting (usually September); and a report prior to MLA's Annual Meeting during the winter. The majority of Board reports will be publicly posted before each Board meeting. Only Board reports which contain executive session information will not be publicly posted; see the Board Open Meeting Guidelines, posted on the Board page of the MLA site, http://www.musiclibraryassoc.org/?page=Board, for a definition of executive session content.

In addition, an annual report (see section VI.D.7), is submitted after the end of the fiscal year in June. That report will be requested by and sent to the Planning and Reports Officer, who will announce the deadline for the annual report, typically August 1.

The motion passed unanimously.

It was moved by Mark Scharff that the Board approve changes to the Administrative Handbook, section V.A.3.a, Editors.

Current:

V.A.3.a. EDITORS' TERMS OF OFFICE AND ANNUAL REPORTS

Editors serve a term of 5 years subject to favorable annual reviews. Editors are evaluated annually at the fall board meeting. Annual reports are submitted by editors to the President by the date specified in the Calendar prior to the fall board meeting. Reports will record the year's activity and present plans for the following year.

Proposed:

V.A.3.a. EDITORS' TERMS OF OFFICE AND REPORTS

Editors serve a term of five years subject to favorable annual reviews. Editors are evaluated annually at the fall board meeting. Editors (excepting those under the supervision of the NOTES Editor) are required to submit three reports to the President each year: the Annual Report (see section VI.D.7), due prior to the Annual Meeting; a Spring report, due prior to the Board's Spring meeting (usually May); and a Fall report, due prior to the Board's Fall meeting (usually September). The majority of Board reports will be publicly posted before each Board meeting. Only Board reports which contain executive session information will not be publicly posted; see the Board Open Meeting Guidelines, posted on the Board page of the MLA site, http://www.musiclibraryassoc.org/?page=Board, for a definition of executive session content. Reports will record ongoing activity; the Annual Report will also present plans for the following year.

The motion passed unanimously.

It was moved by Mark Scharff that the Board approve changes to the Administrative Handbook, section VI.D.5, Committees.

Current:

VI.D.5. REPORTS AND RECOMMENDATIONS

Reports and recommendations of a committee can contain only what has been agreed to by a majority of its members.

Proposed:

VI.D.5. REPORTS AND RECOMMENDATIONS

Reports and recommendations of a committee can contain only what has been agreed to by a majority of its members.

Committee chairs are required to submit four reports each year. Three Board reports are submitted to the President per year, prior to each meeting of the MLA Board: a Spring report, due prior to the Board's Spring meeting (usually May); a Fall report, due prior to the Board's Fall meeting (usually September); and a report prior to MLA's Annual Meeting during the winter. The majority of Board reports will be publicly posted before each Board meeting. Only Board reports which contain executive session information will not be publicly posted; see the Board Open Meeting Guidelines, posted on the Board page of the MLA site, http://www.musiclibraryassoc.org/?page=Board, for a definition of executive session content.

In addition, an annual report (see section VI.D.7), is submitted after the end of the fiscal year in June. That report will be requested by and sent to the Planning and Reports Officer, who will announce the

deadline for the annual report, typically August 1. All reports submitted to the Board should include reports of any and all subcommittees.

The motion passed unanimously.

It was moved by Mark Scharff that the Board approve changes to the Administrative Handbook, section VII.G, Chapters.

Currently, there is nothing in the Administrative Handbook regarding chapter reports.

Proposed:

> VII.G. REPORTS
>
> Chapter chairs are required to submit an annual report after the end of MLA's fiscal year in June.

The Planning and Reports Officer will notify chapter chairs as to the deadline for the report, typically August 1. Reports will record the year's activity and present plans for the following year.

The motion passed unanimously.

The Parliamentarian will update the Administrative Handbook. Hickner will notify the Parliamentarian of changes needed to align the Administrative Handbook with the Fiscal Policies Handbook, and which policies should only be represented in the Fiscal Policies Handbook.

04.   Administrative Officer's Report. Paul Cary

A.   Budget Report

1. Income (as of February 4, 2014):

Dues income stands at $148,155, which is $5,770 above budget or 104%. We can anticipate that this will continue to go up slightly as late renewals trickle in.

Institutional subscription income is a little hard to read. Many subscriptions were booked into 2.011, Subscriptions, Other, rather than 2.0112, Institutional. Altogether, subscriptions are at 75%, $16,676 out of $22,230. However, institutional memberships are $6,220 over budget, which makes me suspect that some institutional subscriptions were either converted to memberships or mis-booked there. Cary will follow up with A-R.

Notes royalties income is at only 3% of budget, but that is because we have not yet received checks from Project MUSE and JSTOR. Per Rudnick, Project MUSE sends quarterly estimates of projected annual income to journal publishers; Cary will discuss with Rudnick.

MCB subscriptions are at $7,945, which is $2,055 below budget. We may get a few more, but I believe most orders are in.

Royalties other than *Notes* are at almost zero, but it is too early to really expect otherwise.

Online ad income is at $1,800 but we currently have no ads on our web site so we will have to make a push to get advertisers.

After some worrisome days, I am happy to report that registration income for the Atlanta meeting is at $97,445, which is over 99% of budget and should go up a little more.

Exhibit income is also close at 97% with a current shortfall of $615.

Income from program ads, email list rentals, and packet inserts is doing less well with a combined shortfall of $1,920, however I know that not all purchases are entered yet, so I hope this will improve somewhat.

The bottom line on the meeting appears to be $478 over budget, but this is misleading since it includes MOUG registration income that is much higher than budgeted but will go to MOUG.

Other income, 5.0 is below budget, but most of that budget comes from the Silent Auction so I hope that will come out okay.

Overall the income picture looks pretty good but with some unknowns and one or two worrisome areas, most especially institutional subscriptions.

2. Expenses (as of February 4, 2014):

It is too early to tell how we are doing on most expense lines but there are a few things worth noting. Bank and credit card fees (11.04) are running at 23%. That will go up as we process renewals in June but it may still come in low. Linda Blair's refusal to accept her honorarium means that that line is coming in at zero (6.021, budgeted at $2,000). (In the meeting, the Board offered its gratitude to Blair for her generosity, and thanked her on behalf of the Association.)

Right now I have no idea where annual meeting expenses stand. I hope we will have some idea before we adjourn.

The only potential significant overrun of which I am aware is in web programming costs incurred on our behalf by the Business Office in relation to the transition to the new member services platform. These costs are apparently quite high but I don't really know what to expect in terms of full or partial billing from A-R.

B.   Investments

As of February 7, 2014, MLA's investments at Fidelity totaled $805,405. This is just a little low because, although awards money has been taken from Fidelity, we have not yet deposited the Calvert award money (totaling $4,086) into Fidelity to rebalance the accounts. That is in process and will have occurred before the Atlanta meeting.

MLA's accounts at Calvert totaled $239,193 as of Feb. 7. That is net of the $4,086 withdrawal of award money, which is currently in checking waiting for deposit to Fidelity. That brings our total of invested funds to $1,048,683 (accounting for the deposit of the $4,086).

The following award and purpose-specific fund amounts are taken from December 31, the most recent balance that accounts for all allocations.

Bradley	$ 2,695.00
Gerboth	$33,407.09
Duckles	$38,026.62
Hill/O'Meara	$11,706.80
Esptein	$63,368.25
Freeman	$51,161.80
Wicker	$18,550.83
Ochs	$46,911.64
RILM	$50,824.04
Ratliff	$ 2,554.00
Coral Travel	$17,442.00

The MLA fund total as of February 14 was $726,756.51.

C.   Membership

Membership numbers are fairly close to where they were at this time last year, but slightly behind. IAML memberships are slightly ahead of last year and I'm hopeful that we might exceed last year's totals in IAML.

Membership Type	As of 2/7/2013	2012-13 FINAL	As of 2/7/2014
Individuals	722	764	714
Corporate	14	14	16
Institutional	361	386	353
IAML Individual	95	122	104
IAML-Institutional	100	118	109

Cary is working with A-R re: if and when to send a postcard mailing for membership renewals; his preference is to use postcards only for a follow-up mailing to those who haven't yet renewed.

Last year, MLA experimented with offering a discount to first-time IAML members, to encourage MLA members to join IAML. Implementation of a system to handle the discount was delayed by the transition to YourMembership.com, but a system is now in place. Cary recommends continuing the experiment. **It was moved by Jerry McBride and seconded by Pamela Bristah to extend a first-time IAML membership discount to the 2015 IAML membership year.** The Board will decide on the dollar amount of the discount at its spring meeting, as part of the budget process. The motion passed unanimously. Cary will notify A-R.

McBride asked whether membership numbers have hit bottom or are still in decline. The report from the Membership Committee states that organizations similar to MLA are not seeing a decline in membership; Cary would like to know which organizations they surveyed. His view is that the organization is losing members who have multiple subject responsibilities, for whom MLA is no longer their primary professional association.

D.   Publications

Co-publications with A-R: I received a publications report for 2013 from A-R Editions shortly before this meeting. MLA's series co-published with A-R sold 355 units in 2013 for a total income of $16,089. That should result in income to MLA of about $1,600.

E.   Transition to YourMembership.com

The Association's new web site and member services platform, yourmembership.com (YM), went live on October 1 to almost uniformly positive response. We have since done elections (using SurveyMonkey with data exported from YM) and conference registration on the new platform. There were bumps in the road and a lot of hours put in by the Web Committee and the Business Office, but for the most part, it all came off remarkably smoothly.

MLA's initial contract with YM runs for two years, through spring 2015; no Board vote to renew is required this year. Starting in spring 2015, the contract will annually and automatically renew for one year unless MLA decides otherwise.

F.   Election

The recent election was open from November 6 until November 26, 2013. Ballots were sent to 578 eligible members, and we received 392 responses for a response rate of 68%, which compares very favorably to past years. Although YM has a survey and voting function, it does not allow for one-member-one-vote elections while maintaining anonymity, so we used SurveyMonkey, as we have in the past, exporting data from YM into SurveyMonkey with no problems.

G.   Directory and Administrative Structure

I have to report that the member directory and the administrative structure (AS) now live in two different systems, at yourmembership.com (YM) and at the Business Office.

The main "live" directory is at YM. This enables members to maintain their own profiles, renew online, register for conferences, get access to *Notes* Online, and other functions. Because we cannot print certain things like labels, name tags, and appointment letters efficiently from YM, the Business Office continues to maintain a parallel database. That database is updated periodically by imports from the YM system. The Business Office's system may also have some advantages in terms of reporting.

At YM, the administrative structure is manifested in the Groups function. This is what powers the ability of our members to be enrolled in committees and the like, and to join round tables, on the web site, and to see the content specific to those groups. This side of things has been maintained, so far, by the Administrative Officer, by editing each member's profile.

The Business Office's admin structure is maintained much as it has always been, and is used for generating appointment letters, to hold dates of appointment, and to retain historical data, all weaknesses of the YM system. The AO and the Business Office will continue to look for ways to streamline the system.

It must be said that although the AS continues to live in two separate systems, the two systems are in closer accord than they had been in the past, when one system was the Business Office's database and the other was a tracked Word file maintained by the AO.

H.   Administrative Officer's Handbook and Fiscal Policies Handbook

Assistant AO Linda Blair has been working of late on adding content to and polishing the AO Handbook. There is a lot to cover and it has a ways to go yet, but we have made great strides, and I am very grateful to Linda for taking this on. Linda also made a pass through the Fiscal Policies Handbook, updating certain elements of it. It is now ready to pass on to the incoming Assistant Fiscal Officer for ongoing maintenance. Bravo, Linda!

I.   Conference Recordings

In the fall, I obtained two quotes for rather different conference recording services for the Atlanta meeting, but we had not budgeted for this service, and there was not a lot of interest in adding unbudgeted expenses for this service. I recommend that the Board charge some person or group to investigate this in time to make a budget request for the Denver meeting. I would think the obvious choice would be the Convention Managers. I will be happy to help in any way I can. Questions to be answered (by the Board ahead of time and/or by the CMs later) include:

- Are we more interested in live streaming or asynchronous access after the meeting?
- Do we want to charge for the access? If so, how? Would meeting attendees get free access later? Would we want to build the cost into the meeting registration fees? How much would we charge virtual attendees? Some of the providers may be able to facilitate financial transactions.
- How much of the meeting would we want to record? All three days in the big rooms? Plenaries only (probably not a good bargain)?
- Do we need to get permission from speakers and would this task be onerous?

The Board decided to convene a group to explore this possibility for the 2015 conference, so that the Board can consider its effect on the budget and registration rates at the Board's spring meeting. The group will comprise the Convention Managers, Administrative Officers, Finance Committee chair or member, and the 2015 Program Committee Chair, to present a recommendation, with a budget, at the spring Board meeting; Colby will convene the group, which will consider Cary's questions above, and also questions from the Board: whether to stream live or after the fact; whether access should be free for attendees and paid for others, or a perk of membership; how much the 2015 hotel would charge to allow in a video company not under contract to them; how and where to publicize the content, and other possible questions; and if implemented, evaluate the effect of streaming on conference attendance, especially with live streaming. Colby will add to the agenda for the spring Board meeting.

05.   **Past President's Report.** Jerry McBride

Steve Landstreet, Rick McRae, and I notified committee chairs, special officers, and other people identified in the Strategic Action Plan for 2014 of the items in the plan for which they were responsible. It is our hope that this more direct communication will result in greater results in the coming year. I also assisted in refining the anti-discrimination policy that was approved by the Board.

I assisted with the gathering of the Chapter Annual Reports. There were a few chapter chairs who needed a little encouragement. The chapter chairs were also notified that there will not be a breakfast at the convention this year. Instead, communication on the listserv now takes the place of the information given at the annual convention breakfast. One issue that has come up on the chapter listserv is how different chapters are handling their archives. The recommendation of the archives study from a couple of years ago asked that chapter archives be held locally rather than at the MLA Archives at the University of Maryland. Some chapters did not understand the rationale of this recommendation and wanted to send their papers to Maryland. The Board may wish to watch how this develops to see if the current policy is working.

For my last report to the Board, I'd like to express my deep appreciation to all of the people who served on the Board with me for the past four years. What an amazingly talented and dedicated group of people. I'm especially thankful to Pam Bristah, whose terms coincided with mine, for the incredible long hours of work that she did and for her deep knowledge of all of the workings of the Board. The three Administrative Officers, Michael Rogan, Linda Blair, and Paul Cary, carry a huge responsibility of MLAs work without which the Board would barely be able to function, and whose patience, perseverance, calmness, and every-ready willingness to help was invaluable. I feel greatly in your debt. I thank Ruthann McTyre and Michael Colby for their tremendous support, understanding, and advice. Pat Wall and Jim Zychowicz of our Business Office were always available whenever needed. To all of the members-at-large, I'm very appreciative of the insight you've brought to our decisions. I've appreciated getting to know all of you much better as colleagues and friends and look forward to our continued work together in MLA.

McBride provided an update on the MLA initiative to encourage countries not represented in IAML to join: one country has signed up to date. If MLA wants to pursue this, the initiative will need continued work.

Colby thanked McBride for four years of dedicated service, to Board applause.

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

Although you might think this the fallow season for appointments, I have made several since the Fall Board meeting. These include: the NISO Liaison, chair of the Publications Committee, search committees for Assistant Administrative Officer and Assistant Convention Manager, members of Legislation, Reference & Access Services, and coordinators of the American Music, Bibliography, Black Music, Jewish Music, Conservatory Libraries, and Paraprofessional Interests round tables. Candidates for Vice-President/President-Elect, Recording Secretary and the member-at-large positions were notified of election results, and Special Officers and Editors were notified of their reappointments.

Regarding the National Recording Preservation Plan, I have contacted several MLA committees to secure their involvement in some of the plan's recommendations. The following committees are exploring various recommendations: Bibliographic Control, Legislation, and Preservation.

Five contracts have been signed. One with ALA Editions for a one-year agreement to collaborate on webinars, and one with Water's Edge, a restaurant secured for the closing dinner at the IAML meeting in New York in 2015. I have also signed contracts for three books: John Wagstaff for one in the Basic Manual Series, Katie Buehner and Andrew Justice for one in the Technical Reports series, and Jessica Payette for one in the Index and Bibliography Series. I have also been in touch with ALA Editions regarding the publication of *A Basic Music Library* in an attempt to move publication along. (During the meeting, Colby received an update from Don Chatham at ALA, stating that *A Basic Music Library* now has a projected publication date of June 2014.)

I sent a letter in support of the ProMusicDB for a National Endowment for the Humanities grant.

I have had encouraging conversations with the chair of Membership about expanding the description of our profession on website to make more welcoming, especially to paraprofessionals and those with multiple disciplines. Serving as MLA's affiliate organizational liaison to ALA, I attended the ALA Affiliate's meeting in Philadelphia this past January, where discussions with some of the groups gave me an idea to help expand diversity in MLA. I have passed the idea on to the Membership chair. I have also been working the Theatre Library Association liaison about co-sponsoring a program session at ALA annual in Las Vegas this June.

I thank you all for your patience and understanding as I have forged through my first year in this office. By the end of this meeting I will have been through it all at least one time and will have no excuse not to do better next year.

07.   Editors' Reports.
    The following reports were submitted for review by the Board. If the editor requested no action from the Board, the publication and editor's name are merely listed. If the editor requested Board action, a fuller discussion follows. In all instances, the Board is deeply grateful to the editors for their work.
     a.   Basic Manual Series (Peter Munstedt and Deborah Campana)
     b.   Basic Music Library (Daniel Boomhower)
          It was moved by Pamela Bristah and seconded by Rick McRae to reappoint the editor and assistant editors for *A Basic Music Library* for one year, January-December 2014. The motion carried unanimously. Colby will notify the editors.
     c.   Copyright Web Site (Tammy Ravas)
     d.   Index and Bibliography Series (Richard Griscom)
     e.   Music Cataloging Bulletin (Alan Ringwood)
     f.   Newsletter (Misti Shaw)
     g.   *Notes* (Jane Gottlieb)
     h.   Technical Reports (Mark McKnight)

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 their title are merely listed. If the officer requested Board action, a fuller discussion follows. In all cases, the Board greatly appreciates the officers' contributions to the organization.
     a.   Advertising Manager (Anne Shelley)
     b.   Convention Manager (Laura Gayle Green and Jim Farrington)
          Atlanta, 2014: these are preliminary, not final, figures.
Registration overview

Category	Rate	Projected number/amount	Actual as of 2/10/2014 number/amount (all from QB entries)
Early, member	$270	302/$81,540	307/$83,110
Early, 1st 3 years	$220	33/$7,260	36/$7,920
Early, non-member	$370	3/$1,110	4/$1,480
Reduced for work	$170	13/$2,210	13/$2,210
Regular, member	$370	8/$3,960	2/$740
Regular, non-member	$470	3/$1,410	1/$470
Student	$100	25/$2,500	21/$2,100
Single day	$145	15/$2,175	5/$725
Accompanying person	$135	5/$675.00	2/$270
Totals to date:		407/101,840.00	391/$99,025
			(16 less attendees and $-2,815 than budgeted)
Pre-conf, member	$160		26/$4,160
Pre-conf, non-member	$180		1/$180
Totals			27/$4,340

Other income

Category	Rate	Projected number/amount	Actual as of 2/10/2014 number/amount
Exhibit fees	$550/base	36/$19,525	46 paid/$22,385 ($2,860 more than budgeted!)

Contributions		$15,000	$6,525 (entered in QB so far)
Program advertising	$200-$400	$5,450	$2,680
Packet inserts	$100/$300	$1,600	$800
MOUG		$1,000	
Conf. email list	$200/rental		3/$600
Totals		$44,665	$32,990

Denver, 2015: As in recent years, the Convention Manager requested preliminary approval of funding for a-v and speaker fees for the next year's meeting. With a preliminary budget in hand, the Convention Managers can inform the Program Committee which rooms will have a/v, so they can plan program sessions accordingly.

Green received updated costs from the Denver hotel during the Atlanta meeting; the Board voted on the following motions during its Sunday post-conference session:

It was moved by Pamela Bristah and seconded by Paula Hickner that preliminary funding for a/v costs for program sessions at the 2015 MLA convention in Denver be set at $27,500, plus service charges and possible taxes. This estimate includes equipment, plus $5,000 for wireless in meeting rooms but not in guest rooms. Green clarified that the a/v service charge in hotel contracts, 24% in 2015, is a labor charge and not a gratuity. And, if MLA is not able to get tax exempt status in Colorado, an 8% state tax will be added to the total hotel bill. Shiota recommended that the Convention Managers negotiate a/v costs for future pre-conference workshops, in conjunction with the MLA committee or group responsible for the pre-conference; Colby will ask the Convention Managers to negotiate a/v costs for pre-conferences in future.

The motion passed unanimously. Colby will notify the Convention Managers, and ask they continue to negotiate to reduce a/v costs, and to negotiate for possible guest room wifi, providing MLA meets the room block minimum or other contract terms.

It was moved by Pamela Bristah and seconded by Mark Scharff to fund speaker fees for the 2015 Denver conference at $5,000. McBride asked if the Program Committee had spent the $5,000 budgeted for 2014; per Cary, they've spent about $2,400, but not all charges have come in to date. Colby will confirm with Verletta Kern that the program proposal form now requires those requesting speaker fees to request a specific dollar amount. The motion passed unanimously. Colby will notify the Convention Managers.

It was moved by Mark Scharff and seconded by Mike Duffy to continue MLA's working relationship with ATC and HelmsBriscoe through the 2017 conference, as recommended by the Convention Managers. The motion passed unanimously. Colby will notify the Convention Managers.

2017 conference location: Green said that one thing to think about as MLA moves away from a chapter invitation model, is to focus on cities with active convention and visitor bureaus to fill in for lack of the LAC. Cary and Rogan asked if there were issues with de-emphasizing the role of chapters in fund-raising and the LAC in organizational work; Green turned the questions back to the Board. The Board requested that the Convention Managers and HelmsBriscoe focus on the eastern quadrant of the continental United States for the 2017 conference. Colby will notify the Convention Managers. Rogan reminded the Board that we want to make planned changes to the conference, and need to let the Convention Managers know about changes as soon as possible so they can inform HelmsBriscoe.

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

The Development Officer's report included the report of the Development Committee.

Cleveland proposed that, starting with the Denver meeting, local, institutional fundraising appeals should come directly from local members rather than the Development Officer. In Atlanta, local appeals to local institutions were successful while hers were not. Given that both the Conference Task Force and the Strategic Plan recommend transferring work from local arrangements committees to HelmsBriscoe and others, the Board did not want to reverse that direction. The Development Officer already has the authority to deputize librarians to make the ask at their own institutions, but the issue is complicated with MLA's new process of conference site selection, wherein sites are no longer proposed by a local chapter. But, local chapter members know where and whom to ask; they can support the work of the Development Officer by providing her this information. Board consensus was to ask Cleveland to meet with the Board to discuss her proposal.

MLA has no written policy regarding endowments at present. The committee drafted a policy for establishing and administering MLA endowments, and presented it for Board review. The Board enthusiastically applauded the work of the committee. Blair noted that the policy may need some revision so that is aligns with the Fiscal Policies Handbook. To help it stay in alignment, she recommended that it should simply refer to FPHB policies rather than quote them. For example, the endowment policy should point to, but not quote, the FPHB policy on how long to hold gifts of stock. Board consensus was that the endowment policy needs some tweaking before it can be adopted, but is a major step in the right direction. The Board hopes to vote on a finished version in the next few months.

Colby will contact Cleveland re: meeting with the Board on local fundraising and the endowment policy, will ask she work with Hickner to align the endowment policy and FPHB, and will pass the Board's comments and requests about the endowment policy to her. Colby will add meeting with Cleveland to a future Board agenda.

In her report, Cleveland offered to decline her honorarium for the remainder of her term. The Board offered its profound gratitude for her generosity; Colby will convey to Cleveland the thanks of the Board and the Association.

d.   Placement Officer (Joe Clark)

e.   Publicity and Outreach Officer (Bob Follet)

It was moved by Rick McRae and seconded by Mark Scharff to move into executive session. The motion passed unanimously.

It was moved by Rick McRae and seconded by Mike Duffy to move out of executive session. The motion passed unanimously. The outcome of the executive session: As Follet's term ends June 30, Colby appointed Duffy and McRae to create a revised job description and present it for Board review at the Board's next online meeting, so that a search can get underway soon.

f.   Archivist (Sandy Rodriguez)

g.   Web Manager (Verletta Kern)

The Web Manager's report included the report of the Web Committee.

The President and Board expressed profuse thanks for the remarkable productivity and excellent work of the Web Manager and Web Committee.

Regarding their implementation of Google Analytics on the MLA site, Scharff wanted to know what is being counted, and would like to see the results; Cary would also like to know more, to help set advertising rates for the site.

1.   The Web Committee requested approval of a web needs assessment survey to determine what technology-related tools the Board, committees, MLA publication editors, round table coordinators, system user group leaders, chapter chairs, chapter secretary/treasurers, and chapter web editors are currently using to support internal work and to share work externally with stakeholders. Similar to the 2010 Survey of Technology Initiatives, and building on the 2011 IT Task Force Report, which informed the 2011 Strategic Plan, this survey would serve the practical purpose of identifying the specific needs of each MLA stakeholder and would allow the Web Committee to work one-on-one with stakeholders to meet these needs. The scan would also offer the Web Committee insight into what technology needs still need to be addressed in long-term technology and web infrastructure planning.

It was moved by Jerry McBride and seconded by Rick McRae to accept the proposal of the Web Committee for an IT needs assessment survey. Board discussion featured these questions and comments:

- what is the overall purpose of the survey—to look beyond the current MLA site and YourMembership.com to find solutions to MLA technical needs? or to find solutions within those tools?
- survey question 2: add Dropbox, and institutionally-hosted web conferencing software
- overall, the survey focuses on tools; should it instead focus on the kinds of work MLA entities do? Focusing on needs will help determine which are the best tools. McRae suggested adding open-ended questions, answered by comments vs. multiple-choice.
- presently, chapters work independently, without much central coordination of communication and tools; is this survey part of MLA's efforts to provide more

coordination and support to chapters? Cary responded that the Board is on record to support chapter sites, as part of the Strategic Plan.

Colby suggested endorsing the survey while sending back comments and questions to the Web Committee. The motion passed unanimously. Cary will notify Kern and will pass on Board questions and comments, including questions on Google Analytics.

2. The Web Committee proposed using the calendar function on the new web platform to promote events of interest to members and non-members. The committee asked whether the calendar could include events of interest to MLA from outside, affiliated music organizations. An event calendar request form would be filled out by the event holder and sent to the Web Committee. The form would be open only to members of the Music Library Association for submission; the Web Committee would evaluate events on a case by case basis to determine if the event is hosted by an MLA group or if the item is of non-commercial interest to those with music library interests.

Cary said this calendar could possibly replace the official MLA calendar, now maintained by the Administrative Officers, but this would have to happen in consultation with the Convention Managers and *Notes* Editor.

It was moved by Rick McRae and seconded by Steve Landstreet to accept in principle the MLA Web Site Calendar Policy proposed by the Web Committee. The Board was concerned that including events from related organizations would take up MLA's limited real estate (although outside events could be set to show up only on a detailed, click-through calendar, and not on the site's main pages) and that the workload for the committee might be onerous. Board consensus was to endorse the policy in principle, with the details to be worked out by the Committee as it proceeds; if including events from outside organizations becomes problematic or onerous, the Committee can get back to the Board. The Board suggested categorizing the list of outside organizations as "related," not "affiliated," and requested adding IAML to the list. Regarding question two on the calendar request form, the Board asked that a contact email address be required, not optional.

The motion passed unanimously. Cary will notify Kern, and will pass Board comments and requests to her.

The following vote took place via email on January 23, 2014, between Board meetings: **It was moved by Pamela Bristah and seconded by Rick McRae to approve the recommendation of the Web Manager to appoint the Bibliographic Control Committee (BCC) Web Master as an ex officio member of the Web Committee.** Kern's request stated, "BCC is one of MLA's most active committees with five subcommittees and three task forces under their guidance. In addition, BCC advocates for the needs of music users with members serving in liaison roles to national and international committees and working groups. It is important that their work be shared publicly and that the MLA website be the place for catalogers to go to for guidance in all things music cataloging related. Rather than operating separately, it is important for the BCC Webmaster to be integrated into the Web Committee to take full advantage of web resources that are available, offer expertise in organizing BCC information, and to take part in planning future website project planning." The motion passed with two abstentions.

h. **Management Services (James Zychowicz)**

09. Committee Reports

The following reports were submitted for review by the Board. If the chair requested no action from the Board, the committee and the chair's name are merely listed. If the chair requested Board action, a fuller discussion follows. In all cases, the Board is sincerely grateful for the committee's contributions to the organization.

a. **Archives (Matthew Snyder)**
b. **Awards (Various)**
    1. **Best of Chapters (Sara Nodine)**
    2. **Bradley Award (Mac Nelson)**

At its fall 2013 meeting in Rochester, the Board voted to suspend granting the Bradley Award after the 2014 convention, and to initiate a fundraising campaign to bring the fund to $25,000 by 2019, at which point MLA would resume granting the award. Nelson responded, asking the Board have a broader conversation on award guidelines. Colby will contact Nelson with Board suggestions and comments.

3. **Lenore Coral IAML Travel Grant (Kirstin Dougan)**

It was moved by Mark Scharff and seconded by Rick McRae to move into executive session. The motion passed unanimously.

It was moved by Rick McRae and seconded by Mike Duffy to accept the Committee's recommendation for the recipient of the 2014 Lenore Coral IAML Travel Grant Award. The motion passed unanimously.

It was moved by Steve Landstreet and seconded by Mike Duffy to move out of executive session. The motion passed unanimously.

4. **Publications: Duckles, Hill, O'Meara (Suzanne L. Moulton-Gerig)**
No report.

5. **Epstein (Robin L. Rausch)**
No report.

6. **Freeman (Sally Bauer)**
The following vote took place via email on October 31, 2013, between Board meetings:
It was moved by Pamela Bristah and seconded by Paula Hickner that the Board accept the recommendations of the Freeman Award Committee. The motion passed unanimously.

7. **Gerboth (Deborah Pierce)**

8. **Papakhian Special Achievement Award (Board)**
No report.

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

The President and Board thanked the BCC for its prodigious and excellent work.

The committee proposed making the *Best Practices for Music Cataloging* document available via the RDA Toolkit, both freely as a pdf and as an integrated part of the RDA text itself. **It was moved by Rick McRae and seconded by Mike Duffy to support the addition of the MLA *Best Practices for Music Cataloging* to the RDA Toolkit.** Damian Iseminger confirmed that the content of the document would remain MLA's intellectual property, and that the BCC is already in discussion on how to maintain and update the document. Rogan asked if the report, in addition to being identified as coming from MLA, could be branded with the MLA logo. Scharff said it would be good if the rectangular link within the document read "MLA," possibly incorporating MLA's logo; Damian Iseminger said MLA could request this. McRae asked if the second copy would be on MLA's site; Colby said it should be.

The motion passed unanimously. Colby will notify Beth Iseminger, and will pass the Board's suggestions to her.

The committee requested Board approval to pursue the establishment of a BIBCO Music Funnel, in cooperation with the PCC. **It was moved by Pamela Bristah and seconded by Mark Scharff to approve that the BCC pursue the establishment of a BIBCO Music Funnel, in cooperation with the PCC.** The funnel would consist of a group of libraries which would have an overall quota of records to submit; this arrangement leverages music cataloging expertise. Cary asked if funding would be required for the funnel coordinator to attend ALA; Colby and Scharff said no.

The motion passed unanimously. Colby will notify the BCC Chair.

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

e. **Development (Susannah Cleveland)**
see 08.c, Development Officer

f. **Education (Lisa Shiota)**

The committee requested approval for the EOP Chair to be a permanent member of the Education Committee. **It was moved by Jerry McBride and seconded by Pamela Bristah, with a friendly amendment from Rick McRae, that the EOP Chair be a member of the Education Committee.** The motion passed unanimously.

g. **Emerging Technologies and Services (Stephen Henry)**

h. **Finance (Paula Hickner)**

The Finance Committee has meet online twice since the Rochester meeting last fall, and brings two Board Action Required items to this meeting:

The Finance Committee recommends that the Gerboth Award for 2015 be funded at $1,200.00. The money will come from revenue from the Gerboth Fund, following MLA's established expenditure formula, 4.5% of average income over the past five years. The motion passed unanimously.

The Finance Committee recommends that $5,774.25 be made available for the Epstein Award for 2015. The money will come from revenue from the Epstein Fund. The amount for the award is determined by the original donor's stipulation to put back into the fund no more than 25% of earnings over a calendar year; in other words, MLA must award at least 75% of the Epstein Fund's earnings from a given calendar year. The motion passed unanimously.

Colby will notify the Gerboth and Epstein Award Committees.

The Finance Committee would customarily recommend an amount for the Bradley Award at the Board's conference meeting, but the award has been suspended until development efforts raise the fund's principal to a level to pay for the award.

1. Investments Subcommittee (Paul Cary)

The subcommittee is looking to hire an investment advisor on a consultant basis, and has conducted preliminary interviews with two advisors; neither has been very responsive. It is difficult to find an advisor who is willing to work as a consultant only, and not as an investment manager. MLA could continue without an advisor/consultant, or put out bids for an investment manager. But, hiring a consultant first would be much preferable.

Rogan said that, per Linda Solow Blotner, the value of having an investment advisor is less about immediate return than long-term appropriateness of investment strategy, and security for the association; that the advice MLA gets now is filtered by the objectives of our two investment firms and the range of options they offer. Blotner has advocated for an independent process, which would involve a great deal of work by the association to provide the advisor a full understanding of MLA's goals, and to determine investment priorities. The result could be a shift in our portfolio and in protocols re: what and how much to withdraw. Cary said, for example, MLA might put more money into a conservative fund vs. a balanced stock fund.

Landstreet said he will check Philadelphia Free Library's grant center, which may have names of investment advisors who work with non-profits; Rogan will contact two people he knows to see if they have names. Colby said that this appears to be all that can be done for now; if the Subcommittee finds a viable advisor, it can present a proposal in Middleton.

i.   Legislation (Eric Harbeson)

j.   Membership (Jason Imbesi)

k.   Nominating (Liza Vick)

No report.

l.   Oral History (Robert DeLand)

The committee's report stated that the majority of its members were due to rotate off this year , and requested that only one member rotate off at this time, with the remainder getting extensions on their term limits. Before the meeting, Colby clarified with the committee that in fact only one member is due to rotate off now, and explained the reasons for adhering to term limits.

The committee would like ideas on whom to interview next, and what to do with completed interviews. The Board suggested:

- poll the Retirees Roundtable
- interview persons with a particular association with IAML, or with IAML-US as was
- work with chapters to help develop their oral history projects: poll chapters for individuals within the chapters, and oral histories of chapters. The Midwest Chapter is publishing a book of oral histories from their chapter.
- create oral histories of music library practices, such as manual cataloging, acquisitions and ordering pre-Web, etc.
- put oral histories on the committee's web site
- send oral histories to the MLA Archives

Colby will pass Board suggestions to the chair.

m.   Planning (Steve Landstreet)

Regarding the committee's role in the Strategic Plan, Landstreet recommended the Vice President/President Elect work with the committee, as the Past President did in 2013.

McRae took on the role of entertainment producer for the closing reception of the 2014 conference. The open mike format was an experiment; the committee will review the results of the post-conference survey to recommend whether to continue or not. Rogan recommended a systematic approach to making changes to MLA's conference format; McRae said that the committee will review comments

from the Town Hall meeting, the conference task force report, and Program Committee feedback in making future changes.

In recent work, the committee drafted and added an explanatory introduction to the Administration Handbook. As part of the Strategic Plan, the committee had been charged to make MLA's advocacy statements more visible; Cary and the Web Committee developed an Advocacy Page on the MLA site, which accomplished that goal . Cary and Bristah asked the committee to review the advocacy page on the MLA site, comparing what's there to the advocacy statements collected by Planning, and adding any significant statements not on the site.

There is still work to do by the committee to make IAML more visible on the MLA site, as well as follow-up from the 2010 Board self-study. The Planning Committee will consider culling the content of the Annual Report to create a short externally-facing document highlighting major accomplishments of MLA & MLA chapters, per a request from Rogan.

During its Sunday, post-conference session, the Board discussed anecdotal reactions to the 2014 conference, in order to generate meeting-specific questions for the annual conference survey:

- add a question re: whether attendees are ready to give up a printed program. MLA would provide a printable version for those without smart mobile devices
- add questions to the survey regarding the 2014 closing night reception and open mike, specifically on the food, food labelling for those with dietary restrictions, entertainment, and timing
- add questions re: whether to move remembrances and awards from the Business Meeting to a separate event, and whether to have a shorter Business Meeting
- Cary asked if we can remove any questions from the survey that are unlikely to produce new answers
- consider adding a question asking attendees to rank what features they are willing to pay for, with a list of conference features

McRae will draft the new survey questions immediately after the conference, and send the revised survey to the Board for review. The survey will be posted to MLA-L as soon as possible after the conference.

The Board reviewed the 2014 conference in general, beginning with the program. Board members heard nothing but positive comments on the quality of the program and the variety of topics. The topics also appeared to be popular; meeting rooms were most often filled. Some said it was the best program in recent memory.

Scheduling: there were a few complaints about early morning meetings, and the cost-cutting cancellation of the committee chairs breakfast. The chairs would like more opportunities for communication. The Board suggested more targeted use of the committee chairs listserv as a forum; Rogan will join the listserv and is happy to try to facilitate communication. The chairs could also use tools within YourMembership.com, such as an internal work site to share work and projects. The listserv could be a forum to encourage discussion of and progress on committee handbooks, among other projects.

Awards: Colby asked whether MLA should break tradition, and inform those who are receiving awards at the Business Meeting to ensure they are present. There are various ways of doing this: tell recipients privately; tell recipients their presence is requested without telling them why; tell a roommate or friend to make sure the recipient is present. Rudnick pointed out that if the awards were not kept secret (MOUG's practice), recipients could invite family, friends, and co-workers, making getting the award even more gratifying.

Closing night reception and open mike: McRae received three negative comments: the ingredients for the reception food weren't listed, affecting those with dietary restrictions; that some of the open mike sessions went on too long; that the reception and open mike format don't present a good image of MLA to non-members and exhibitors—that an evening with a seated banquet and wine on the table is a more dignified and appropriate celebration for a professional organization. Apart from those three criticisms, McRae heard overwhelming positive comments about the entire evening. Attendees expressed appreciation at the performance level of the musicians, along with appreciation that their colleagues stepped out and shared their previously hidden musical talents.

Shepard commented that the sound system, while too loud throughout, was perfectly suited to the Big Band, but not to soloists and smaller ensembles; McRae responded that the sound personnel were not attentive, something to fix in future years. Scharff said that the shape-note plenary was a great success in

part because it featured communal music making, and that any sessions the Program Committee could approve that feature group music making would be beneficial. McRae and others observed that that more people appeared to stay for the open mike entertainment than have stayed for the banquet band in past years.

In response to the request to reinstate the banquet, Hickner said that banquets cost more than receptions; reinstating the banquet would either drive up registration costs or reduce the amount of food available during breaks in the conference, a very popular feature of this and recent meetings. Regarding too-loud music vs. conversation at the reception, Cary said in future, there could be an hour or so for conversation, with drinks and food but without music. McBride said that he enjoyed being able to move around and socialize freely during the reception, and that we can exert control over how loudly the music amplified; Duffy added that another fix is to place musicians at the far end of a rectangular room, so talkers can congregate at the other end. If MLA holds an open mike session next year, Scharff supported providing rehearsal space for groups in future, and McRae anticipates there will be many more acts, given the comments he heard after the reception; this initial experiment has sparked a great deal of interest in performing at MLA.

n.   Preservation (Sandi-Jo Malmon)
o.   Program (Gerry Szymanski)
No report.

The following vote took place via email on October 11-12, 2013, between Board meetings: **It was moved by Pamela Bristah and seconded by Rick McRae to approve the 2014 Atlanta conference program.** The motion passed unanimously.

The remainder of the discussion took place in Atlanta.

Colby requested Board feedback on his recommendations for Chairs for the 2016 and 2017 Program Committees. The Board concurred with his recommendations.

p.   Public Libraries (David King)
q.   Public Services (Tom Bickley)
No report.

r.   Publications (Bonna Boettcher)
s.   Resource Sharing and Development (Keith Cochran)
Cochran is coming to the end of his term as Chair. Colby requested Board feedback on his recommendation for a new chair for the Resource Sharing and Development Committee. The Board agreed with his recommendation.

t.   Web (Verletta Kern)
See 08.g, Web Officer

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

11.   IAML (Jane Gottlieb)
(For information on a membership discount for first-time IAML members, see 04.a.c, Administrative Officer Report: Membership.)

Gottlieb and Barbara Dobbs Mackenzie are Co-Chairs for the 2015 IAML meeting in New York City. Gottlieb presented a report on plans for the conference, and met with the Board to discuss planning and logistics. Her questions included whether A-R could assist with registration, and with printing programs and badges; Cary will ask A-R what they will charge, and will notify Gottlieb; and if conference organizers could use hotel selection assistance outside of HelmsBriscoe; Cary and Colby said yes.

Jim Cassaro is helping with fund-raising, and Bonna Boettcher with exhibits; IAML will contract out for exhibit help, for drayage only. MLA will have an exhibit table.

The Board asked if there was a way to make use of the conference to encourage MLA members and attendees to join IAML; for example, offer a reduced IAML registration rate to MLA members who are also IAML

members, or offer a reduced IAML membership rate to IAML/NYC attendees. Since the IAML meeting is in summer 2015, any MLA membership discount would go on the MLA 2015-16 renewal cycle. IAML conference registration will be open by early 2015, probably in January.

IAML is already planning to have a major presence at the 2015 MLA meeting. Colby agreed to Gottlieb's request to show a preview of their welcome video at the 2015 MLA Business Meeting. Gottlieb could also post it to MLA's Facebook page and blog prior to the MLA conference.

Conversely, could MLA make use of the IAML/NYC conference to encourage IAML attendees and members to join MLA, perhaps attendees from the NYC area who are not already members of IAML? Colby said this was an idea worth exploring. The Board has already proposed that there be a IAML-related session at each MLA conference; could MLA have some presence in the 2015 IAML program, such as a sponsored program session or a Get Involved session? Gottlieb responded that the complication is that the 2015 meeting is a joint one with IMS. IAML and IMS will put out separate calls for program proposals, and then come together to select the program. Space is tight, and the goal is to have as cohesive a program as possible, based on a unified conference theme. But an MLA Get Involved session is a possibility; the program proposal will need go through the IAML program committee, not IMS. The call for papers and programs will go out shortly after the Antwerp meeting this summer.

Colby will charge the Membership Committee to consider making use of the 2015 IAML conference to increase IAML or MLA membership.

McBride asked for more information about the IAML/IMS collaboration on the conference, both organizational and financial aspects. Gottlieb said that there is precedent; the meetings in Amsterdam and Gothenberg were joint IAML/IMS conferences. She can't speak to how the finances will work out, but it is most likely that there will be a single registration form, with attendees indicating whether they are IAML or IMS members. IMS is helping with local arrangements and with representatives on the organizing committee. How IMS will pay their share of space costs is to be worked out, but the budget will reflect all costs. The number of attendees could be very large, possibly up to 600, because it's a joint meeting and because it is in New York City.

It's most likely that all registration, both IAML and IMS, would be handled by A-R, but Gottlieb needs to check with Patrick Wall. Cary asked if MLA would be acting as the fiscal agent for the meeting, as there needs to be just one agency receiving money and paying bills; Gottlieb said yes, and that he needs to let her know what this will cost. Cary may need more details before being able to provide costs; Gottlieb said one source of information is the set of guidelines for the local organizing committee on the IAML site.

Cary had sent Gottlieb MLA's budget lines, which IAML will align with those for the IAML Montreal meeting. IAML can match their budget lines to MLA's, or Cary can add additional lines; Gottlieb will get back to Cary if they need modification.

Gottlieb summarized the IAML conference schedule, which runs Sunday through Friday evening.

McBride noted one issue: the 2015 IAML conference takes place at the same time as MLA's membership renewal; how will A-R handle the workload? Cary will notify Pat Wall and Jim Zychowicz now, so they can plan.

12. **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 is merely listed. When Board action is requested, a fuller discussion follows. In all cases, the Board is very grateful for the representative's contributions to the organization.
a. **ALA (Michael Colby)**
    See the President's report, 05.
b. **NISO (Nara Newcomer)**
c. **MOUG (Mary Huismann)**

13. **Old Business**
a. **Strategic Plan (Jerry McBride and Steve Landstreet)**
    The Board reviewed progress on the Strategic Action Plan for October 2013-December 2014, available on the MLA site at http://www.musiclibraryassoc.org/?Stratplanlanding
    The report contains actions with near-term deadlines, many in 2014, some in 2015. After the Board reviewed the report at its fall 2013 meeting in Rochester, McBride and Landstreet contacted committee chairs, officers, and others to apprise them of strategic plan actions for which they were responsible. At this meeting, Landstreet and McBride recommended establishing a formal mechanism and regular schedule to keep the membership informed re: the status of strategic plan actions, including those

which have been accomplished. They also reminded the Board that the current plan goes only through December 2014; a follow-up plan is needed. And, most large-scale goals and actions still need to be addressed. In response, McBride drafted a schedule and timeline for continuing implementation of strategic plan actions; the Board will review them at an online meeting in spring 2014.

Committees and other MLA entities need a mechanism for reporting progress on strategic plan actions. Board consensus was to request updates in their Board reports and Annual Reports. Suggested language: "Status update on Strategic Plan Responsibilities or other Board requests: If you or your group has Strategic Plan responsibilities and/or Action Items assigned to you, please provide an update since your previous Board report" (or Annual Report). Colby will add an update request to the forms for Board reports and Annual Reports.

The Board agreed that the work of implementing the Strategic Plan should be continued by the Vice-President/Past-President, the Planning and Reports Officer, and the Assistant Planning and Reports Officer, with one member of the group reviewing each Board and Annual report to ensure committees and others make progress. This group will report at each Board meeting, as a Strategic Plan update, and will lead the re-evaluation process at the fall Board meeting. The Vice-President/Past President will report to the membership, annually at minimum, on the progress of the Strategic Plan via various means: newsletter, MLA-L, Facebook, blog, etc. Rogan will convene the group, which will be responsible, among other things, to establish a formal mechanism and regular schedule to keep the membership informed re: the status of strategic plan actions, as recommended above.

Landstreet and Iseminger recommended pushing up the call for Annual Reports to July 1, with an August 1 deadline, so that deadline does not coincide with the deadline for Board reports for the fall meeting. Rogan agreed that it's a good idea to tie the call for Annual Reports to the end of the fiscal year; the new deadline re-emphasizes that the Annual Report covers the fiscal year just ended, and will help as MLA begins work on large-scale goals with fiscal needs by tying the report more closely to MLA's fiscal cycle. Duffy will change the Administrative Handbook language re: typical Annual Report deadlines from September 1 to August 1.

McBride recommended the group review the plan after this meeting to start identifying larger goals, in advance of their work in summer 2014. Rogan will follow up with the Strategic Plan implementation group re: planning for larger goals.

Some of the tasks that have been accomplished to date are listed in a report for the September 2013 Board meeting in Rochester: *Strategic Action Plan Progress, Fall 2013*, report 13.a.2. These achievements need to be pulled out and made public. Landstreet copied the report to the Board's Strategic Plan folder to make it more easily accessible, and retitled it *Strategic Action Plan Progress--Fall 2013*. Colby charged Rogan to compile the achievements from this document and list them on the MLA site's Strategic Plan page, and to write celebratory messages to post on the MLA newsletter, MLA-L, Facebook, and other social media. McBride said the action plans go through the end of the calendar year, so we need to compile what's been accomplished each year in January-February, before the Board's conference meeting.

The calendar for work on the Strategic Plan would include the following:
- the cycle would begin after the spring Board meeting, when the Board's working group begins setting up an action plan for the next cycle. In summer, they compile information and present the action plan for the next cycle at the fall Board meeting. [NB: earlier in the meeting, McBride recommended the group begin reviewing larger-scale goals and actions this spring, in order to be ready to make plans by summer.]
- after the fall meeting, the working group notifies those with action plan responsibilities for the next year
- in January-February, the group compiles the results of the previous year's action plan, and reports on the status of that action plan at the Board's conference meeting

McBride and Rogan will draft a complete schedule for Board review at its post-conference session on Sunday.

Landstreet provided a status update for each high priority action in the Strategic Action Plan for October 2013-December 2014. The Board had comments on some of the actions:
- *Action: Gather all existing official MLA statements, review them for currency, and collocate them in a prominent location on the MLA website*. McRae and/or the Planning Committee will check the advocacy page on the MLA site against the list of advocacy

statements compiled by the committee and will add any significant statements not on the site.

- *Action: Establish a task force to plan and consider ramifications for posting conference content on web. Report to the Board and broadly to the membership with recommendations.* The task force is not yet appointed. Rogan said a first good step would be to document what is currently going online, ad hoc; MLA needs to encourage presenters to submit presentations to a central location, preferably the MLA site. McBride said that if the task force is appointed soon, it could finish its work on schedule, by the end of 2014. The issues are to define the scope of the group's work, the process for selecting content, and long-term preservation. Re: process, the task force will need to define criteria re: what sessions to put online. Colby will add establishing a task force to the agenda for the Board's next meeting, and will ask Rogan to draft a charge for the task force.
- *Action: Research membership dues rates of comparable professional organizations by monitoring the inflation rate of membership dues to develop a policy to increase MLA dues and subscription rates gradually to avoid steep dues increases.* The Membership Committee completed the research; the Board needs to develop a policy.
- *Action: Increase MLA's social networking presence by establishing and developing an MLA Facebook page, blog, YouTube, and other social networking tools.* This is in progress, and is an ongoing goal. Rogan has a preliminary report from the Social Media Task Force and will present it to the Board.
- *Action: Charge the ARL/MLA Diversity Scholarship Publicity Task Force to study the recommendations of the 2011 Notes article by Cleveland and Puente on racial and ethnic diversity in MLA and write a report proposing specific actions to the Board to increase diversity in MLA membership and leadership roles.* The task force has not yet done this, but they have time; the deadline is December 2015. The task force has been very busy and productive, recruiting more ARL/MLA Diversity Scholars this year than in past years. If MLA hasn't spent all the ARL grant funds by the deadline, we could file for an extension. Alternatively the group needs to start planning now for fund-raising and grant proposals. Colby will discuss with Susannah Cleveland.
- *Action: Provide hosted and supported access to online collaborative workspace and other tools to individuals and groups in MLA's administrative structure to support the business of the Association.* In progress, due to YourMembership.com capabilities, as promoted and publicized by the Web Committee. The Web Committee's IT survey will also move this forward.
- *Action: The Fiscal Policies Handbook will be brought up to date and will be converted into a more easily-accessible web format (instead of pdf).* The update is completed, and the editable version of the handbook is now in Word. The Assistant Fiscal Officer is responsible for regular updates. This action can be removed from the plan, and can be added to the list of actions accomplished.
- *Action: Students, paraprofessionals, and librarians in their first year of joining MLA will have an option to be paired with a senior "advisor" for mentoring (mostly via email, Skype, etc.) in music librarianship beyond the Annual Meeting.* Responsibility for this was recently given to the New Members Forum, part of the Career Development & Services Committee. Per their Atlanta report, this is in the planning stages.

McBride reminded the Board that a number of the 2013-2014 actions are the responsibility of the Board. None of them is high-priority, but all are supposed to be accomplished by the end of 2014.

b.   Special Officers and Editors Honoraria Policy Task Force (Board)

Taking into account MLA's finances, membership trends, and the goals and objectives of the MLA Strategic Plan, the task force was charged to recommend a policy for honoraria and an implementation timeline by the fall 2013 Board meeting. The MLA Special Officers and Editors Honoraria Policy Task Force Report can be found in full at
http://www.musiclibraryassoc.org/?page=AdHocReports

The Board received the task force report at its fall 2013 meeting in Rochester. Colby sent the report to MLA's special officers and editors in advance of the conference, and the report was posted on the MLA site. Attendees will be able to comment on the report in a Town Hall meeting at the Atlanta conference, after which the Board will vote to accept or not accept the report.

The following discussion took place in Atlanta before the Town Hall meeting:

It was moved by Rick McRae and seconded by Mike Duffy to go into executive session. The motion passed unanimously. The Board moved into executive session to report on individual responses to the recommendations of the task force.

It was moved by Mark Scharff and seconded by Mike Duffy to move out of executive session. The motion passed unanimously.

The Board reviewed Colby's Town Hall presentation. Cary will provide additional financial information regarding MLA's conventions to Colby, and Rogan will assist in creating slides. Bristah will take notes at the Town Hall meeting. As a result of a discussion of conference costs, Hickner will ask Convention Manager Laura Gayle Green if MLA's conference RFP is still based on 500 attendees, and whether the RFP needs adjustment.

Following the Town Hall meeting, the Board resumed discussion of the task force report in its Sunday, post-conference session:

The Board reviewed Town Hall questions and comments. Hickner asked if there are tax implications for recipients of free registration and membership—not only individuals, but possibly also institutions who would otherwise pay for an employee's registration and/or membership; Cary will ask SVA, MLA's auditor. Cary recused himself for the remainder of the discussion.

It was moved by Rick McRae and seconded by Mark Scharff, with a friendly amendment from Pamela Bristah, to accept and implement the recommendations of the Special Officers and Editors Honoraria Policy Task Force, per their Honoraria Implementation II scheme. The Board discussed whether to reassess the policy after a given period of time, or to adopt the policy and leave it to future Boards to reconsider if MLA's financial and membership situation changes. Colby concluded that assessment will be part of the ongoing discussion. The motion passed unanimously.

c.   **ARL/MLA Diversity Scholarship Publicity Task Force (Susannah Cleveland)**
The task force requested permission to add an additional member; Colby agreed.

Colby will ask the group for a written update re: how soon the ARL grant funding ends, and how many fellowships we need to offer? What happens if MLA doesn't spend out the entire grant, and can we get an extension? How do they plan to deal with it if they don't spend all the grant funding? How quickly can they move on fund-raising if the grant ends in 2014 or early 2015?

d.   **Social Media Task Force (Stephanie Bonjack)**
No report.

14.   **New Business**

a.   **Search Committee Reports**
It was moved by Pamela Bristah and seconded by Mike Duffy to move into executive session. The motion passed unanimously. Hickner left the meeting.

1. Assistant Administrative Officer (Michael Rogan)
It was moved by Pamela Bristah and seconded by Steve Landstreet to accept the Search Committee's recommendation for Assistant Administrative Officer. The motion passed unanimously. Hickner rejoined the meeting.

2. Assistant Convention Manager (Ruthann McTyre)
It was moved by Pamela Bristah and seconded by Mike Duffy to accept the Search Committee's recommendation for Assistant Convention Manager. The motion passed unanimously.

It was moved by Rick McRae and seconded by Pamela Bristah to move out of executive session. The motion passed unanimously.

15.   **Future Meetings and Adjournment**

Cary said Pat Wall requested MLA schedule its Middleton meeting soon; Colby will poll the Board re: future meeting dates.

Colby will add these agenda items to future Board meetings, among others: the Social Media Task Force, the Publicity and Outreach Officer search, and Board review of McBride's proposed schedule for Strategic Plan actions.

The Board thanked outgoing members Linda Blair, Pamela Bristah, Steve Landstreet, Jerry McBride, and Mark Scharff, and returning Board member Paula Hickner with a round of applause.

It was moved by Pamela Bristah and seconded by Rick McRae to adjourn the meeting at 11:12am. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board

1. To extend the discount for first-time IAML members to the 2015 IAML membership year (04.c)
2. To continue working with HelmsBriscoe for the 2017 conference (08.b)
3. To accept in principle the MLA Web Site Calendar Policy proposed by the Web Committee (08.g)
4. To support the addition of the document, MLA *Best Practices for Music Cataloging,* to the RDA Toolkit (08.g)
5. To appoint the Bibliographic Control Committee (BCC) Web Master as an ex officio member of the Web Committee (08.g)
6. To approve that the BCC pursue the establishment of a BIBCO Music Funnel, in cooperation with the PCC (09.c)
7. To approve that the EOP Chair be a member of the Education Committee (09.f)
8. To move the call for Annual Reports to July 1, with an August 1 deadline (13.a)
9. To accept and implement the recommendations of the Special Officers and Editors Honoraria Policy Task Force, per their Honoraria Implementation II scheme (13.b)