

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, May 20-22, 2015

Wednesday, May 20, 9:00 am - 5:00 pm (Finance and Planning Committees); Thursday, May 21, 9:00 am – 4:50 pm;
Friday, May 22, 9:01 am – 2:32 pm

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

Guests: Jason Imbesi (for 09.n, 13.f), Jim Cassaro (12.b), Jim Zychowicz (12.b)

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

The meeting was called to order at 9:00 am by Michael Rogan.

01. Approval of Agenda

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

02. Recording Secretary's Report. Lisa Shiota

It was moved by Tracey Rudnick and seconded by Laura Moody that the minutes of the Board meeting held online on April 6, 2015 be approved. The motion passed unanimously.

03. Parliamentarian's Report Damian Iseminger

Section VI.H.10 in the Administrative Handbook was completely revised to reflect the reorganization of the Bibliographic Control Committee (now Cataloging and Metadata Committee) as approved in the 2015 Denver meeting (see minutes, 09.c).

Section VI.D.9.a, Policy on Machine-Readable Records, was removed from the Administrative Handbook. This policy was superseded by the Guidelines for Transfer of Official Documents to the MLA Archives in July 2003, later revised in May 2012.

Changes to the Administrative Handbook that were approved at the 2015 Denver meeting were submitted to the Web Manager for the web version of the Handbook.

It was moved by Damian Iseminger and seconded by Darwin Scott to approve the addition of a full table of contents with hyperlinks to individual instructions in the Administrative Handbook for usability. The motion passed unanimously. This is to allow other committees and officers to use these links in their own handbooks so that reference to general policies are uniform across all handbooks.

It was moved by Damian Iseminger and seconded by Lisa Shiota to approve changes to section IV of the Administrative Handbook for consistency and clarity. The motion passed unanimously. The changes are described below.

The way the subsections were set up made it seem like that sections IV.A.-IV.D. applied to both representatives and organizational liaisons. Searching of the Index to Board Policies and past minutes revealed that sections IV.A.-IV.D. are only applicable to representatives.

The headings for current section IV have also been revised, replacing “External Liaisons” with “Organizational Liaisons”. Past Board minutes show that “Organizational Liaisons” has been used consistently since at least 1996. Other instances of “External Liaisons” in section IV have been replaced with “Organizational Liaisons”.

Current:

IV. REPRESENTATIVES TO OTHER ORGANIZATIONS & EXTERNAL LIAISONS

(Section of the Constitution and By-Laws applicable to this section: IX.D.)

IV.A. APPOINTMENT

IV.A.1. METHOD OF APPOINTMENT

The President appoints representatives to other organizations with the approval of the Board and in consultation with other parties as appropriate.

IV.A.2. TERMS OF OFFICE

Representatives serve for the term required by the other organizations. In the absence of a specified duration, the President of the Music Library Association sets the term of appointment.

IV.A.3. RESIGNATION

The resignation of a representative is addressed to the President, and it is the responsibility of the President to see that the resulting vacancy is filled.

IV.B. AUTHORITY AND REPORTING

All representatives, unless otherwise specified in the Constitution and By-laws or this Handbook report to the membership through the Board.

Representatives are appointed with power to take all the steps necessary to carry out their charge and duties, unless otherwise specified. However, it is the responsibility of representatives to notify and consult with the President prior to taking significant actions, especially when they might be controversial.

IV.C. CHARGE AND DUTIES

The duties of representatives to other organizations are to:

- 1) represent, protect, and promote the interests of the Association;
- 2) convey significant news about the other organization to the Music Library Association;
- 3) recommend to the Board of Directors of this Association projects in which the Association might participate;
- 4) notify the President well in advance of meetings of the other organization which the representative will not be able to attend;

- 5) submit reports to the President after attendance at each meeting of the other organization;
- 6) submit an annual report to the Vice-President/Past President by the date specified in the official calendar. The report should be in a form appropriate for publication.

IV.D. BUDGET

When representatives to other organizations require expenditures to fulfill their duties, the following procedures are followed.

IV.D.1. BUDGET REQUEST

The representative presents an annual budget request to the Finance Committee of the Association following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in the Spring (May or June) of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the Spring Board meeting. (rev. 5/2014)

IV.D.2. BUDGET APPROVAL

Following the Board meeting at which the budget for the next fiscal year is approved (normally in May or June) and before the beginning of the new fiscal year, the Fiscal Officer notifies representatives to other organizations who have requested funding whether they have received an appropriation and if so, its amount.

IV.D.3. REIMBURSEMENT

Receipts for approved expenditures are submitted by the representative to the Administrative Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases. (rev. 5/2014)

IV.E. REPRESENTATIVES TO OTHER ORGANIZATIONS

IV.E.1. REPRESENTATIVE TO THE AMERICAN LIBRARY ASSOCIATION

Because the Music Library Association is an American Library Association affiliate, the MLA President receives and transmits to this representative registration privileges gratis. The MLA representative to ALA attends the ALA annual summer and mid-winter meetings as an observer, and reports actions of significance to the MLA to the President in a timely fashion as appropriate.

IV.E.2. REPRESENTATIVE TO THE NATIONAL INFORMATION STANDARDS ORGANIZATION (COMMITTEE Z39)

As a voting member of this committee, the MLA representative presents an informed statement of our views on various standards. He/she consults with or refers decisions to other committees within the Association when necessary.

IV.F. EXTERNAL LIAISONS

IV.F.1. ORGANIZATIONAL LIAISONS

IV.F.1.a. CHARGE

The Organizational Liaisons are responsible for fostering informal affiliations with professional musical, scholarly, and library organizations whose interests and activities correlate with those of MLA. The Publicity & Outreach Officer coordinates and works with the Organizational Liaisons to effectively bring information about MLA to other groups, to communicate news of those groups' activities to the membership of MLA, and to develop and maintain structures for communication and reporting between liaison organizations and MLA. (rev. 8/2006) (rev. 3/2011)

Proposed:

IV. REPRESENTATIVES TO OTHER ORGANIZATIONS & ORGANIZATIONAL LIAISONS

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IV.A.4.b. BUDGET APPROVAL

Following the Board meeting at which the budget for the next fiscal year is approved (normally in May or June) and before the beginning of the new fiscal year, the Fiscal Officer notifies representatives to other organizations who have requested funding whether they have received an appropriation and if so, its amount.

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Receipts for approved expenditures are submitted by the representative to the Administrative Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases. (rev. 5/2014)

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As a voting member of this committee, the MLA representative presents an informed statement of our views on various standards. He/she consults with or refers decisions to other committees within the Association when necessary.

IV.B. ORGANIZATIONAL LIAISONS

IV.B.1. CHARGE

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groups, to communicate news of those groups' activities to the membership of MLA, and to develop and maintain structures for communication and reporting between liaison organizations and MLA. (rev. 8/2006) (rev. 3/2011)

It was moved by Damian Iseminger and seconded by Tracey Rudnick to approve changes to section II.E.10 and II.E.11 of the Administrative Handbook for consistency and clarity. The motion passed unanimously. The changes are described below.

It looked fairly obvious that section II.E.11. should come before II.E.10, since sections II.E.12 and II.E.13 are discussing specific at-large positions.

Current:

II.E.10. PLANNING AND REPORTS OFFICER AND ASSISTANT PLANNING AND REPORTS OFFICER

One newly elected member-at-large is appointed by the President to collect the annual reports of special officers, committee chairs, and representatives to other organizations. The reports are published in the MLA Newsletter issue prior to the annual meeting, and are available for distribution at the annual meeting of the Association. The Planning and Reports Officer will serve as a liaison between the Board and the next annual meeting's Program Committee. The Assistant Planning and Reports Officer remains on the Program Committee through the end of the last meeting of his or her term of office. The Assistant Planning and Reports Officer will act as the liaison between the Board and roundtable coordinators, including receipt of letters supporting a roundtable's renewal, and will schedule a meeting with coordinators. The Planning and Reports Officer chairs and the Assistant Planning and Reports Officer is an ex-officio member of the Planning Committee. (rev. 2/2013) (rev. 9/2013)

II.E.11. MAINTENANCE OF RECORDS

The members-at-large maintain the records of the Fiscal Officer and Parliamentarian so that they can be passed on to their successors in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives.

Proposed:

II.E.10. MAINTENANCE OF RECORDS

The members-at-large maintain the records of the Fiscal Officer and Parliamentarian so that they can be passed on to their successors in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives.

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It was moved by Damian Iseminger and seconded by Andrew Justice to approve changes to sections that carry the title “Maintenance of Records” in the Administrative Handbook for consistency and clarity. The motion was passed unanimously. This addition is meant to clarify where the policy resides for sending documents to the MLA Archives. This sentence always follows a sentence that instructs the committee or office holder to submit materials to the MLA Archives.

Proposed:

Add the following sentence as the final sentence to all sections with the title “Maintenance of Records”:

For further information, consult the MLA Archives page

(<http://www.musiclibraryassoc.org/default.asp?page=archives>) on the MLA web site.

It was moved by Damian Iseminger and seconded by Laura Moody to approve the addition of a paragraph to section II.E.13.c. Revision of Administrative Handbook to notify the Fiscal Officer, the Planning and Reports Officer, the Convention Managers, and all committee chairs of substantive changes to the Administrative Handbook. The motion passed unanimously. The text of the addition is based on discussions had at the Medford Board meeting in Fall 2014 (see section 03, paragraph 2 of the Medford Board minutes).

Proposed:

The Parliamentarian should send notice of substantive changes in the Administrative Handbook to the Fiscal Officer, the Planning and Reports Officer, the Convention Managers, and all committee chairs.

It was moved by Damian Iseminger and seconded by Darwin Scott to change the language in II.A.5.c 3 of the Administrative Handbook concerning emergency actions to bring it into agreement with the Constitution and By-laws and the language of the Fiscal Policies Handbook. The motion passed unanimously. The changes are described below.

Current:

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

Proposed:

3) Budget and Expenditures. The Board approves the budget prepared by the Finance Committee for each fiscal year, authorizes expenditures as specified therein and approves amendments to the budget as they occur throughout the fiscal year. The fiscal year begins July 1 and ends the following June 30. The Board also approves requests for extraordinary disbursements. Financial matters brought to the Board's attention are usually referred to the Finance Committee before official action is taken. No money, beyond that which is budgeted, is spent in the name of the Music Library Association without prior, formal approval by the Board. In consultation with the Fiscal Officer, emergency budget action may be taken between Board meetings if it is preceded by a unanimous vote of

the President, the Vice-President/Past President and the Recording Secretary. Such action is subject to ratification at the following Board meeting. If during the course of a fiscal year the Board approves unbudgeted expenditures, it amends the budget and identifies the source of income that is to cover the expenditures. Depletion of the Association's reserves is to be avoided.

There was discussion on whether to create a specific policy on interim appointments for temporary chair or officer vacancies (ex. for maternity leave) to the Administrative Handbook, as there are currently no written guidelines in place. Michael Rogan thought that it was not appropriate to spell out a policy, as needing an interim appointment is rare; negotiations are made between president and committee chair. Language could be added to the Handbook that states that such appointments are "handled on a case-by-case basis."

04. Administrative Officer Report Paula Hickner

From her report:

BUDGET REPORT

Income

Total income, as of May 19, 2015, was \$763,263.91 out of a budgeted \$879,250.00. Projected income is \$768,354.83. If IAML-NY income is not factored in, MLA's total income was \$475,510.29. Projected income based on MLA-only is \$480,601.21. IAML's income numbers do not look rosy (Income \$287,753.62; Budget \$439,965), but income from recent registrations, exhibitors; and contributions have not been posted and registration fee, catering income, and housing are all currently posted in the same line.

- Dues 1.0

Dues income is quite robust at nearly \$29,000 over budget, but as reported at Denver, some of this may be additional memberships of those who have joined MLA to attend IAML-NY. As Paul Cary reported at Denver, increased institutional members is likely the result of moving the eliminated category of "Institutional Subscriptions" into "Institutional Members" and is not really an increase in membership.

- Sales 2.0

Despite "losing" almost \$90K from double booking JSTOR (2.0145) and ProjectMUSE (2.0146) *Notes* royalties income, we are still \$9K over budget for *Notes* royalties.

Online advertising income (2.06) is almost 3½ times the budgeted amount. When income from Q4 is booked, the projected amount is estimated at \$6,800, which is \$5,300 over the budgeted amount.

Sales income streams that are under budget are still at 90% or more of budget.

- Education Committee Workshops (4.0)

And we all know how successful the MLA-ALA webinars were, but good news bears repeating—the two highly popular webinars held during FY 2015 generated \$9,382.50, almost twice the budgeted amount.

- Other Income (5.0)

MLA's CafePress Shop and AmazonSmile have generated small amounts (\$57.10 and \$50.96, respectively), but are notable as new sources of income for our organization.

In April we received the first payment of royalties from the estate of composer Peter Aston. Pavane Music sent MLA a check for \$104.60 and the publisher estimated future yearly royalties at between \$100 and \$200. All royalties will go to the Carol June Bradley award.

- Comments

The BudgetvActual report shows income is still around \$116K below budget, this is largely due to the volatile nature of the IAML budgeting process. MLA's budget on its own is healthy and these income streams should meet budgeted amounts.

Expenses

Overall, MLA's expenses are coming in under budget; small savings of two or three thousand here and there add up and will be a good cushion for us if we end up covering overages for the IAML meeting.

- Management Services 6.0

A wide variety of services are booked to the 6.0 lines—website hosting and maintenance, legal and audit fees, and officer and board member honoraria and travel. Most of the spring Board meeting travel and travel and registration for CMC members has not yet been incurred or booked; but with generous estimates for these expenses we should still come in under budget. The AO and AAO have been able to use Amex reward points to book airfare and have saved on budgeted travel. Gratis registration and gratis regular membership have not been taken advantage of in every possible case and monetary honoraria has been refused by more than one officer.

- Program Expenses 7.0

As is the case with management services, committee travel and projects should come in under budget at a projected \$2642.34.

- Organizational Dues 8.0

Our dues payment to IAML has not been billed, but we have received a provisional invoice for 109 individual members and 111 institutional members from IAML's treasurer, Thomas Kalk. We owe IAML €9,613.60, which is approximately \$11,000. Additionally, we will cover the charges for wire transfer of the funds. Mr. Kalk is currently making new arrangements at his bank for USD transfers and will send us a final invoice when this is complete and charges can be determined. MLA has collected \$27,530 in IAML dues, so we will have a large surplus from this year's dues payments.

- Publications 9.0

We will probably be slightly over budget in this category. Some of this is because we made a few errors in budgeting exact honoraria amounts as we implemented the new model. For the first time in several years, *Notes* printing is likely to come in over budget.

MLA & IAML Meetings

- MLA Meeting 3.0 & 10.0

Contributions totaling \$3,629.72 (\$4,629.72 with MOUG subvention) fell quite a bit short of the budgeted amount of \$12K. Program advertising, packet inserts, exhibitor fees, and convention web advertising came in above budget by almost \$5K, but this is not enough to offset the lower contributions.

A-R is currently in the process of invoicing MOUG for meeting expenses (equipment, catering, credit card fees, and the \$1K subvention to MLA). However, it looks like we will owe MOUG a refund of around \$3,000.

Even though MLA's convention income was under budget, after expenses and MOUG's refund, actual income exceeded expenses and we show a \$17K surplus. Some of this surplus can be contributed to consciously reducing our hotel "footprint" by using fewer meeting rooms and less A-V and making well-informed fiscal decisions about all aspects of the Association's meetings.

- IAML Meeting 14.0 & 13.0

Following the IAML budget has been difficult—MLA has not been consulted regarding many expenses for which we, in the end, will be responsible. In recent weeks, Jim Cassaro has spent a great deal of time filling out the IAML budget and helping us get a better financial picture of the meeting.

Currently, the budget has a total income of \$439,965.00 with actual at \$287,753.62. We can expect additional income from registration fees, donations, and exhibitor fees and advertising. I hope to have some time to work with Jim C. this week to see if we can get a better idea of what to expect.

Expenses have been budgeted at \$321,167.07 and as of this week stand at \$29,358 with \$23,740 in invoices to be paid for a total of \$53,098. Programming expenses from A-R due to issues with YourMembership's ecommerce module and additionally time spent invoicing receiving payment. I would like to express my appreciation to Katie Cummings and Jim Zychowicz at A-R for their continued work on a challenging project!

I cannot easily project final numbers for IAML since there are so many unknowns, even this close to the meeting dates. Paul Cary and Jim Z have worked on adding income and expense lines to budget to help us see more detail. As the budget stands now, there are still too many unknown expenses: the closing banquet may be short of the minimum which will be an unbudgeted cost since we will have to make up the difference; program expenses are running high; we have no estimate for exhibit costs; and it is likely tours will go over budget. Again, I am hoping that Jim C will be able to shed some light, but we should be prepared to pay expenses over the budgeted amount. Fortunately, the rest of the budget is in good shape.

INVESTMENTS

Our investment accounts continue to see steady growth. At the end of the first quarter of calendar year 2015, our Fidelity accounts totaled \$942,940.04 and the socially responsible at Calvert totaled \$273,758.14. This is an increase of over \$25K. I would like to thank Paul Cary for his efforts in successfully combing the PR and TR accounts at both investment agencies into TR accounts, which was completed in during this quarter.

Award accounts at the end of the third quarter (March 31, 2015) of FY15 stood as follows (note the appearance of the new Diversity Scholarship):

| | |
|---------|--------------|
| Bradley | \$ 4,272.00 |
| Gerboth | \$ 36,869.09 |
| Duckles | \$ 40,440.10 |

| | |
|--------------|--------------|
| Hill/O’Meara | \$ 11,679.62 |
| Epstein | \$ 67,674.64 |
| Freeman | \$ 54,694.56 |
| Wicker | \$ 18,947.29 |
| Ochs | \$ 48,749.84 |
| RILM | \$ 52,124.64 |
| Ratliff | \$ 655.80 |
| Coral Travel | \$ 18,279.63 |
| Diversity | \$ 2,315.00 |

The MLA Fund stood at \$780,732.09 at the end of the third quarter of FY15.

MEMBERSHIP

As mentioned above, increase this year in individual memberships may be a related to the IAML-NY meeting. Student, Retiree, and Paraprofessional category memberships are still below last year’s levels: US students are down 12, US retirees down 17, and US paraprofessionals down 11. Sustaining members will soon have the option to use an installment plan for the next fiscal year; our expectations are that the ability to spread out payments equally over twelve months will increase membership numbers. Corporate memberships remain steady.

CLOSING COMMENTS

The weeks since our meeting in Denver have passed quickly. I’ve spent much of the time learning and asking questions. Paul C has been available for hours of phone conversations and hourly emails; he has taken on more of the AO load than he should. Everyone at A-R—Katie, Jim Z, Kris Noeldner, and Ann Peters have also answered numerous questions ranging from basic bookkeep to chasing down Amex cards. Thank you all for your time and patience as I stumble, try again, and, hopefully, succeed. I am keenly aware of the importance of the AO office and feel thrilled, honored, and humbled that I have this opportunity to serve the Association.

Further discussion on the report:

Regarding the 2015 Denver conference: part of the surplus can be attributed to careful budgeting. We had over-budgeted for the streaming video service, did not use all of the money set aside for contingencies, and only a small amount of the money budgeted for speaker honoraria was used.

Regarding publications: Michael Rogan had asked Dan Boomhower to ask the ALA representative whether the proposed date of publication for *Basic Music Library* will be changed on the ALA website (is currently listed as Summer 2015).

Regarding the IAML/IMS 2015 New York meeting: (see also Jim Cassaro’s report in section 12.b for further discussion)

This meeting contributes to the complication with the association’s budgeting. As the host branch, we are being billed for all the meeting expenses—dorms, tours, banquet, etc. The surplus from the 2014 Antwerp meeting is used as a subvention towards outreach. Income is generated from meeting registration fees, donations, and exhibits. The dollar is currently strong, so the exchange rate is in our favor.

There was no MLA Board review for the expenses, thus they are hard to project. When MLA became the US branch of IAML, we were given the money left over from the IAML 2002 Berkeley meeting (approximately \$15,000). As such, the association will probably be able to absorb overages (most likely without needing to use money from the MLA Fund), but the result may be that there will be no surplus to give to the 2016 Rome meeting. Approximately \$9,000 has been spent so far on programming expenses, for the MLA Business Office to configure the website

(through yourmembership.com) for registration. The final banquet for the meeting is projected to be under-enrolled, and we may need to pay for the empty spots.

There were very few planning documents provided from IAML for this meeting. The MLA Business Office is creating a workflow document from process and documentation snapshots to provide better instruction for future planners.

05. Past President's Report Michael Colby

From his report:

In the almost three months since (happily) handing the gavel over to President Michael Rogan, I have working very closely with the current President in doing whatever I can to assist in the transition. I gave him a draft of a Presidential Handbook and Calendar which I composed, that I hope will aid him, and future Presidents as well. As Past President, I have transitioned back to the role of IAML-US Contributing Editor. Using Michael Rogan's excellent suggestions, I sent in a small report for publication in *Fontes*.

Another Past Presidential role is liaison to chapters. In that role, I posted a call for chapter grants to both the chapter chairs list and MLA-L. I also sent a reminder to the chapter chairs list about a week prior to the deadline. One proposal was received, from SEMLA.

Project: SEMLA Oral History Transcription

Amount requested: \$600.00

Project beneficiary: SEMLA and MLA members

Project Timeline Dates: Summer through Fall 2015 (possibly into Spring 2016)

Description:

In 2008 SEMLA began an oral history project to record interviews with past Chapter chairs. We currently have eight recorded interviews, six of which have been digitized. The remaining two will be digitized before transcription takes place. Five additional Chapter chairs' interviews have been completed in one fashion or another, i.e., the past chair declined to be interviewed or submitted a hard-copy response. All hard-copy responses are housed in the SEMLA Archive. In an attempt to bring this project up to the present we are 1) requesting responses by email or snail mail from our remaining interviewees, and 2) hoping to hire someone to transcribe our recorded interviews. It is for the purpose of hiring a transcriber that we are applying for an MLA Chapter Grant. Consultation with a colleague in the oral history world has provided us with information about rates of pay for transcribers, the amount of time transcription should take, and transcription software and foot pedals. SEMLA will take responsibility for acquiring transcription software and a foot pedal, so that any grant money we are awarded will go entirely towards the cost of transcription. We have identified a transcriber in Greenville, NC (home of East Carolina University, where SEMLA Archivist David Hursh works) who has already agreed to take on this project. The running time of the eight recorded interviews is approximately six hours. We estimate that transcribing these eight interviews will take thirty hours. At a rate of pay of \$15.00 per hour, the cost will be \$450.00. In addition to the basic expected transcription time, we would like to allow for unexpected problems encountered along the way (e.g., problems with volume, difficult speech to decipher) and time for the transcriber to familiarize herself with the transcription software. Therefore we are requesting funding to cover forty hours of work -- \$600.00. We will make the transcribed interviews available through SEMLA's website and newsletter Breve Notes (with the permission of interviewees) and will share our files with the MLA Archives. We are open to additional ideas from MLA for further sharing of this information (again, with the permission of the interviewees).

Our project supports two goal areas of the MLA Strategic Plan: •Organizational Excellence, Objective 2: Improve access to information by and about the Association to meet the needs of members and other interested parties. • Value of the Profession, Objective 1: Increase the visibility of MLA among library and music organizations, individual scholars, musicians and librarians.

How the grant money will be used: \$15/hour x 40 hours of transcription work

How does this request related to the MLA Strategic Plan? Organizational Excellence, Value of the Profession

Further discussion from the report:

It was moved by Damian Iseminger and seconded by John Shepard to approve the grant proposed by SEMLA.

The motion was passed unanimously.

Michael Rogan expressed concern that only one proposal was submitted for the call for chapter grants. The timing of the call may be an issue, as some chapters have fiscal years that are not the same as the national association's. The Board needs to encourage chapters to think creatively in developing proposals; chapter grants are not limited to travel grants, as many have proposed in the past. Other ways of communicating with chapters should be considered—currently, there is an email list for chapter chairs, and the Vice President is the chapter liaison. The Board needs to initiate interaction with chapters and to better incorporate them with the association's strategic plan. Michael Rogan said he will think more about how to do this. (see also discussion in New Business, section 13.c)

06. President's Report Michael Rogan

From his report:

Appointments, Appointments, Appointments!

I am grateful to my predecessor for working with Jim Zychowicz at the Business Office to try to improve the process and speed up communication among all parties needing to keep abreast of the ever-changing Administrative Structure. I've made over 150 additions, deletions, changes, corrections, and updates – and there are still more to come. I'm not yet happy with the process, and am considering moving the production of the full AS PDF away from the Access database-generated version from the Business Office and into a PDF generated by YM. We still need a PDF "complete snapshot" and we will continue to need to keep equivalent data in both systems (for they have different purposes), but perhaps we can find a simpler way to achieve these results.

However, there are other YM changes to deal with first. I have been working with the AOs and Katie Buehner on piloting the renewal of one (just 1) Chapter (Greater New York) incorporated with the annual MLA membership renewal. I believe we need to build stronger working relationships with our Chapters, and offering the services of maintaining membership rosters and collecting dues for them would be very helpful. Expect an update post-July 1.

I am working on a pair of articles with the soon-to-be-retired Steve Landstreet on the Strategic Plan. There doesn't seem to have ever been an MLA Newsletter article on the Plan or our progress, so we hope to correct that.

I have signed a number of contracts, but only one for a publication: a volume in the Index & Bibliography Series for an index to music in selected historical anthologies by Mara Parker. All other contracts have been in support of the IAML/IMS meeting in NYC in June. I received a preliminary registration list and was delighted to see that a majority of the MLA Board will be attending (one Member-at-Large is even chairing a session!) – I hope this participation will help us as a Board expand our perspective, and that it will embody for our membership the importance of international cooperation and MLA's commitment to that objective.

I can report that the Ratliff Outreach Grant will allow two Cubans to attend IAML/IMS in NYC: Laura Vilar, directora del CIDMUC, and Arien González, directora de la Biblioteca Casa de las Américas. Although the political climate may be thawing, it hasn't yet loosened the reins of bureaucratic process, and we still struggling to actually get the grant money to them, but an alternative solution may be in sight.

Lastly, I submitted the annual IAML US National Branch Report to the editor of *Fontes*, and was deeply impressed with MLA's level of activity and accomplishments that I was describing. I am proud to serve such a committed and engaged community.

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)** No report submitted.
- c. **Copyright Website (Michelle Hahn)**
- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Alan Ringwood)**
- f. **Newsletter (Michelle Hahn)**
- g. **Notes (Jane Gottlieb)**
- 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 cases, the Board greatly appreciates the officer's contributions to the association.

- a. **Advertising Manager (Scott Stone)**
- b. **Convention Manager (Jim Farrington)** see Finance Committee Report, 09.i.
- c. **Development Officer (Susannah Cleveland)** see 09.e.
- d. **Placement Officer (Joe Clark)**
- e. **Publicity and Outreach Officer (Sara Nodine)**
- f. **MLA Archivist (Sandy Rodriguez)** discussed during budget review in Finance Committee Report, 09.j.
- g. **Web Manager (Ray Heigemeir)** see 9.u.
- h. **Management Services (James Zychowicz)** see also 12.b.

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 cases, the Board greatly appreciates the committee's contributions to the organization.

- a. **Awards (Various)**
 - i. **Best of Chapters (Amy Kimura)** No report submitted.
 - ii. **Bradley (inactive)** No report submitted.
 - iii. **Epstein (Joan O'Connor)**
 - iv. **Freeman (Carolyn Doi)** No report submitted.
 - v. **Gerboth (Kathy Abromeit)**
 - vi. **Publications (Ruthann McTyre)**
- b. **Archives and Special Collections (Matt Snyder)**

The committee requested revision of its charge. The scope is broadened to include education on best practices for "archival appraisal, acquisitions, processing, arrangement, description, preservation, and access." This revision reflects the evolution of the new committee.

It was moved by Michael Colby and seconded by Damian Iseminger to accept the revised charge of the Archives and Special Collections Committee. The motion passed unanimously.

The committee also requested the Board to review a survey for the MLA membership on archival holdings and education. Results from the survey would be used to guide the committee's activities.

Concerns were raised about the survey questions in terms of defining the terms used and providing a context for the questions, as well as whether the questions would be applicable to all institutions where members work.

- c. **Cataloging and Metadata Committee (Beth Iseminger)**
- d. **Career Development and Services (Ana Dubnjakovic)**
- e. **Development (Susannah Cleveland)**

The committee proposed a capital campaign plan to target funding the Diversity, Carol June Bradley, and MLA Funds so that they are (or remain) self-sustaining. The Board expressed some concern that to fundraise for three funds was overly ambitious, and that targeting the Diversity and Bradley awards should be enough. There was also general agreement that the membership is fairly knowledgeable about the association's funds and will continue to give where people wish. In advertising for this campaign, the committee needs to take this into account and create compelling language (including a title for the plan) to motivate members to donate.

It was asked who is responsible for fundraising for the Neil Ratliff IAML Outreach Grant, and whether some attention should be spent towards replenishing the fund. MLA is responsible for that grant. This year, it was used almost in its entirety for funding travel for Cuban librarians to attend this year's IAML/IMS 2015 New York meeting. IAML's annual meeting will not return to the United States for at least a decade, which should give future Boards time to decide how to approach outreach and how to go about raising money for this fund.

Paul Cary mentioned that the Diversity and Bradley funds both did not start with founding gifts, and therefore do not have parameters on its use, as other endowment funds have. It is unclear whether the association's endowment policy (http://www.musiclibraryassoc.org/resource/resmgr/Docs/MLA_EndowmentPolicy2014_Aug.docx) is applicable to these two funds, and it was suggested that language could be added to the funds' descriptions to include an end-of-life clause, which would necessarily precipitate a scheduled re-assessment of the funds' purposes. Without such a clause, the funds would have no time limit.

The committee also asked the Board to review the YM Member Rewards program. This program would allow current MLA members to opt in from their profile page, and for a fee, provide discounts on products and services from participating local and national vendors. MLA would receive a portion of that fee as revenue.

The Board felt that this program was incongruent to the reasons people join the association, and questioned its value and appropriateness.

f. Diversity (Jon Saucedo)

The Diversity Committee report mentioned preliminary talks on creating an award for scholarship in music and diversity for an outstanding journal article on this topic. It was suggested that the committee discuss this with the Development Officer in addition to the Publications Committee.

- g. Education (Lisa Hooper)**
- i. Educational Outreach Program Subcommittee (Grover Baker)**

The EOP provided a revised proposal for payment structure for MLA members serving as ALA webinar instructors. The subcommittee proposed paying the instructors \$500 per session, to be divided by the instructors' discretion. ALA's current model for webinar instructors' payment is \$500 or 5% of the registration fees received, whichever is greater. The subcommittee concluded that \$500 would be the

greater amount, as the past webinars have not generated enough revenue so that 5% of the fees would be greater.

It was moved by Damian Iseminger and seconded by Michael Colby to approve the revised proposal by the Educational Outreach Program Subcommittee for a payment structure for MLA members serving as instructors for the MLA/ALA Editions webinar series. The motion passed unanimously.

- h. Emerging Technologies and Services (Steve Henry)**
- i. Finance (Tracey Rudnick)**

The Finance Committee recommends that the Board set registration rates for the 2016 annual meeting in Cincinnati at the following levels:

| | 2016 Cincinnati | 2015 Denver |
|---|----------------------------|------------------------|
| Early member | \$240 | \$270 |
| Early member 1st 3-years; paraprofessional/non-salaried/part-time; retired member | \$190 | \$220 |
| Early non-member | \$340 | \$370 |
| Reduced for work | \$140 | \$170 |
| Regular members | \$340 | \$370 |
| Regular non-member | \$440 | \$470 |
| Regular student | \$80 | \$100 |
| Single day | \$115 | \$145 |
| Accompanying person | \$115 | \$135 |

The rates for the 2015 Denver meeting are shown for comparison. Registration rates are lower than 2015 by \$30 per category (except Student and Accompanying: these are \$20 less). This includes the addition of paraprofessional/non-salaried/part-time and retired members to the lower-cost category that had Early member 1st 3-years. (This represents an \$80 reduction in conference registration costs for the affected categories from FY15 to FY16.) The motion passed unanimously.

The Finance Committee recommends that the Board set exhibitors' registration rates for the 2016 annual meeting in Cincinnati at the following levels:

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

The exhibitors' registration rates are unchanged from 2015. (Exhibitor table rates have been unchanged since at least 2008 Newport.) The motion passed unanimously.

The Finance Committee recommends that new IAML members in FY16 [IAML CY2016] receive a \$10 discount in membership dues. The motion passed unanimously.

The Finance Committee recommends all MLA IAML member dues remain at the current level for FY16.

| | |
|-----------------------|-------|
| Individual members | \$ 75 |
| Institutional members | \$110 |

IAML's dues for calendar year 2016 also stayed at current levels (from CY2015). The motion passed unanimously.

The Finance Committee recommends all MLA member dues remain at the current level for FY16.

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

This is third year at the same rate (FY14, FY15, FY16). The motion passed unanimously.

Publication Awards:

The Finance Committee recommends that the Duckles award be funded at \$700 for FY16. The motion passed unanimously.

The Finance Committee recommends that the O'Meara award be funded at \$225 for FY16. The motion passed unanimously.

The Finance Committee recommends that the Hill award be funded at \$300 for FY16. The motion passed unanimously.

Travel Grants:

The Finance Committee recommends that the Freeman award be funded at \$2,600 for FY16. (\$2,100 is drawn from Freeman fund earnings; \$500 is from the operating budget.) The motion passed unanimously.

The Finance Committee recommends that the Coral travel award be funded at \$800 for FY16. (Coral is awarded every other year.) The motion passed unanimously.

Achievement Award:

The Finance Committee recommends the Special Achievement award be funded at \$600 for FY16. The motion passed unanimously.

Endowments:

The Finance Committee recommends use of Wicker Endowment not to exceed \$750 for FY16. The motion passed unanimously.

The Finance Committee recommends use of Ochs/Notes Endowment not to exceed \$1,800 for FY16. The motion passed unanimously.

The Finance Committee recommends use of the US RILM Endowment not to exceed \$1,900 for FY16. The motion passed unanimously.

The Finance Committee recommends use of the MLA Fund not to exceed \$35,300 for FY16. The motion passed unanimously.

The Finance Committee recommends that MLA set honoraria at the following amounts for FY16:

| | |
|---|---------|
| Administrative Officer | \$1,560 |
| Advertising Manager | \$360 |
| Archivist | \$360 |
| Assistant Administrative Officer | \$240 |
| Assistant Convention Manager | \$360 |
| Convention Manager | \$3,000 |
| Copyright Website Editor | \$360 |
| Development Officer | \$360 |
| MCB Editor | \$360 |
| Newsletter Editor | \$0* |
| NOTES Editor | \$1,560 |
| NOTES Assistant Editor A | \$1,800 |
| NOTES Assistant Editor B [for eVendors] | \$360 |
| NOTES Assistant Editor C | \$1,800 |
| NOTES Book Review Editor | \$1,500 |
| NOTES Music Editor | \$1,500 |
| Placement Officer | \$360 |
| Publicity Officer | \$360 |
| Web Manager | \$1,560 |

*Individual is already receiving gratis membership and registration in another role.

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

The Finance Committee recommends that the Board approve the FY16 (2015/2016) budget as submitted by the Finance Committee. As with previous two years, proposed 2015/2016 (FY16) budget does not draw money from the MLA Fund. The motion passed unanimously.

It was moved by Andrew Justice, and seconded by Laura Moody, that the Board approve additional expenditure of funds to support travel by *Notes* staff in FY15 budget, not to exceed \$1,500 above the amount previously budgeted in FY15 9.06217 · Notes Office – Travel. The expense is due to the transition to the new *Notes* editor required travel to NYC and Middleton to train with former editor and with A-R Editions. The motion passed unanimously.

- j. **Legislation (Tammy Ravas)** discussed during budget review in Finance Committee Report, 09.i.
- k. **Membership (Jason Imbesi)**
- l. **Nominating (Jason Imbesi)** No report submitted.
- m. **Oral History (Rob DeLand)**

Discussion continued from the previous Board meeting on where to publish MLA's oral histories, whether to put transcripts online, and whether to make audio available and how. A colleague of Paula Hickner, Doug Boyd of the Oral History Association, reviewed the committee's draft of a release form and believed it to be acceptable. The best practices documents are still in process. It was suggested that the committee could request money from the Board for an oral history consultant. No decisions were made.

In the interest of aligning the association's oral history projects with the chapter's projects, a recommendation was put forth for the Southeast Chapter (SEMLA) to communicate with the Oral History Committee on their project (see Past President's report, section 05).

n. Planning (John Shepard)

The responses from the post-conference survey for the 2015 Denver meeting were discussed. 256 responses were received. In particular, the Board looked at the responses to questions regarding the livestreaming sessions and the recorded videos of those sessions. Respondents were generally pleased with the livestreaming and videos and would be willing to pay for livestreaming if they couldn't attend the conference in person, but would not pay for the recorded videos. The Planning Committee thus recommended that in the near future, a tiered fee structure be set up for livestream access, set towards cost recovery. The committee also recommended that the videos be freely accessible first to conference attendees and those who paid for livestream access, and then to all members after a 6-month embargo. The Board authorized expenditure to cover streaming in 2015 so that it would be free for conference attendees for our first trial with the technology. Sponsorship may be available for 2016. However, it will become necessary at some point to identify an appropriate payment structure so that fees cover the cost of the service.

The economic impact of livestreaming on in-person conference attendance was considered. The committee recommended livestreaming sessions in one room. The Program Committee would then need to consider what sessions to hold in that room that would interest the most people and would be appropriate to be made available.

Livestreaming and recorded videos also have possible implications on membership, particularly attracting people for whom music librarianship may not be their specialty, but may still find the content valuable to their work. It would therefore be important to cultivate long-term relationships with this group of people. It was suggested that data on who is accessing our content could be collected by setting up a user login. Promotion of content could be done by the Educational Outreach Program Subcommittee and the Publicity & Outreach Officer with an eye towards library schools, other library associations, academic music departments, etc.

Results of the survey, including a summary of comments, will be provided to the membership. Some Board members cautioned against survey fatigue for the membership, and suggested not giving a full survey the following year. A smaller survey could focus on questions about specific changes made to the conference, or a suggestion box could be added to the conference website for attendees' input.

Other conference-related topics discussed were:

Conveying changes to the conference structure to the membership. This is part of the 2015 Strategic Action Plan (http://c.ymcdn.com/sites/www.musiclibraryassoc.org/resource/resmgr/Docs/2015_Strategic_Action_Plan.pdf). Some ideas were to create an MLA webpage with bullet points on recent changes, or to add points to a Past Conferences list, stating that a particular meeting was the first meeting where a change had happened.

Roundtables taking a more active role in co-sponsoring conference sessions with committees. This proactive relationship should continue to be encouraged, perhaps highlighted in an article in the MLA Newsletter.

Greater involvement of retired members in association activities. Some ideas suggested were to have a retirees column in the Newsletter, being involved with the Oral History Committee to supply recommendations for oral history participants. The Retirees Roundtable should be encouraged to come up with other ideas for participation.

Local arrangements responsibilities. A list of responsibilities formerly done by Local Arrangements Committees was created at the 2015 Denver meeting. The responsibilities were proposed to be divided among the Program Committee, Development Officer, Convention Manager, and local chapter chair.

Some additional recommendations included involving chapters where the conference is being held, creating an ad hoc subcommittee of the Program Committee consisting of people local to the area, and having local library school students (perhaps from the Music Library Student Group) involved. People who are knowledgeable of the area could provide personalized information on restaurants and activities, for example, or organize tours. Coordination would still be needed with the Administrative Officer, Development Officer, and the Business Office. More involvement with the local libraries, particularly the public libraries, could be cultivated by the Publicity & Outreach Officer.

It was generally agreed that local support for annual meetings is still needed, but the Board needs to be careful in how to approach people for this, being mindful not to overburden any one group, but making sure that everything happens smoothly “on the ground”.

Lastly, another charge in the 2015 Strategic Action Plan is to “promote MLA Leadership within profession.” Although this primarily involves the Cataloging and Metadata Committee (CMC) creating journal articles about its roles in music description and access, the Planning Committee can assist by determining a good audience for an article, outside of the association.

- o. Preservation (Maristella Feustle)**
- p. Program (Katie Buehner)** no report received.
- q. Public Libraries (Laurie Bailey)**

The Public Libraries Committee broached the idea of creating an annual meeting travel grant for public librarians. The Board thought it was a good idea, and that they should begin a conversation with the Development Officer/Committee. It may also be helpful to communicate with chapters.

- r. Public Services (Tom Bickley)**
- s. Publications (Bonna Boettcher)**
 - i. Working Group in Open Access Publishing**

The subcommittee’s report was discussed during the budget review in Finance Committee Report, 09.i. It was decided that funding for the working group is a one-time funding (not continuing), and that a request for an honorarium position needs to be more detailed.

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

The RSCD requested approval of a survey on resource sharing collaborations, to be given to the membership. The Board reviewed the draft and offered suggestions. A revised draft of the survey can be voted on at the next online Board meeting.

The discussion on the committee’s proposal for a Lib Guides subscription was addressed during the budget review in the Finance Committee meeting, 09.i. The funding was approved for a generic web

product, not necessarily LibGuides specifically, with the recommendation that the committee consults first with the Web Committee/Manager to explore other options.

u. Web (Ray Heigemeir)

10. Joint Committees

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board greatly appreciates the committee's service to MLA.

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

11. Representatives to Other Organizations

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board greatly appreciates the representative's work for the association.

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

12. Old Business

- a. IMLS Grant on Online-Only Music (Judy Tsou)**
 - i. MLA Statement on Online-Only Music**

The Board reviewed the recommendation from the MLA Statement on Online License-Driven Music Sound Recordings concerning creating a library dark archives for EULA-only music sound recordings. In a recent email message to Michael Rogan, Judy Tsou stated that co-coordinator John Vallier is in conversations with the Internet Archive (IA) about the possibilities in creating such an archive. The legality of storing EULA recordings was questioned. The Board felt that the association itself cannot commit to creating a dark archive, but instead support legislation (perhaps in tandem with other organizations such as ARSC), perhaps endorse that libraries explore archive creation, and otherwise provide broad awareness of this issue. More information from IA and other institutions needs to be collected before a decision can be made.

b. IAML/IMS Congress (Jim Cassaro and Jim Zychowicz)

Jim Cassaro and Jim Zychowicz came to the Board meeting to provide an update on the preparations for the IAML/IMS 2015 New York Meeting. They provided a snapshot of the budget. Registrations received to date total \$287,000 for 500 registrants. There are 50 registrants who selected the "bill me" option whose registration money is forthcoming. \$14,000 will be given by RILM to subsidize the Circle Line tour. RIdIM will offer \$1,000. Other donations include \$50,000 from EBSCO, money from Theodore Front, New York University, and Preservation Technologies, which will sponsor the coffee breaks; and a donation from Arkiv Music, which will sponsor the MLA Big Band's performance at the final banquet. Expenses include approximately \$37,000 for the Fordham dorm rooms. Any expenses not already budgeted will not be honored.

Jim Zychowicz supplied the data on the registrants to date. 293 registrants self-reported as IAML members, 56 are IMS members, 22 are members of both IAML and IMS. There was some concern about the low turnout for IMS and some wondered whether the meeting has been actively promoted. Some Board members offered to spread the word to AMS members.

The Board expressed their uneasiness about not getting enough information from IAML in order to create a sound budget for the meeting. IAML's documentation for local organizing committees seems inadequate, and it was

generally agreed that having detailed guidelines for hosting a meeting are needed. It was suggested that the Board send a message to the IAML President, Barbara Mackenzie, while she is still in office, to bring this to her attention.

Jim Cassaro asserted that the New York meeting will be successful, programmatically and financially. The Board enthusiastically thanked Jim Cassaro and Jim Zychowicz for all of their work so far, and expressed confidence in them moving forward. Jim Cassaro strongly encouraged questions about the meeting to be sent directly to him.

It was moved by Damian Iseminger and seconded by Tracey Rudnick to move into executive session. The motion passed unanimously. The Board further discussed logistics of handling the meeting.

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

13. New Business

Michael Rogan opened up the floor to the Board members to present items for discussion.

a. ALA Liaison: MLA is an affiliate organization to ALA, and the liaison position is already part of Administrative Structure. The only function is to attend the affiliates luncheon at the Midwinter meeting and report back. Michael Colby has been serving in this role for the past couple of years without support, as he was attending the meetings anyway. Since a sizable number of MLA members also regularly attend ALA meetings, perhaps one of them could take over as liaison in the same manner. It was suggested that a member of the Reference and Access Services Subcommittee assume the position, for greater public service representation.

b. ACRL Liaison: Stephanie Bonjack assumed this role when she was ALA liaison. Should being the ACRL liaison be part of that role, or should it be a separate position? It was not known whether ACRL has an official affiliate program, or what their internal structure is. If there were a formal communication structure with outside library organizations, this would need to be a formal appointment within the MLA Administrative Structure.

c. Communication with chapters: (continuation of discussion from President's Report, 05) Michael Rogan reminded the Board that there are two action items in the strategic plan that involve chapters: 1) creating an internal archival network, and 2) expanding membership opportunities. The larger question is how to foster better communication and coordination mechanisms for chapters among themselves and with the national association. Some ideas posited were creating a workspace on the MLA website for chapters, reinstating the Chapter Chairs meeting at the annual conference (albeit without full catering if it is held early in the morning). The Greater New York Chapter pilot program for national to collect chapter dues and maintain membership rosters may be a good start in developing communications and aligning interests, as will hosting chapter websites.

d. Equality access: This topic came up after Indiana passed their Religious Freedom Restoration Act. It was suggested that the Board develop a policy for annual meeting locations to be held where laws like this are not instituted. However, some believed it would be difficult to establish such a policy, as these issues are in flux, and meeting locations are determined at least two years in advance. The Board has control of where meetings are held, as they pick which cities and hotels to consider.

It was generally agreed that MLA's non-discrimination policy should be in a more prominent place on the website. Currently, it is appended to the Administrative Handbook.

e. HelmsBriscoe: Michael Rogan had a conversation with Convention Manager Diane Steinhaus. The Convention Managers talked with a colleague of our representative, Sandy DiMinno, who was willing to assist us. The problems in getting responses lay with our representative, not with the company at large. We are still waiting for a response to our request for possible locations in the Pacific Northwest. There needs to be a site visit this summer, in order to make a determination by the Fall Board meeting. Diane was “moderately optimistic” that things can move forward with HelmsBriscoe.

f. 2017 Orlando meeting: This will be the first meeting location suggested by HelmsBriscoe that will not have full chapter and local arrangements support. This will necessarily drive changes in our conference structure and make it open to experimentation. Possible areas for change include not having the MLA Big Band perform (due to lack of local support with instruments and equipment- not a criticism of the band), changing the closing reception to an outside event that is sanctioned by the hotel, possibly at a venue like Universal Studios. The outside event could be a separate, ticketed event, and a catered event could happen another night, so as to stay within the contract for a catering minimum. It was also suggested that entertainment music could be the theme of the conference, in light of the location.

g. Associate members category: Paul Cary proposed to do away with this category of membership, as there are only three members who fall into this category. Although the Board voted to do away with this category in relationship to *Notes* (see 2014 Middleton Board meeting minutes, 09.h), perhaps the category could be discontinued regardless. Article III of the Constitution would need to be amended.

It was suggested that the associate member category could be re-purposed for people who want to access members-only content (including, for example, video recordings of conference sessions), but do not want to be full members. There is a precedent for this, as the Society of American Archivists (SAA) has an associate member category that works in this way. Changing the category has financial implications. There would need to be compelling reasons for members to pay full membership dues instead of paying the cheaper associate member rate, such as needing to be a full member to participate in committees, for example. More discussion and input from the membership are needed for how to handle this.

h. Streaming conference sessions: (continuation of discussion started in Planning Committee, 09.n) Some Board members wondered whether charging for livestreamed conference sessions could be implemented as early as the 2016 Cincinnati meeting. However, we may be able to secure corporate sponsorship for the service. It would need to be heavily branded with the vendor’s logo, etc., to remind attendees that the service comes at a cost. Sponsorship and charging members for access need not be mutually exclusive, however. Michael Rogan liked the idea of the embargo for recorded video sessions, and Paul Cary seemed to think that it would be easy to implement. Passwords to access could be sold through the MLA Store. We would need to flesh out the range of possibilities for access and charging for it, and the payment/access structure would need to be tested as soon as possible.

i. Inclusive language on the MLA website: Darwin Scott noted that he has heard some paraprofessionals take issue with the Music Librarianship page (<http://www.musiclibraryassoc.org/?page=MusicLibrarianship>), as music librarians are mentioned, but not other workers in a music library. It was suggested that the Paraprofessionals Roundtable be asked for suggestions in changing the language used on that page, for starters. Michael Rogan noted that there aren’t enough resources at this time to systematically look at all the pages on the MLA website and make any changes.

j. Future Board meetings: Michael Rogan asked if 3 full days are necessary for the Spring Board meeting, and if any of the work could be done online. Some believed it would be hard to predict if more time would be needed to handle a crisis situation that suddenly appears. Perhaps some work could be done in an online meeting, but brainstorming and discussions work better in a face-to-face meeting. The possibility of meeting for 2 ½ days next year was discussed.

14. Adjournment

It was moved by Tracey Rudnick and seconded by Michael Colby to adjourn the meeting at 2:32 pm. The motion passed unanimously. The Fall Board meeting will be held September 17-18, 2015 at the University of Kentucky.

Appendix I: New Policies Adopted by the Board

- 1. The revised charge of the Archives and Special Collections Committee was approved. (09.b)**
- 2. A payment structure for MLA members serving as instructors for the MLA/ALA Editions webinar series was approved. (09.g.i)**