MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the
Board of Directors
Online Meeting, July 29, 2015

Wednesday, July 29, 2015 4:10 pm – 5:11 pm EDT

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

The meeting was called to order by President Michael Rogan at 4:10 pm.

1.   Approval of agenda

It was moved by Damian Iseminger, and seconded by Michael Colby, to approve the agenda. The motion passed by majority vote.

2.   Approval of 2015 Middleton meeting minutes

It was moved by Michael Colby, and seconded by Damian Iseminger, that the minutes of the Board meeting held in Middleton, WI on May 20-22, 2015 be approved as amended. The motion passed by majority vote.

3.   Review of Nominating Committee candidates

Jason Imbesi, Chair of the Nominating Committee, shared the work of the committee so far. Based on recommendations from members for candidates for Vice President, Recording Secretary, and Members-at-Large, the committee contacted individuals to ask of their interest in running for these positions. The committee provided a list of those contacted and their responses if given. A preliminary slate of candidates was extracted from this list, and the Board was requested to look it over to double-check for candidates' eligibility to run. The Board was not aware of any eligibility issues for any of the candidates.

The Board thanked the Nominating Committee for their work. An official slate of Board candidates will be presented at the Fall Board meeting and will be voted on then.

4.   Review of 2016 Cincinnati meeting program

Katie Buehner, Chair of the Program Committee for the 2016 Cincinnati annual meeting, provided the Board with a preliminary meeting program and budget for comments. It was asked whether MOUG was made aware of the OCLC topical sessions scheduled on the first day of the MLA annual meeting (and if not, to let them know out of courtesy), and whether the Thursday morning welcome session was part of the program. Michael Rogan said he would double-check with the committee. The Board thanked the Program Committee for their work and encouraged them to move forward.

There is no pre-conference workshop scheduled for Cincinnati. The Education Committee is currently focusing on writing up guidelines for accepting workshop proposals.

5. **Review of draft of Conflict of Interest Policy**
6. **Review of draft of Whistleblower Policy**

Paul Cary created drafts of Conflict of Interest, and Whistleblower Policies, from recommendations from the association's auditors to have those policies in place. There were some questions on the context of the policies to an association like ours, as the templates used mention employees, which MLA does not have. Tracey Rudnick said she had looked at some similar policies from other non-profit organizations and suggested some edits to Paul's drafts. Michael Rogan encouraged other Board members to send an email to Paul with any further suggestions.

7. **System User Groups**

Steve Henry, Chair of the Emerging Technologies &Services Committee, sent an inquiry to see if the Board would consider changing the System User Groups into Roundtables. Currently, they are coordinated by the committee; however, they function independently and do not provide reports to the committee. Some Board members thought that changing the groups to Roundtables would simplify the Administrative Structure, although it also means that the President would be responsible for formally appointing the coordinators for all the groups, and that the Planning and Reports Officer (PRO) would then be responsible for coordinating them as with the other Roundtables. The current PRO, John Shepard, said that he did not think that adding these groups to his Roundtable responsibilities would be an undue burden. Michael Rogan noted that as roundtables, the coordinators would be more widely known. There was some question concerning the groups' meeting times during the annual meeting; they currently meet in the evening, but if they became Roundtables, they could be scheduled with the other Roundtables during the day.

If this change is to happen, a change needs to be made in the Administrative Handbook (section VI.H.17), and an announcement should be posted on MLA-L.

8. **ALA Webinars**

The next round of webinars is ready. Registration begins July 30, 2015. MLA individual and corporate members will be eligible for a discount with a discount code, which will be distributed to them via an email through the YourMembership system (YM). A general announcement about the webinars will be made on the MLA-L listserv. A discussion then ensued on what information gets broadcast via MLA-L versus via YM. MLA-L is not considered the official communication channel for the association, as non-members can subscribe to it. Paul cautioned that learning to use the YM system is not easy, and that access to the administrative end should not be made widely available. It was also suggested that more experience with the system is needed before a communications policy can be created.

9. **YM Xperience 2016**

Katie Buehner, as member of the Web Committee, went to this YM conference this past year, and had said she had found it extremely valuable. It was suggested that someone from the Business Office should attend in 2016. There are functionalities in YM that the Business Office uses that could be explored in greater depth, such as the directory, events, and accounting functions.

10. **New Business/Other Business**

EBSCO has sent an addendum to their agreement, requesting to allow its discovery service (EDS), as well as major search engines and third-party discovery services, to crawl content and metadata in *Notes*. Tracey stated that this issue has come up before, and the association did not sign this addendum because of its concerns related to revenues. The Board agreed that this issue needs to be discussed with other parties, starting with Anne Shelley, *Notes* Assistant Editor for Electronic Vendors.

There was some concern with the lack of progress with MLA's use of social media. Some people have expressed interest in participating but have not heard how to proceed. The Publicity & Outreach Officer has responsibilities with social media. Michael Rogan will talk with Sara Nodine and see what additional support she might need.

John has given the Board's comments on the Archives survey to the Chair of the Archives Committee, Matt Snyder (see discussion from the 2015 Middleton meeting, 09.b). The Committee will revise the draft and re-submit the survey to the Board.

The Gerboth Award Committee has had an established practice of returning unexpended award money back to the fund. However, this is not official policy. The committee asked if money is not awarded in a given year, whether it would be all right to give two awards the following year. It was questioned whether this would be good accounting practice; budgeting for the possibility of two awards may prove difficult. It was suggested that a spending policy be established for the funds that do not have something already in place. Michael Rogan will inquire of our auditors what best practice might be according to GAAP (Generally Accepted Accounting Principles).

During a tour of the National September 11 Memorial Museum at the 2015 New York IAML meeting, a suggestion was made to donate the messages that were sent to the MLA-L listserv around the time of September 11, 2001 to the museum's archives. MLA-L is hosted on a university server, and its moderators have confirmed that it is technically possible to extract relevant posts from 9-11. The discussion centered around whether permissions from posters are needed or whether postings should be anonymized. It was questioned whether listserv participants have an expectation of anonymity or privacy. There is nothing explicitly stated on the MLA-L page (http://www.musiclibraryassoc.org/?page=mlal). Distribution of messages outside the listserv is not usual practice, so a notice concerning their use in this context should probably need to be announced to the participants.

11.   Adjournment

It was moved by Damian Iseminger and seconded by Tracey Rudnick to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 5:11 pm.