

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Lexington, KY, September 17-18, 2015

Thursday, 17 September, 9:27 am – 4:28 pm; Friday, 18 September, 8:59 am – 2:43 pm

Present: Paul Cary, Michael Colby, Paula Hickner, Damian Iseminger, Andrew Justice, Laura Moody, Michael Rogan (presiding), Tracey Rudnick, Darwin Scott, John Shepard, Lisa Shiota (recording)

Guest: Grover Baker (07.b, 08.e, 08.h, 09.g, 09.k, 09.n, 12.c)

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

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

On June 12, 2015, The Board decided, by majority vote, to approve the FY2015-2016 MLA Budget as amended.

The meeting was called to order at 9:27 am by President Rogan.

01. Approval of Agenda

It was moved by Damian Iseminger and seconded by Laura Moody that the agenda be approved. The motion passed unanimously.

02. Recording Secretary's Report. Lisa Shiota

It was moved by Michael Colby and seconded by Andrew Justice that the minutes of the Board meeting held online July 29, 2015 be approved as amended. The motion passed unanimously.

03. Parliamentarian's Report. Damian Iseminger

Damian reported that he had a discussion with the Web Committee before the IAML New York meeting for them to migrate the Administrative Handbook to a microsite. To date, he has not heard when it will be ready in this format. The Web Committee is likely swamped with requests right now, and it is hoped that the microsite will be ready by the end of the year. Damian advised to use the link to the Google doc for the most up-to-date version of the Handbook, instead of the version that is on the MLA website. (The PDF version was taken off the website to avoid confusion.) The main change to the Handbook has been concerning the reorganization of the Bibliographic Control Committee (BCC) to the Cataloging and Metadata Committee (CMC). It was suggested that the Handbook have in its header the date of the most recent update.

04. Administrative Officer's Report. Paula Hickner

From her report:

Board Action Required: Is the Associate Member category to be dropped? We have one member at this level for FY16, but do not list the category on the website under "Member Benefits" and "Membership Rates." If the category is to be eliminated the Administrative Handbook will need updating at II.A.5.c; II.A.5.h; II.A.5.i. The Fiscal Policies Handbook will need updating at 3.a.

[Note: this matter will be further discussed at an online Board meeting in the near future.]

BUDGET REPORT

FY2014-2015

Fiscal year 2014-15 ended with a surplus, but the amount is yet to be determined. It is not possible at this time to make a final pronouncement on the budget for FY15. Our auditors at SVA are close to finishing our yearly audit and have estimated that MLA's net income for FY15 will be slightly over \$250,000. As impressive as this sounds, many factors have contributed to the difficulty in finalizing FY15's numbers and a more detailed look at the budget follows.

Closing out the FY15 budget has been complicated by several situations. The most obvious one is MLA's hosting of the IAML 2015 meeting in New York. We were sailing into uncharted waters and were not sure what impact the meeting would have on MLA's budget. At the same time the IAML meeting was taking place, our business office underwent some personnel changes. Jim Zychowicz has taken on additional responsibilities in accounting and investments and has been training closely with Pat Wall. Jim and I have both commented that we are now doing jobs that until recently were covered by three people.

FY2015-2016

Income and expenses are far below budget, which is expected so early in the year. Most income for FY16 has come from dues and sales.

Income

- Dues 1.0

Dues income is currently at about 76% of the budget amount. The retired sustaining member categories are already coming in over budget; at the lower end are corporate patrons and members.

A new service that MLA is offering this year is the opportunity for members of the Greater New York Chapter to renew their memberships or join the chapter when renewing national membership. Thanks to Assistant Administrative Officer, Paul Cary, for spearheading this new service by taking advantage of the capabilities of MLA's membership platform.

- Sales 2.0

Although some income has been realized from advertising in Notes, most royalties will not come in until later in the fiscal year. Likewise, royalties from MLA's publications will not be received until the beginning of 2016.

Expenses

- Management Services 6.0, Program Expenses 7.0, & Member Services

The daily work of the organization goes on throughout the year, so it is natural that MLA has expenses in management services. These include monthly fees for website hosting and maintenance, management fees to our business office, postage, honoraria, and some travel.

In addition to MLA's regular subvention to the University of Maryland where MLA's archives are housed, a grant of \$3,200 was awarded to the University of Maryland to hire a student worker to help process materials in MLA's archives.

MEETINGS

- Denver 3.0 & 10.0

Careful planning and oversight by convention managers Jim Farrington and Diane Steinhaus paid off—the Denver meeting expenses came in at \$131,500.99 (\$15,666.01 under budget). While income came in at \$147,692.28 (\$1,862.72 less than budgeted) the meeting showed a profit of \$16,191.29.

Why? MLA is tax-exempt in Colorado and as such was not required to pay sales tax. In Denver the sales tax rate is 7.65%—multiplied by the \$87,550.24 catering and equipment charges (\$6,697.59) and it's easy to see that paying sales taxes adds a substantial amount to the total cost of a meeting!

The cost of streaming sessions in the plenary room was less than half of what was estimated almost a year out from the meeting. During the budgeting process \$15,000 was earmarked for streaming, but the final cost was \$6,500. Other expenses that came in under budget included equipment charges and registration expenses.

- IAML 14.0 & 13.0

Income from the IAML meeting in June was under budget by \$110,209.78, in spite of \$87K in donations! Like the Denver meeting, expenses were well under what was expected, namely housing and catering. Net income for the meeting was \$106,619.87.

Special thanks should be given to the employees at our business office who worked diligently and devoted more time to IAML convention matters than anyone could have predicted. Issues with online registration for individuals, over 30 tours, “bill me” options, and a large number of special discount codes tested our membership platform’s limits. Katie Cummings and Jim Zychowicz worked long hours behind scenes to make the meeting a success and their work is greatly appreciated.

INVESTMENTS

Overall our investments are doing well. At the end of June (CY2015, Q2) our Fidelity funds totaled \$932,341.33 and the socially responsible funds at Calvert totaled \$271,295.14. Our total investments: \$1,203,636.47.

This quarter reflected the Board’s decision to seed the new Diversity Scholarship by moving \$12,500 into the funds for the scholarship.

Award accounts at the end of the second quarter of CY2015 stood as follows:

Bradley	\$ 3,789.00
Gerboth	\$ 37,326.09
Duckles	\$ 40,341.62
Hill/O’Meara	\$ 11,789.58
Epstein	\$ 63,483.19
Freeman	\$ 53,963.00
Wicker	\$ 18,585.84
Ochs	\$ 48,896.53
RILM	\$ 51,677.54
Ratliff	\$ -22.72
Coral Travel	\$ 18,464.61
Diversity	\$ 13,285.89

This quarter reflected the Board’s decision to seed the new Diversity Scholarship by moving \$12,500.00 from the Board Designated Assets into the funds for the scholarship.

Other funds as of June 30, 2015:

MLA Fund \$ 794,533.69
Board Designated Assets \$ 47,504.61

MEMBERSHIP

Compared to last September our membership numbers are down, but this is may be due to those who joined MLA last year to attend IAML. When compared to September of 2013, our numbers are still somewhat lower, but this is probably not a cause for concern. I received a report from our business office Tuesday with updated figures showing that renewals continue to come in. Next week I plan to send out a second reminder to our members to renew. Renewing as soon as possible will ensure that delivery of upcoming Notes volumes will not be missed.

CHAPTER MAILINGS

A mailing was recently sent to chapter chairs that offered to send fall meeting announcements to MLA areas in appropriate states, thereby reaching non-chapter members. Paul Cary has sent out mailings to the NEMLA, ATMLA, and SEMLA chapters.

AUDIT

MLA's yearly audit began in mid-August with a two-day on-site visit at A-R by SVA. As mentioned above, various elements have come together to create a challenging environment. Unfortunately, several thousand dollars which should have been booked to FY15 were booked to FY16. This was not corrected before the audit and SVA had to work an additional 25 hours to work through these bookings. Most of the bookings dealt with bills from IAML which were received and paid for in July, but not booked to June. It is likely that the auditors will rebook these expenses to FY15 and we will be able to drop the IAML lines from the budget. Michael Rogan and Paula Hickner have a conference call scheduled with SVA next week to hear their report. I do not anticipate a repeat of what I refer to as the "booking fiasco" in the future as we and the business office adjust to the new redistributions of responsibilities.

Further discussion on the report:

As Paula mentioned in her report, the auditors have noticed that some items have been reported in the wrong fiscal year, so it has been difficult to get an accurate read on our budget. It was questioned why this has been happening. Michael Rogan noted that in the past, this was more easily correctable. It may be worth looking into investing in a cloud version of Quickbooks in order for the Board to have ready access to financial data. We do need to wait until the audit is finished before we can look more closely at the budget.

It was asked how much of the money made from the 2015 IAML-IMS New York meeting should be sent to help fund the 2016 IAML Rome meeting. Approximately \$2,400 was received from the 2014 Antwerp meeting towards funding this year's meeting (converted to US dollars). The balance of the outreach funds used to help support Asian librarians to come to the meeting was from donations to IAML's Outreach Fund received during registration. We had also reserved money from the 2002 Berkeley meeting; we should also reserve some money for the next IAML meeting that will held in the United States. (See also section 13, New Business, concerning discussions on a regional IAML meeting.) Michael Rogan cautioned that we need to be thoughtful in our planning, in light of our role in the international community of IAML versus our responsibilities to MLA in itself.

Jim Zychowicz has documented our processes in preparing and hosting the IAML meeting, and has given them to President Barbara Mackenzie to share with future hosts. Some of the money earned from this year's meeting also needs to be given to the Business Office for costs and labor for IAML.

Dues have not yet been paid to IAML, due to the international differences in banking. Paula said that it would be great to set up payments so that they can accept them in US dollars, but IAML would need to vote on this to make the change.

It was asked whether the Membership Committee should be responsible for promoting the membership renewal drive. Paul Cary answered that it is in the Administrative Officer's position description, and Michael Rogan added that there are two different parts to this process: the promotional advertising part and the financial/technological part. A suggestion was made that perhaps the President should do the promotion, as he is the public face of the association and his voice would better encourage members to renew. Michael Rogan further said the low numbers at this juncture are not necessarily cause for concern, that membership renewal tends to happen in clusters, with spikes happening most often after *Notes* delivery and reminder messages for elections and annual meetings. Corporate membership tends to renew later than individual membership.

The Dena Epstein Committee had asked in their Board Report about the award money available. Section 7.g of the Fiscal Policies Handbook states, "Up to twenty-five (25) percent of the income generated from the endowment each year shall be added to the principal to offset inflation. The remaining income will be devoted to grants-in-aid of research, but at the end of each year, all unexpended income will be added to the Endowment's principal." The board's practice has been to return the full 25% of the fund's annual income back to the fund in order to offset bad financial years when the fund does not accrue much interest income.

Board thanked Paula for her work.

05. Vice President's Report. Michael Colby

From his report:

Liaison to chapters: Following the Board's approval of the SEMLA application for a chapter grant, I notified Chapter Chair Renée McBride. I also requested a check for the award amount to be sent to Chapter Treasurer Amy Strickland. I plan to attend the Midwest Chapter meeting next month in Louisville, where I hope to reinforce the message of what is (and isn't) expected of a chapter in the post-Local-Arrangements-Committee era.

Corresponding Editor to *Fontes*: my brief news item appeared in Volume 62, number 2.

I've spent many productive hours on the telephone or in e-mail communication with President Rogan, offering guidance, advice, and information on past practice. He is doing a great job and I am sure he will continue to do so, even when I'm out of the picture in six more months.

It has been an honor working with everyone in MLA, but especially the Board members.

Further discussion on the report:

Michael Rogan said that he would like to continue to strengthen the relationship between the national association and the chapters. Historically, chapters have always functioned autonomously, and had concerns that the national association was trying to take over their operations. At this time, nothing formal is in place other than the Vice President's role as liaison. Should the role be expanded, or should more formal connections with other positions be created? John Shepard reminded the Board that the Planning and Reports Officer also has a liaison role with the chapters. The MLA Archivist also has recently been working with chapters as well. It was suggested previously to reinstate the Chapter Chairs meeting (albeit without catering a breakfast) so that there could be a time for the chapters and the Board to interface with each other. This could be a more focused meeting to facilitate sharing best practices and common concerns.

Another suggestion was for the membership chairs of each chapter to join forces with the Membership Committee to coordinate recruitment for the chapter and the national association. The committee chair, Jason Imbesi, is currently working towards this end.

It was asked how the experiment was going with the Greater New York Chapter's registration via YourMembership.com (YM) on the national MLA website. There do not seem to be many registered through this method, and no feedback from the chapter has been received. There was a bug reported that allowed chapter members to pay their registrations through an installment plan (a few cents a month), which needs to be fixed. Perhaps rolling out this experiment to another chapter would produce more results and feedback. One noted issue is that chapter and national membership renewal dates often do not coincide with each other.

06. President's Report. Michael Rogan

From his report:

I attended the IAML/IMS Congress in NYC in June. It was an amazing experience, and I offer Kudos to the Organizing Committee and its three co-chairs, Jane Gottlieb, whose institution, The Juilliard School, hosted the meeting, Barbara Mackenzie, IAML President and RILM Editor-in-Chief, and James Cassaro, University of Pittsburgh, Organizing Committee Treasurer. Of special mention, James Zychowicz of MLA's Business Office, provided service above and beyond the call of duty in solving registration issues due to unanticipated idiosyncrasies and bugs in our membership software support system. I expect to follow up with a fuller accounting of the financials for the Congress (currently in the hands of MLA's auditors) and the issues discovered with YourMembership.com.

While at the Congress, I was able to have brief discussions with Barbara Mackenzie and Kirstin Dougan (2017 Program Chair) about the possibility of hosting a regional IAML meeting at the MLA annual conference in Orlando to invite greater Latin American participation. Both viewed the possibility favorably, and I will follow up with others to more fully flesh out a plan. Regional meetings are a new idea for IAML, so there is no particular paradigm to follow.

One big reason this is of particular interest to me is that our (MLA's) efforts to use the Neil Ratliff IAML Outreach Grant to help two Cuban music librarians attend the IAML/IMS Congress in NYC fell apart, through no fault on our part or the Cuban music librarians. (Technological problems at the State Department were holding up visa processing around the globe!) Perhaps we'll have better luck a second time around, especially if we can enlist the support of CAML as well.

Appointments have been slow since membership renewal began, but I expect that will change as we approach the Cincinnati conference – and definitely after! I want to use this time to continue to explore (with the AOs and the Business Office) some additional ways to make the appointment process even more streamlined and efficient.

Work at MLA's Business Office, A-R Editions, is undergoing some changes, with James Zychowicz taking on even more of the responsibilities that support the Association, its membership, finances, investments, and publications. I remain hopeful that we can continue to find creative uses of our YM platform to manage more of MLA's work, and allow the Business Office to focus on priority issues.

I deeply appreciate working with the creative and committed team I have at the Business Office, on the Board, and throughout MLA's Administrative Structure; they inspire me and give me the energy to stay on top of all the many facets of the MLA Presidency.

07. Editors' Reports.

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all instances, the Board thanks the editors for their service to MLA.

- a. **Basic Manual Series (Peter Munstedt)**
- b. **Basic Music Library (Daniel Boomhower)**

In Dan's report, he asked that the Board "carefully consider the relationship with ALA Editions." Guest Grover Baker, Chair of the Educational Outreach Program Subcommittee (EOP), noted that he did not experience any problems with dealing with ALA Editions with the MLA webinars. The e-learning staff is separate from the print publishing staff, and appears to be relatively stable and easy to work with. In contrast, the print staff seems to have frequent turnovers, which has contributed to problems with communicating with them.

Concerns were raised about whether we are technologically tied to ALA Editions for the next edition, as the resource's content currently resides in their database, and the rights for retaining the content. Michael Rogan stated that in the contract, rights for first refusal are tied to the print product; no mention is made for other formats, which are being considered by the Future of the Basic Music Library Task Force. The Board is awaiting a final report from the task force.

- c. **Copyright Web Site (Michelle Hahn)**
- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Alan Ringwood & Chris Holden)**
- f. **Newsletter (Michelle Hahn)**
- g. **Notes (Deborah Campana)**
- h. **Technical Reports (Mark McKnight)**

08. Special Officers' Reports

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all instances, the Board greatly appreciates the officers' contributions to the organization.

- a. **Advertising Manager (Scott Stone)**
- b. **Convention Manager (Jim Farrington)**

The convention managers asked about maintaining security presence in the exhibits area for the 2016 Cincinnati meeting if the room is locked. It was mentioned that we can buy insurance for the room, but is the room able to be locked?

Michael Rogan is continuing talks with Assistant Convention Manager Diane Steinhaus about arrangements for the 2017 Orlando annual meeting, going outside the familiar conference structure to try something different. The Board may need to be proactive and lead in areas that the Local Arrangements Committee used to handle, such as making recommendations for tours and entertainment. The Program Committee folks who are local to the 2016 Cincinnati venue are currently taking on these responsibilities. Is this model viable for future meetings?

There were questions about assessments of the 2015 Denver meeting. Michael Rogan mentioned that several of this year's annual reports mention sessions that were recorded. What were the viewing statistics for the recorded videos post-conference? How do the statistics influence the annual meeting program going forward? How long should we keep these videos available, and who decides? How should we handle archiving these for the long term? Who creates the Board report about the streaming service and recorded videos?

The Board was reminded to discuss charging for the streaming and video (see 2015 Middleton Board meeting minutes, sections 09.b and 13). Who is responsible for investigating these possibilities? Michael Rogan will discuss sponsorship with Alexander Street Press. One possible way to frame this to the membership would be to say that the first year of this service was provided free as a pilot, the second year is to be provided through corporate sponsorship, and the third year is to be made available

through membership payment. Still, should the payment structure allow for full cost recovery or partial subsidization? What impact will this service have on meeting registration? It was strongly suggested that the Board set a deadline and make the decision for the 2017 Orlando meeting. Having another year's worth of statistics and qualitative data could prove useful in deciding what to do.

The Convention Managers sent their recommendation for the site for 2018: Hilton Portland & Executive Tower in Portland, Oregon. The location has great amenities; the only challenge is that there would be only one large meeting space available at a reasonable rate. This would change session programming and exhibit space. However, the meeting space is fairly flexible—the room can be divided into two spaces or left open.

It was moved by Damian Iseminger and seconded by Laura Moody to accept the recommendation of the Convention Managers and to start negotiations with the Hilton Portland & Executive Tower for the 2018 annual meeting. The motion was unanimously approved.

- c. **Development Officer (Susannah Cleveland)**
- d. **Placement Officer (Joe Clark)**
- e. **Publicity and Outreach Officer (Sarah Nodine)**
- f. **Archivist (Sandy Rodriguez)**
- g. **Web Manager (Ray Heigemeir)** see Web Committee report, 09.u.
- h. **Management Services (Jim Zychowicz)**

Jim reported his experiences using the YourMembership.com (YM) system for IAML-IMS New York registrations. He detailed the problems, such as registrants adding tours after registering for the meeting, keeping accurate inventory of registrations, interfacing with the Quickbooks accounting software, and producing customized receipts. It was noted that contacting YM's customer service during the IAML meeting proved to be not very helpful. Customization of YM's features seems to be difficult, and there needs to be a better understanding by our users as to the functions and limitations of the system. Paul mentioned that it may be useful to tap more often into the YM user community for these kinds of issues, perhaps convince the Business Office to attend the next YM Xperience conference. Our subscription renewal is in April/May, so we are committed through the 2016 Cincinnati meeting. A more in-depth assessment of YM should be done before considering another system.

09. Committee Reports

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all instances, the Board greatly appreciates the committees' contributions to the organization.

- a. **Awards (Various)**
 - i. **Best of Chapters (Amy Kimura)**
Best of Chapters award winners do not require Board approval.
 - ii. **Bradley (inactive)**
 - iii. **Epstein (Joan O'Connor)**
 - iv. **Freeman (Carolyn Doi)**
 - v. **Gerboth (Kathy Abromeit)**
 - vi. **Publications: Duckles, Hill, O'Meara (Ruthann McTyre)**

It was moved by Michael Colby and seconded by Lisa Shiota to go into executive session. The motion passed unanimously. The Board went into executive session to discuss nominees for Board members and awards, and assessments of Special Officers. Paul Cary and Paula Hickner, being non-voting Special Officers, were absent during the executive session.

It was moved by Damian Iseminger and seconded by Laura Moody to move out of executive session. The motion passed unanimously.

Formal decisions regarding publications awards made while in executive session:

It was moved by Damian Iseminger and seconded by Andrew Justice to approve the nomination for the Ralph A. Papakhian Special Achievement Award. The motion was approved unanimously.

It was moved by Michael Colby and seconded by Damian Iseminger to approve the recommendations of the Dena Epstein Award Committee. The motion was approved unanimously.

It was moved by Tracey Rudnick and seconded by Michael Colby to approve the recommendations of the Walter Gerboth Award Committee. The motion was approved unanimously.

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

- b. **Archives & Special Collections (Matt Snyder)**
- c. **Cataloging & Metadata (Beth Iseminger)**

The CMC has several liaisons to other library organizations as part of their committee structure, and the Board had expressed a wish for reports from them summarizing their liaison activities. The CMC does have reports on their microsite (<http://www.musiclibraryassoc.org/page/cmc>). Michael Rogan mentioned that part of the strategic plan includes getting the membership and the greater library community to have a better awareness of what the committee does; for example, by way of articles in the MLA Newsletter and library journals. He emphasized promoting the projects the CMC is working to many different populations (public services, librarians whose specialty is not music, etc.), and wants to encourage the committee to think of the right mechanism for outward communication.

- d. **Career Development and Services (Ana Dubnjakovic)**
- e. **Development (Susannah Cleveland)**
- f. **Diversity (Jon Saucedo)**
- g. **Education (Lisa Hooper)**

Lisa Hooper mentioned in her report that the Education Committee has perceived confusion by the membership over the work that the committee does with the work of the Educational Outreach Program Subcommittee (EOP) and the Public Services Instruction Subcommittee. The Board reviewed the charges of these entities and felt that the distinctions were pretty clear. The Education Committee's charge is to provide continuing education to the membership. Preconference workshops are supposed to be vetted by the committee. The Board suggested that the committee be more proactive in its collaborations with other committees, such as putting out a call for program sessions and workshop proposals. There are no preconference workshops scheduled for 2016 Cincinnati, as the committee wants to spend time solidifying planning procedures.

Grover Baker, chair of the EOP, shared some insights on the subcommittee's activities as guest of the meeting. The charge of the EOP is to provide instruction to library workers outside of the association. The EOP's recent focus has been on the webinars distributed by ALA Editions, and the content has been on cataloging topics such as RDA and vocabularies. He cited statistics from the most recent webinar, *Cataloging Music Audiovisual Materials Using RDA*: 118 total registrations, \$4,117.50 MLA revenue.

Grover added that EOP has already developed content for in-person workshops for music reference and collection development; these could be reworked for webinars as well. They have also considered a webinar on RDA directed towards public services usage, and have discussed with the Legislative Committee about developing a webinar for music copyright.

It was asked whether they could develop a series of workshops on a particular topic covered in more detail, perhaps marketing it as a certificate program. Another suggestion was made to create webinars from popular topics at annual meetings that are not scheduled to be video-recorded.

Six months after the webinar, the content becomes our property, and we can acquire the files. There was some discussion on what to do with the webinar file and associated content, such as slides and other handouts. The files from ALA Editions would be in WebX format, which could be converted to mp4. It may be worth trying to mount these files on MLA's Vimeo account.

It is currently an unwritten policy that if a student asks ALA for a student discount, he/she will receive 50% off the regular individual rate. Some suggested that student membership in either the chapter or the national association could qualify for the discount. There was some discussion as to whether ALA Editions should mention the discount on their website, or whether we should make mention of it on ours. It was also suggested to communicate the possibility of a student discount for webinars through the Chapter Chairs listserv.

Grover expressed concern that time has not been permitted in the annual meeting program for the EOP Train-the-Trainer sessions as of late. In the past, these invitation-only sessions were regularly scheduled for the annual meeting. They were meant to serve as a certification process for outreach instructors, who are required to have five years of professional experience and have attended an outreach workshop as a participant. Having instructors complete the training ensured the consistent quality of the workshops. Providing outreach is part of the strategic plan of giving to the larger library community.

Grover mentioned that the majority of the outreach workshops have occurred as a preconference to the chapter meetings, with SEMLA and the Atlantic Chapter being the most active. Michael Rogan suggested that wider participation could take place before a state library association conference instead of before an MLA chapter meeting. Michael Colby advised awarding chapter grants to proposals for funding instructors to go to state library association conferences to teach workshops.

Michael Rogan further posited that a stronger relationship with those outside of the association could be forged through the preconferences by providing a way for participants to communicate with the instructors should they have further questions about the topic. Grover said that the instructors give participants their email addresses and freely encouraged people to write to them. The Membership Committee is currently working on creating an affiliate member category; perhaps EOP should be the guiding force towards recruitment and retention of these members.

Michael Rogan said that he would like to see more focused outreach to library school students as well. Grover proposed creating some kind of deal where if a student attends a preconference workshop, he or she receives a free membership to the chapter.

The Board thanked Grover for attending the meeting and offering his input.

- h. Emerging Technologies & Services (Steve Henry)** no report submitted.
- i. Finance (Tracey Rudnick)**

The Administrative Officer clarified that the FY 2016 budget is not yet in Quickbooks. A balance sheet was also not yet available. Notifications of appropriations and awards have been sent out. Paul Cary reported that transferring Board-approved money into award funds hasn't been done yet, but it was

mentioned that perhaps this was not the right time to do so, as the work would need to be done twice for actual expenditure changes. Tracey suggested that the Fiscal Policies Handbook should be updated, in consultation with the Finance Committee, to reflect current practices on when funds are to be transferred, and by whom. The Handbook as a whole is being updated by Andrew.

The Finance Committee needs to vote on an approved vendor list, which will be done at a later date. Most of the other issues handled by the committee have been taken care of during the budget process in the last Board meeting.

In Project MUSE's 2nd quarter projection, Project MUSE CY 2015 revenue is projected to be somewhat lower than usual. The revenue projection may be more impacted by usage, and the 2nd quarter is in the summer. We will wait for the 3rd quarter (academic year when usage is higher) to see if there are any changes in the projection, but this estimate would be useful for future budgeting.

j. Legislation (Tammy Ravas)

k. Membership (Jason Imbesi)

Jason Imbesi met with Linda Solow-Blotner, coordinator of the Retirees Roundtable. The roundtable made a request to reduce membership dues further for retirees. The Board has already approved reduced registration rates for retirees for the 2016 Cincinnati meeting. Mentorship and more active engagement with the association and the membership was also discussed. The Board offered additional ideas, including developing a workshop with the EOP on perennial topics such as personnel management, creative budgeting, and administration; and assisting in developing primary resources lists. It was suggested that the Newsletter could publish a list of projects that need volunteers, which could appeal to retirees.

l. Nominating (Jason Imbesi)

It was moved by Michael Colby and seconded by Lisa Shiota to go into executive session. The motion passed unanimously. The Board went into executive session to discuss nominees for Board members, awards, and assessments of Special Officers. Paul Cary and Paula Hickner, being non-voting Special Officers, were absent during the executive session.

It was moved by Damian Iseminger and seconded by Laura Moody to move out of executive session. The motion passed unanimously.

Decisions made during executive session:

It was moved by Damian Iseminger and seconded by Andrew Justice to approve the recommendations by the Nominating Committee for the Members-at-Large slate. The motion passed unanimously.

It was moved by Michael Colby and seconded by Laura Moody to approve the recommendations by the Nominating Committee for the Vice President/President-Elect slate. The motion passed unanimously.

It was moved by Damian Iseminger and seconded by Laura Moody to approve the recommendations by the Nominating Committee for the Recording Secretary slate. The motion passed, with one abstention.

MLA Citation

The Board felt that the documents submitted for the MLA Citation were insufficient to make a decision, and requested more information.

- m. **Oral History (Rob DeLand)**
- n. **Planning (John Shepard)**

John reported that he asked Web Manager Ray Heigemeir to post the answers to survey questions without comments for now. He mentioned having difficulty extracting the text from Survey Monkey. There was discussion on what to do with the comments and how much to make available to the membership. In the end, it was decided that the questions which were solely free text will be made publicly available (with personal information redacted), and all the questions concerning the streaming and video service will also be made available. John will also provide a summary of the entire survey to the Board for assessment.

John mentioned that he was able to provide information from the survey results that would help shape the annual meeting for next year, including the preference for more sessions on librarianship and music librarianship, and on entertainment expectations. It was mentioned that we should refrain from giving yet another survey after the 2016 Cincinnati meeting, and instead allow some mechanism for freely structured feedback, perhaps given to the Program Committee. Given that there will be significant changes to the 2017 Orlando meeting, a post-conference survey should be given then to assess those changes.

Michael Rogan stated that since we have survey data across several years, we could make a longitudinal analysis. Are we tracking the success of changes made to the annual meeting, in light of the recommendations from the 2013 Conferences and Program Committee Structure Task Force Report? Perhaps it would be worth writing a Newsletter article about how the annual meeting is changing over time.

John stated that he had put out a call in August for annual reports, with September 1st as the submission deadline, but some reports are still outstanding. He suggested editing the guidelines in the Planning Committee Handbook to put the call out earlier. There is also confusion every year between annual reports and Board meeting reports, which may be alleviated if the Board met later in the fall (see discussion in section 13, New Business).

- o. **Preservation (Maristella Feustle)**
- p. **Program (Katie Buehner)**

Katie Buehner submitted an updated program draft for the 2015 Cincinnati meeting. Not everything is filled in yet, and scheduling conflicts still need to be resolved. Katie will do a site visit to look at the size of the rooms. The Hall of Mirrors is set as the room for livestreaming sessions.

The committee requested the Board's approval for the local tours. There was a question as to who is handling the money for the tours, and whether the deposit was refundable. The question was also asked whether the committee feels comfortable about taking the responsibility of the tours. There seem to be no complaints from them.

It was moved by Damian Iseminger and seconded by Andrew Justice to approve the Program Committee's proposal for a public library tour. The motion was unanimously approved.

It was moved by Damian Iseminger and seconded by Andrew Justice to approve the Program Committee's proposal for the Findlay Market tour, provided that the deposit is refundable. The motion was unanimously approved.

There was a motion to approve the Music Hall tour, but Katie had sent a message during the meeting saying that the Music Hall is closed for renovations. The committee is looking for another tour to replace this.

- q. **Public Libraries (Laurie Bailey)**
- r. **Public Services (Tom Bickley)**
- s. **Publications (Bonna Boettcher)**

The Open Access Working Group is in the process of putting together a report, with a business plan attached for Open Journals System (OJS) as a platform for publications. Although the Board had voted in the 2014 Middleton meeting (see minutes, section 09.q) to offer an electronic version-only subscription to *Notes* when Project MUSE offers cover-to-cover scans, this is not a priority for Project MUSE to implement. The committee asked if a task force needs to be formed to decide how to proceed.

It was asked whether the Newsletter should be a dynamic, continually updated publication instead of a static one.

The question was also posed whether *Music Cataloging Bulletin* should become open access, since we do receive income from its sales (approximately \$8,000 per year). It would not make much sense to have older issues be freely available, as cataloging decisions become quickly out of date, but the section on cataloging questions in past issues of the bulletin could be worth looking at. An index has not been published since 2003. An online version could be easily searchable, but it would be a considerable amount of work to put 30+ years of issues online.

t. **Resource Sharing and Collection Development (Mike Duffy)**

The Web Committee is on board to work with the Resource Sharing and Collection Development Committee (RSCD) to develop a resources website with Libguides 2.0, which is more adaptable than the previous version, and has an optional add-on for a content management system. A prototype needs to be developed, but the product has not been purchased yet. If this platform works for the committee, it would be worthwhile to have documentation on its development for other committees to follow.

u. **Web Committee (Ray Heigemeir)**

10. Joint Committees

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

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

11. Representatives to Other Organizations

The following reports were submitted for review by the Board. In the case in which the representative requested no action from the Board, the organization and the representative's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all instances, the Board greatly appreciates the representative's contributions to the organization.

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

12. Old Business

- a. **NEMLA Chapter**
A report was received updating the Board on their chapter grant expenditure.

- b. OCLC Search & Discovery Task Force**
The task force updated the Board on their progress.

Advocacy

See previous discussions on music library services advocacy in Board meeting minutes: September 2014 (section 13.a), October 2014 online (9), and February-March 2015 (12.b). The topic re-emerged in a thread on the MLA-L listserv on September 9, 2015 (titled “Articles, writings on specialness of music libraries”) about having a resource of works that support music libraries located on the MLA web page. The forum that was created for this purpose (<http://www.musiclibraryassoc.org/forums/Topics.aspx?forum=176672>) has been largely inactive.

A suggestion was made to present at a National Association of Schools of Music Conference (NASM <http://nasm.arts-accredit.org/>) to appeal to administrators, in efforts to provide awareness of music libraries, services, and programs, and how their students and faculty use and benefit from them. Their next meetings are at St. Louis, MO, November 20-24, 2015; and Dallas, TX, November 18-22, 2016. Michael Rogan suggested that the Board create a specific charge towards crafting a proposal, and then forming a task force for writing it. Michael Rogan asked which committees need to be represented on this task force: Resource Sharing and Collection Development Committee, Education/EOP, Public Libraries Committee were mentioned, as well as representatives from smaller institutions, the Publicity and Outreach Officer.

Andrew offered to help create an official library services advocacy video for MLA, and suggested Katie Buehner would be a good person to assist.

13. New Business

Fall Board meeting discussion

Michael Rogan asked if the fall Board meeting could be pushed back a month to October. September seems to be a difficult time for many of the members, since they are busy with school starting. In the past, setting the conference budget was critical, but it is not as urgent, since it is now done during the spring meeting’s budget process. There could be some budgetary impact with approving the conference program later. It was asked whether meeting in October would disrupt the elections, but according to the constitution (Article IV.C), voting can occur “no less than one month before the [annual] meeting.” Approving the slate of candidates in October would simply mean quicker communications with the Nominating Committee. It was mentioned that there could be potential scheduling conflicts with chapter meetings. Perhaps the Board meeting could be held in conjunction with a chapter meeting.

Regional IAML conference

Michael Rogan asked the Board to brainstorm on ideas for a possible regional IAML conference to be held in conjunction with the 2017 Orlando meeting. He has already been in conversations with Kirstin Dougan, 2017 program chair, and Brian McMillan, President-Elect of the Canadian Association of Music Libraries, Archives, and Documentation Centres (CAML). Michael Rogan expressed an interest in attracting representatives from Latin American countries for a regional conference, with the idea of establishing long-term relationships with them for the future. Currently, only Brazil is an official branch of IAML, but there is interest in Cuba to be more involved in the music library community. Other countries could be encouraged to attend as well.

Discussion included program content that would be meaningful to both MLA members and regional representatives, streaming/videorecording issues, translation/interpretation of program sessions and handouts, and visa and currency issues during registration. Money from the Neil Ratliff IAML Outreach Fund, once it is replenished, could be used to help fund travel costs for Latin American participants, particularly presenters and students. There was some concern about having the regional activities not disrupt MLA business that is normally conducted during annual meetings. Michael Rogan stressed that coordination of this regional meeting would

need to come from the Board. He will talk to some contacts recommended by IAML President Barbara Mackenzie and others, and will figure out the next steps in the next month or so.

14. Adjournment

Rogan thanked Board members for a very productive meeting.

It was moved by Damian Iseminger and seconded by Andrew Justice to adjourn the meeting at 2:43 pm. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board: None