

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Denver, CO, February 24, 25, 28, and March 1, 2015

Tuesday, February 24, 2015 8:09 am-4:00 pm; Wednesday, February 25, 2015 9:03am-11:09am; Saturday, February 28, 2015 10:35am-11:22am; Sunday, March 1, 2015 9:05am-10:30am

Present: Stephanie Bonjack, Paul Cary, Michael Colby (presiding), Mike Duffy, Paula Hickner, Damian Iseminger, Rick McRae, Michael Rogan, Tracey Rudnick, John Shepard, Lisa Shiota (recording)

Absent: Stephanie Bonjack (09.m, 13.a), Paula Hickner (09.m)

Guests of the Board: Andrew Justice (09.m, 13.a), Laura Moody, Darwin Scott (01-06, 07.g, 07.i, 08.b, 08.c, 08.e, 08.h, 09.c, 09.g, 09.j, 09.m, 09.s, 13.a)

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

The meeting was called to order by President Colby at 8:09 am.

Actions prior to Board meeting:

0a. It was moved by John Shepard and seconded by Mike Duffy to approve the final version of “The Music Library Association’s Statement on Online License-Driven Music Sound Recordings” as drafted and revised by members of the MLA Legislation Committee. The motion was unanimously approved.

0b. It was moved by Rick McRae and seconded by Tracey Rudnick, with an amendment by Lisa Shiota to accept the October 31, 2014 revised recommendations of the Freeman Award Committee. The Committee had discovered that there had been a nominee in its previous recommendation who was ineligible for consideration (see minutes of the online Board meeting of October 29, 2014, 3b). The motion was passed by majority vote.

0c. It was moved by the Finance Committee that the FY 2014/15 operating budget fund the attendance of one member of the Web Committee at the annual YourMembership customer conference. The motion was unanimously approved. Katie Buehner will attend the conference.

0d. It was moved by Damian Iseminger and seconded by Lisa Shiota to approve the document Responses to the Digital Millennium Copyright Act Section 1201 Rulemaking by the United States Copyright Office as drafted by the MLA Legislation Committee. The motion was unanimously approved.

01. Approval of Agenda Michael Colby

It was moved by Damian and seconded by Mike Duffy to approve the agenda. The motion was unanimously approved.

02. Recording Secretary’s Report. Lisa Shiota

It was moved by Michael Rogan and seconded by Damian Iseminger to approve the minutes from the December 8, 2014 online meeting. The motion was unanimously approved.

03. Parliamentarian’s Report. Mike Duffy

It was moved by Mike Duffy to correct the tax-exempt number in section II.A.4.i of the Administrative Handbook to the association's Employer Identification Number. This correction was part of the discussion in 2014 Middleton meeting (see starting page 7 of the May 30-June 1, 2014 meeting minutes). This section was inadvertently left off that list, so this correction would be consistent with those already made in the Administrative Handbook. The motion was unanimously approved.

Mike Duffy noted that the official version of the Administrative Handbook is at <https://docs.google.com/document/d/1OjxFYM2zt6Uafydh2Li3yMpTwscwTw6NwgPMT6RWPwM/edit?pli=1#bookmark=id.cr00cac3iais>. Although the Parliamentarian strives to keep the web version consistent with this version, if there is a discrepancy, the official report serves as the correct version.

04. Administrative Officer's Report. Paul Cary

From his report:

BUDGET REPORT

INCOME (as of February 12, 2015):

Overall, total Income stands now at \$418,976 out of a budgeted \$539,285. I'm projecting it to come in at \$541,203, just over budget.

Dues income (1.0) is very good, already more than \$17,000 over budget, due mostly to people joining in order to get a discount for the IAML meeting in NYC. It has already gone up some since the Budget v Actual report, but the final number is impossible to predict. The IAML meeting was budgeted to break even, and both income (14.) and expense (13.) are also hard to project. I'm projecting Sales income (2.0) to come in \$13K under. This is largely because we appear to have double-budgeted for the ALA webinar income (\$9,000 in 2.055 and \$5,000 in 4.0). The actual income is around \$9K but was booked to 4.0. MCB income currently stands at \$2,450, over \$5,000 below budget. Last year at this time it stood at \$7,500 so I'm not sure what's going on. I will press the Business Office for clarification.

Total Meeting income (3.0) currently stands at \$135,800, almost \$14,000 under budget. I know that there are contributions that are committed but not booked. I'm projecting it to come in about \$8K under budget, due to reduced registration and contributions. Late update: the picture may be worse than this on contributions.

Other Income (5.0) stands at \$1,142, about \$450 below budget, however this line includes Silent Auction income. If the Silent Auction performs as expected, Other Income should be about \$900 over budget.

Income from Education Committee Workshops (4.0) stands at \$9,382, which is \$4,382 over budget. HOWEVER, note that we double-budgeted for this, see the note above under 2.055.

EXPENSES (as of February 12, 2015):

The Total Expense figure is \$131,948 out of \$551,216, but a lot of time and expenses remain. I'm projecting year-end expenses of \$521,971, which would be \$29,245 under budget.

It is too early to know much about Meeting expense (10.0). It currently stands at \$1,850 but that is a mere drop in the bucket. I'm projecting it to come in at \$135,300, about \$12,000 under budget. I think we will save on Tours and on recording and streaming (10.0 – Meeting, other).

Miscellaneous Expense (11.0) stands at \$11,474, about 47% of budget, but I expect it to come in right around budget.

Award expense (12.0) will be somewhat lower than projected because we are not giving a Gerboth award, but that doesn't really affect the budget since the money will stay in the Gerboth Fund.

IAML Meeting Expense (13.0) is at \$3,965, but again, that is no good indicator. Time will tell.

Management Services (6.0) stands at \$62,070 out of a budget of \$153,535. I'm projecting it to be about \$13,000 under budget, and that may actually be a conservative projection. The biggest chunks of the savings here are in Web Design and Development and Audit and Legal Fees.

Program expenses (7.0) and Other member services (8.0) should be close to budget.

Publications (9.0) currently stands at \$36,125, compared to a budgeted figure of \$ 62,575. I'm projecting it to come in about \$2,000 under budget.

BUDGET BOTTOM LINE

My projections show a surplus of \$19,231.73. Accounting for award and "endowment" income, the surplus goes up to \$32,405.73. This is about \$20,000 better than budgeted. But I want to emphasize that it is still early and a number of things are hard to project. I do NOT recommend spending a **projected** surplus.

INVESTMENTS

As of February 13, MLA's true investment accounts at Fidelity stood at \$877,387. That compares to \$805,405 last year at about this time. Last year's budget surplus and this year's award money is also in a holding account at Fidelity, totaling \$60,002.

Our Socially Responsible accounts at Calvert totaled \$272,137, compared to \$239,193 last year.

Award and other purpose-specific funds stood as follows on December 31, 2014 (without accounting for October-December donations which had not yet been deposited).

Bradley	\$ 3,297.00
Gerboth	\$ 36,829.09
Duckles	\$ 40,492.62
Hill/O'Meara	\$ 12,164.58
Epstein	\$ 68,389.98
Freeman	\$ 55,221.80
Wicker	\$ 18,990.83
Ochs	\$ 48,896.86
RILM	\$ 52,628.08
Ratliff	\$ 2,817.28
Coral Travel	\$ 18,279.63

The Diversity Fund had not yet been established at that point, but I can say that fundraising for it has been doing well in 2015.

The MLA Fund stood at \$773,640 on December 31 and at \$788,077 on February 13.

CONSOLIDATION OF INVESTMENT ACCOUNTS

The major change in MLA investments picture since my last report is that our money has been consolidated into two accounts at each institution instead of three. This is the long-pending result of reclassifying our Permanently

Restricted investments as Temporarily Restricted. The reclassification was effected several years ago, but until now the money was still in separate accounts.

I consolidated the accounts by closing one account at each institution and moving the money into an existing account. At Fidelity, I moved the entire balance of account 946 (formerly PR) into 158 (TR). Prorated Portfolio advisory fees will be deducted from the closing account on a pro-rated basis. We may or may not reimburse that cost out of operating but they would not bill us for them. They insisted on taking them from the account. At Calvert, I moved the entire balance of account 345 (TR) into 626 (formerly PR). I did it this way (kind of backwards) because 345 was in an Ultra Short-Term Income fund (close to a money market) and that did not seem like an appropriate investment vehicle. 626 is in a Balanced fund.

MEMBERSHIP

The membership report for 2014-2015 is mixed but more bad than good. As of February 4, 2015, we had 668 individual members, which represents a renewal rate of 91%. The lone significant bright spot is Sustaining memberships, where we are up ten from last year’s final. I am hopeful that installment payments (if approved) may lead to a further increase at that level next year. Corporate members (including patrons) are up one at a total of seventeen.

Institutional memberships are not doing particularly well either. Comparing them to the same categories from last year, it appears that they are up this year. However, the more accurate comparison takes into account the fact that we killed institutional subscriptions this year and moved all those subscribers to memberships. Comparing this year’s institutional memberships to last year’s members and subscribers, we see that we have 315 members for a renewal rate of 83%. Comparing them to last year’s February figures is a little better but even that comparison leaves us down 38 members.

IAML memberships are doing well, probably due in part to the New York meeting. IAML Individual memberships for 2015 stand at 140, which is up 36 from this time last year. Institutional IAML memberships are at 107, down 2 from last February.

Having said all that, I refer you back to the income section above, where it states that income is substantially over budget. That is probably due to conservative budgeting on our part in terms of expected membership numbers. Membership and income are two intertwined but distinct items. Performance compared to budget does not necessarily indicate an uptick in memberships.

The table below is an excerpt from a spreadsheet supplement to my report. Refer to the spreadsheet for all the details.

	As of 2/7/2014		As of 2/4/15	Difference compared to 2014 final	Percent renewed	Difference compared to Feb 2014
MLA Members	2013- 2014	2013- 2014	2014- 2015			
Individuals	714	733	668	-65	91.1%	-46
Corporate	16	16	17	1	106.3%	1
Institutional	353	380	315	-65	82.9%	-38
Totals	1,083	1,129	1,000	-129	88.6%	-83
Difference from previous year						
IAML (Starting in 2012)	IAML 2014	IAML 2014	IAML 2015	IAML 2015	IAML 2015	IAML 2015
IAML Individual	104	114	140	26	122.8%	36
IAML-Institutional	109	112	107	-5	95.5%	-2

PUBLICATIONS

CO-PUBLICATIONS WITH A-R

I received a publications report for 2014 from A-R Editions shortly before this meeting. MLA's series co-published with A-R sold units in 2014 for a total income of \$ 20,444.50. That should result in income to MLA of about \$2,044.

BM007 (MLA, Basic Manual 7, Munstedt: Money for the Asking: Fundraising in Music ...	5	130.00
BM008 (MLA, Basic Manual 8, Green and Duffy: Basic Music Reference, A Guide for N...	43	1,900.00
BM009 (MLA, Basic Manual 9, Hooper and Force: Keeping Time: An Introduction to Ar...	174	<u>6,922.50</u>
		8,952.50
IB036 (MLA, Index and Bibliography 36, McBride: Douglas Moore: A Bio-Bibliography)	2	153.00
IB037-1 (MLA, Index and Bibliography 37-1, Dennis: An Index to Articles Published...	5	587.50
IB037-2 (MLA, Index and Bibliography 37-2, Dennis: An Index to Articles Published...	6	687.50
IB038 (MLA, Index and Bibliography 38, Abromeit: Spirituals: A Multidisciplinary ...	143	<u>1,428.00</u>
		2,856.00
TR032 (MLA, Technical Reports 32, Lisius and Griscom: Directions in Music Catalog...	28	1,295.00
TR033 (MLA, Technical Reports 33, Cleveland and Clark: Careers in Music Librarian...	165	<u>7,341.00</u>
		8,636.00
	TOTAL:	20,444.50

ELECTION

The recent election was open from November 4 until November 25, 2014. Ballots were sent to 562 eligible members, and we received 416 responses for a response rate of 74%, which compares very favorably to past years. Although YM has a survey and voting function, it does not allow for one-member-one-vote elections while maintaining anonymity, so we used SurveyMonkey, as we have in the past, exporting data from YM into SurveyMonkey with no problems.

YOURMEMBERSHIP.COM

Our membership services and web hosting platform, yourmembership.com, has served our needs quite well this year. It remains a compromise between ease of development (which it has) and flexibility (where, as a turnkey system) it is lacking. Reporting functions are not always up to par and there are some things we might like to do in terms of events and the directory that we have to work around, but we have learned to work with it and even the Business Office seems fairly happy. We will be renewing our contract this spring.

DIRECTORY AND ADMINISTRATIVE STRUCTURE

The Administrative Structure has been humming along fairly well.

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

At YM, the administrative structure has been maintained, so far, by the Administrative Officer, by editing each member's profile.

The Business Office's admin structure is maintained much as it has always been, and is used for generating appointment letters, to hold dates of appointment, and to retain historical data, all weaknesses of the YM system. It must be said that although the AS continues to live in two separate systems, the two systems are in closer accord than they had been in the past, when one system was the Business Office's database and the other was a tracked Word file maintained by the AO. The use of a shared spreadsheet to track appointments and the like has served to streamline and coordinate the systems.

CONFERENCE RECORDINGS

Last year I recommended that the Board look into recording and streaming conference content. As you all know, that will happen at this meeting. Based on responses to postings on MLA-L and Facebook, there will be a lot of interest, and I anticipate that the vendor (VCube) will produce a high-quality product. So I imagine that we may want to do this again next year. I have to say that this whole project took more of my time than I would have liked. I basically coordinated the process, working with the Convention Manager and Program Chair. **There is no particular reason that the Administrative Officer should have to lead this, and I would like the Board to charge someone else with doing so.** There are elements of it that are definitely the purview of the CM (negotiating with the hotel and in-house A/V provider; providing information about rooms; troubleshooting on site) and other elements that more naturally belong with the Program Chair and Committee (working with presenters; determining which programs to put in the recorded room; online moderating). If VCube comes through in 2015 as I expect they will, we will have them as a starting point and can ask them now about a quote for next year. We will always have to work with the in-house A/V provider and evaluate their bid, but I hope that the way forward will be smoothed by what we have put in place this year.

Further discussion on the report:

Budget: Some tentative reports on meeting income: most of the cash donations for the meeting have been for the silent movie event. However, overall income from meeting contributions will probably be under budget. Income from the meeting registration looks good. Preconference registration made its maximum limit.

It was asked that since special officers are now receiving gratis registration in lieu of honoraria, if this change has been factored into the budgeted income. Paul said that it has been taken into account, but it hasn't been accurately reflected in the budget. Going forward, it was intended that the special officers' budget lines would be converted into meeting registration lines, but it hasn't been done yet as he hasn't figured out how to do it. The bigger issue would be how to deal with this in terms of membership dues. Meeting registration is easy to calculate for the individual officers in the budget, but it would be difficult to add their membership dues income along with the rest of the regular membership as the dues need to be received as income.

A Finance Committee discussion is needed about how to convert honoraria budget lines to income, and tracking gratis memberships for Special Officers and Citation Award winners.

Concerning a rough estimate of meeting expenses: We possibly saved a little bit on AV charges. We are not necessarily spending less on catering, due to contractual agreement with the hotel in order to have meeting space. The catering at the meeting now comes in the form of coffee breaks.

Early projections show that the IAML meeting in New York this June will generate a lot of income for the association, but it is uncertain whether that will actually happen.

Paul suggested that in the future, Administrative Officers incorporate projected membership numbers and meeting registrations to support the budget, perhaps to put the projections in a separate sheet in the budget workbook.

There was some concern about these estimated numbers, comparing them with the actual totals, and making the necessary adjustments for future planning. It was noted that it is hard to accurately guess income from membership dues and meeting registrations when meetings are being planned, which is typically three years in advance. The budget is constructed to ensure money is not lost from meetings (as there has been a history of losing money year after year), rather than to project a surplus.

It was suggested that the expenses for livestreaming and recording for annual meetings be recorded as its own line item in the budget, and perhaps the line item for other meeting exhibit expenses could be broken out as well.

Investments: The fund meters are now visible on the Donations page at <http://www.musiclibraryassoc.org/donations/>. One can hover over the small icon next to the fund name to see the goal amount and actual contributions to help members see what funds need more support. In particular, the Carol June Bradley Award fund and the Lenore Coral-US RILM fund need more contributions to make their goals.

Publications: The association still has a few titles in print through its previous publisher, Scarecrow Press. According to Michael Rogan, there was discussion in the past to request whatever remaining titles in stock be given to their authors and to close our account with them. If there is not a lot of income generated from the sales of these titles, perhaps this discussion should be revisited.

YourMembership.com (YM): This is our third year of our contract with YM, which was rolled out 2013. There are a few features that could be used that are not taken full advantage of, such as automated reminders for dues payment and installment payment options. (see next page for more discussion on installment payments.)

The Board approved funding for Katie Buehner of the Web Committee to attend the YM Xperience conference in April (0c, page 1). Last year, then-Web Manager Verletta Kern and Paul Cary participated in a conference call with questions for the YM representative. They were not entirely happy to hear about the changes that were being made, but the conversation provided insight into YM's roadmap for software development. It was generally agreed that participation in larger YM community would be good, so that we can see how other associations are using it, see the direction of the company and how it would impact us, and to be better connected to YM. Katie is to gather ideas/suggestions/questions to take to the YM conference from the AOs, the Web Committee, the Web Manager, and the Business Office.

Paul stated that using this platform required some adjustment by the Business Office, but overall, they have been happy with the system. Some compromises were made in flexibility, but there is lots of functionality available to use.

Administrative Structure: We are still maintaining two parallel systems to maintain this. A-R Editions has an Access database they continue to use, which generates its own membership directory. But the main directory resides in YM, through its Groups function. YM's version of the Administrative Structure is good for looking up current committee members and contact information. YM cannot print appointment letters, but can it can generate emails. However, these emails cannot be delivered by a mail merge; one needs to send each letter individually, but a template can be used. Historical information of appointees needs to be kept in the A-R database, as YM does not save this information. Implications on financial transactions also require A-R's database. Michael Rogan said that eventually the pdf version on the MLA website can be eliminated, as one can print from YM. Darwin Scott remarked that it would be nice to have the term dates of committee members on the website.

Michael Rogan is the person to contact concerning any discrepancies in the Administrative Structure.

Conference Recordings: The Board Action that was requested to charge someone else to coordinate conference video recordings does not need to be voted on per se, but Paul would like this request to be considered. The Convention Managers and/or Program Manager needs to address this. Other considerations for the recordings under the Finance Committee's purview include how the service balanced out financially, and how it would be

incorporated into convention budget should we do this again next year. The decision to continue with the recordings after this year is to be made after this meeting. (See Planning Committee report, 09.m, for further discussion.)

There was a discussion on how to assess the success of this service. A survey should be conducted, statistics gathered on who was watching live, who views the link after the conference, how long people stay at a given session, among other points. We need input from many different people in order to determine the full scope of impact. It was remarked that the Board needs to show real strong leadership for collaboration within the association for ongoing projects like conference recordings.

Membership: Cash flow problems ensue when members renew late. It was asked whether there has been any improvement in the timeliness of renewals after YM was implemented. Reminder emails have been sent to members before YM, but there isn't enough data to tell whether sending messages through YM has affected overall timeliness in renewals. Reminder emails do appear to spur members to renew, however.

Paul's administrative access to YM has made him the de facto communications officer, which adds more responsibility to his existing duties as Administrative Officer. He suggested that perhaps the Board should consider transferring this responsibility to a communications officer, or training other people to use YM platform to send messages. Perhaps the officer or committee chair who needs to send a message to the membership could be given access to YM, e.g, the Convention Manager could send messages pertaining to the annual meeting. Training would be needed on the YM platform for sending the messages to the relevant members.

A proposal for an installment payment plan for Sustaining Membership was first introduced by the Membership Committee at the Board's May-June 2014 Middleton meeting. Paul had several conversations with the Business Office and from these conversations, he fleshed out a plan for the Board to review. His proposal calls for Sustaining Members to be allowed to pay their dues in equal monthly installments, the amount based on how many months are remaining in the membership year when the member chooses to renew. This plan would only be for Sustaining Members, and payment can only be done by credit card, with the amount being automatically debited.

During the discussion, there were questions on whether YM and Business Office can handle this plan. YM has an automated system for installments; the booking still needs to be done by the Business Office. There were also some concerns on what would happen about extending member privileges to those paying in installments and technically have not paid their dues in full. In the previous proposal, it was recommended that members pay the regular membership fee upfront and the balance was to be paid in installments, but the system cannot handle this arrangement. It was agreed that Sustaining Members choose this level of membership in order to help the association, and therefore a certain amount of trust needs to be placed in them.

There were further questions on cash flow issues and credit card fees. Although cash flow was not considered, it was determined that the credit card fees would be insignificant. The overall goal for this plan is to encourage more members to become Sustaining Members.

It was moved by Rick McRae, and seconded by Mike Duffy, with a friendly amendment by Damian Iseminger, that the Board approve to implement the installment payment plan for Sustaining Members as outlined in the proposal. The motion was unanimously approved. The Board thanked Paul Cary for all his work, especially with the conference recordings and the installment plan.

05. Vice President's Report. Michael Rogan

From his report:

Since our [September 2014] meeting at Tufts, I have visited the Texas Chapter (Fall meeting at UNT, Denton, on October 3-4) where I met two of our Diversity scholars, and the Greater New York Chapter for their Fall meeting

(Wed. Oct. 22 at the Carnegie Hall Archives). While in NYC I was also able to meet with Jane Gottlieb and get an update on the IAML/IMS Congress planning for June 2015. All is going well, and we will hear a more formal report at this meeting.

GNYMLA Chapter Chair, Nick Patterson, was willing to consider having the chapter participate in a pilot study of including chapter members in the MLA member database (if the Administrative Officers and the Business Office deem a pilot is needed or desirable). The idea of incorporating all membership data (MLA, its regional chapters, and IAML) into one easy place for individuals to renew and keep up-to-date, has been an idea discussed since at least since 2010. As we get more familiar and comfortable working with Yourmembership.com, I hope we can explore the possibility.

I spoke with IAML President (and RILM Editor-in-Chief) Barbara Mackenzie about the idea of using the Neil Ratliff Fund to support registrations for the IAML/IMS Congress in New York for members from Latin America – an area that is under-represented in IAML. (Note, IAML's own Outreach Fund will be dedicated to assisting members from Asia, also under-represented, to attend this NYC meeting, since IAML leadership decided this opportunity is less expensive to get folks from Asia to the U.S. East Coast than it would be to get them to Europe.) Barbara was very supportive of the idea, and strongly encouraged me to focus on Cuba, where she had made some promising contacts in 2014 at a IMS regional conference in Havana. At least two registrations would be beneficial, since the minimum number of officers to establish a national branch is two. (See: http://www.iaml.info/organization/national_branches/become_a_national_branch.) The message went out earlier this month (early registration deadline is April 15th), and Barbara intends to follow up with her contacts personally.

The MLA Services Review Task Force that I chair has collected all the existing contracts and related documents of its service providers and is scheduled to meet in Denver (on Thursday).

After receiving early registration promotional information about the 2015 YM Xperience Conference, I suggested to the Finance Committee and the Web Manager that we send an MLA member to the conference to see if we could bring back some additional expertise for the support of our website. I'd like to thank the Board for supporting this idea, and we will be sending Katie Buehner of the Web Committee to the conference. Katie will provide a report to the Web Committee and the Board, post-conference.

I will be meeting with Rob Deland while in Denver to discuss his concerns about the Oral History Committee.

Lastly, I will be holding a conference call after the Denver Annual Meeting with representatives from the Program Committee, the CMs, the AOs, and the Web Committee – in order to discuss mechanisms and process for how MLA can continue to “evolve” its conference, with input from the membership. (Credit for this solution to getting all the right players together goes to President Colby.)

Further discussion from the report:

Michael Rogan requested feedback from the Board concerning the use of the Neil Ratliff IAML Outreach Grant to pay for registration to Latin American IAML members for the 2015 IAML–IMS Congress in New York. In the initial contacts, the members from Cuba are interested, but they said they will not be able to get travel funding. A member from Chile is also interested, but also may not be able to travel. An Argentinian member expressed the same. There is approximately \$2,700 currently in the fund, most likely not enough to support registration and travel expenses for more than one person.

There was a discussion over whether the Ratliff grant should be awarded for next year instead of this year, and raise more money during that time. Next year, the IAML Congress is in Rome. It was generally agreed that the grant should support someone coming to the United States for this year's IAML meeting, and that given US's newly restored diplomatic and economic relationship with Cuba, that this would be the perfect time to offer this grant to

the Cuban members. Although attendance at a IAML meeting may not guarantee future participation with the association, providing them assistance would send a strong message that their presence is wanted. It was suggested that the Board find out exactly how much support they would need to come to the meeting. If the Board approves, the entire amount currently in the Ratliff Grant could be used this year, and efforts could be made immediately thereafter to replenish the fund, perhaps with the Development Officer's assistance.

It was moved by Mike Duffy and seconded by Rick McRae that the association offer up to the full amount in the Ratliff Fund to the librarians from Cuba to attend the 2015 IAML-IMS Congress in New York. The motion was unanimously approved. See also the IAML report in 11.d for further discussion.

06. President's Report. Michael Colby

From his report:

I often start this report talking about appointments (maybe because Appointments starts with the letter "A"?) so I think I'll continue to do so, one more time. I won't spell out all of the appointments made, but as you've read in the Management Services Report (08.f), the Business Office has helped me process 50 actions related to appointments since our Fall meeting. While it tends to be rather time-consuming, the appointment process is a crucial part of the workings of our Association. Vice President/President Elect Michael Rogan has some ideas on how to make the process more efficient, which I am eager to see tried out. I also notified the Special Officers and Editors about their reappointments following our Fall meeting. After the election, I contacted the successful candidates for member-at-large, as well as those who were not elected (one of my least favorite tasks in this role.) Regarding the National Recording Preservation Plan, I have contacted several MLA committees to secure their involvement in some of the plan's recommendations. The following committees are exploring various recommendations: Bibliographic Control, Legislation, and Preservation.

Five contracts have been signed. Four are for books: two in the Technical Reports Series: one with Kent Underwood and Robin Preiss, the other with Jean Harden; and, two in the Index and Bibliography Series, one with Anna Kijas, the other with Kendra Leonard. I have signed one contract in conjunction with the IAML meeting in New York City, with Circle Line Sightseeing for the Monday evening reception. Amicable negotiations are underway with ALA Editions regarding renewing the contract for webinars, with a likely increase in MLA's revenue share. Serving as MLA's affiliate organizational liaison to ALA, I attended the ALA Affiliate's meeting in a very snowy Chicago this past January. Many of the affiliate organizations represent ethnic groups; my news about our work on diversity was well received by the attendees. While on the topic of outreach to other organizations, I want to repeat from my Fall report that MLA cosponsored a program at ALA in Las Vegas, with MLA member Cheryl Taranto presenting.

For those of you who got to watch me stumble through this office in my first year, I hope it looked a little better this past year. I have drafted a Presidential Calendar and Handbook, which I have shared with incoming President Michael Rogan. I hope this will make this Presidential transition go a bit more smoothly.

In closing, I cannot thank all you enough for all the work, thought, care, and dedication you've put into your various roles. I will admit that serving in this office has seemed overwhelming at times, but with your support I have never doubted that we would get through it, together. Thank you for helping me to serve this organization which means a lot to us all.

Further discussion on the report:

This is Michael Colby's last meeting as President. Michael Rogan gave a heartfelt thank you, saying that he was "the ideal president to collaborate with—so willing to share and listen to ideas." The Board thanked Michael Colby with a round of applause.

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 is deeply grateful to the editors for their work.

- a. **Basic Manual Series (Peter Munstedt and Deborah Campana)**
- b. **Basic Music Library (Daniel Boomhower)** no report received.
- c. **Copyright Web Site (Michelle Hahn)**
- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Alan Ringwood)**
- f. **Newsletter (Misti Shaw)**
- g. **Notes (Jane Gottlieb)**

Jane Gottlieb had written recommendations and unfinished business in her report, which included future *Notes* staffing changes, the RILM contract, revising the copyright form, using tailpieces as advertising, and revisiting the moving wall of JSTOR. Concerning JSTOR, she requested that the Board reconsider changing the moving wall from five years to three years, based on the 2012 *Notes* Royalties Task Force report. This had been rejected due to concerns about loss of royalty income. Project MUSE provides the bulk of income from the journal, and there was some apprehension that changing JSTOR's moving wall would draw away some of that income. The main question is, is it more important to make *Notes* available, or to preserve its revenue? At the time of the task force report, there was a different economic climate when the Board decided to reject this recommendation. The economic climate may be different now, but it may not be prudent to make a decision based on a report that is now three years old. The incoming editor needs to be aware of this question, and needs to consider this in the larger picture in planning for the journal going forward.

The Board discussed these recommendations, and will communicate these to the incoming *Notes* editor.

- h. **Technical Reports (Mark McKnight)**
- i. **Web (Ray Heigemeir)**

Ray Heigemeir is the interim Web Manager while Verletta Kern is on maternity leave.

Although the committee did not request any Board action, there was some discussion on web issues. Paul opined that the Web Committee is overworked. It was suggested that the responsibilities for social media and collation of open access content be done by someone else. Ray had also mentioned wanting to find one more person to the committee who has coding skills, which would be a valuable asset.

Looking at the bigger picture, Michael Rogan wondered what would be the best way to educate committee chairs on how to use YM to its full capability. It would be good to have a toolkit and instructions that are located in one place on the website that is accessible to all the committees.

The Parliamentarian and Assistant Parliamentarian are responsible for looking at committee and officer handbooks for conformity to MLA standards. One project is to create bookmarks in the web version of the Administrative Handbook so that other handbooks can link back to them instead of copy and pasting the information. That way, if updates are made in the Administrative Handbook, they are automatically made in the other handbooks. Damian is working on this project.

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 officers' contributions to the organization.

- a. **Advertising Manager (Anne Shelley)**
- b. **Convention Managers (Jim Farrington and Diane Steinhaus)**

The Convention Managers requested approval for the AV budget, recommended at \$28,000, for the March 2-5, 2016 annual meeting in Cincinnati. This was the amount approved for this year's Denver meeting, which has come under budget. Although past Board practice has been to approve the budget for the AV at this meeting, Paul Cary remarked that approving one part of the whole convention budget does not seem to make sense, although it is good to be informed of a ballpark figure for the AV cost. The 2016 convention budget will be under review during the 2015 spring Board meeting in Middleton.

Approval for speaker fees for next year's meeting have also been requested at this time. According to Michael Colby, \$5,000 has been adequate in the past.

It was moved by Michael Rogan and seconded by Stephanie Bonjack that the budget for speaker fees for the 2016 annual meeting in Cincinnati be set at \$5,000. The motion was unanimously approved.

Tom Cook of the College Music Society (CMS) had written to the Convention Managers, offering to give the association a full-page ad in their annual meeting program in exchange for one of theirs in our program. Jim Farrington had recommended that it may be to our advantage to offer them a gratis exhibit table instead of a program ad. Although there was no formal decision, it appears that their ad was booked as gratis. The Board has no recommendation on exchanges, and suggested that the Advertising Manager and Publicity Officer look into this.

The Convention Managers asked for advice on creating a policy for non-music library vendors who wish to exhibit at our annual meeting. Currently, there is no policy in place; it is first come, first served for vendors exhibiting, although there are tiered requests for favored and previous vendors. Our corporate patrons and corporate members have priority in table space and location. This year, we reached the limit on tables in the exhibit room, which has implications for when we hold meetings in smaller hotels in the future. It was generally agreed that if non-music library vendors are interested in marketing to our association, and if there is exhibit space, they could request a table, although this was not strictly defined as policy.

Meeting locations still need to be determined for 2018 and beyond. HelmsBriscoe has not yet come back with suggestions, although research has been requested for Portland, OR and Midwest cities.

- i. **Local arrangements (Laurie Sampsel)**- report not received.

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

The Board discussed the activities of the Development Officer and Committee. The main goals for development are to bring the Carol June Bradley Award Fund to a sustainable level, and to grow the new MLA Diversity Scholarship fund. It was suggested that more marketing be devoted to these funds. One idea was to make these funds more prominent on the Donations page (<http://www.musiclibraryassoc.org/donations/>), perhaps mentioning them at the top of the page as funds needing the most support. There was some concern that the fund meters (which are visible when hovering over the small icon next to the fund names) were not conspicuous enough, but unfortunately, this is a limitation of the system.

There was a question about putting some better instruction on estate planning on the webpage. Michael Rogan responded that the Planned Giving FAQ (<http://www.musiclibraryassoc.org/?PlannedGivingFAQ>) clearly states that it is not intended as legal advice, and an attorney should be consulted. If we wish to change the language on the website, we may need to obtain our own legal advice for that.

- d. Placement Officer (Joe Clark)**
- e. Publicity and Outreach Officer (Sara Nodine)**

Sara Nodine requested Board approval to create official open profiles for LinkedIn and Google+, and an official Twitter account for the association. As this is within the purview of this position and has no financial implications, no Board approval is required, and the Board strongly encouraged her to move forward with the association's social media presence.

She also requested to exhibit at the ARSC conference in May at Pittsburgh. As travel and exhibit fees have already been budgeted for this position, and the fees for this conference are well within the budget, there is no need for additional approval. It was suggested that in preparation, that she attend the session on First Sale Doctrine and the Future of Sound Recording Collections at the MLA Denver meeting. It was also strongly encouraged that she attend other performing arts-related associations' meetings.

- f. Management Services (Jim Zychowicz)**

On behalf of the Business Office, Jim Zychowicz requested to provide details concerning local considerations for the registration table for annual meetings, as Local Arrangement Committees are to be phased out. The Business Office should be part of the conversations with the Board, the Convention Managers, and the Program Committee concerning any changes to the annual meeting structure.

- g. Archivist (Sandy Rodriguez)**

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 is sincerely grateful for the committee's contributions to the organization.

- a. Awards (Various)**
 - i. Best of Chapters (Anita Breckbill)**
 - ii. Bradley inactive**
 - iii. Epstein (Drew Beisswenger)**

There were questions in the committee's report on expanding criteria for selecting awardees. The award supports research in American music. Traditionally, the award has been given to support travel to libraries and archives, but recently, applications have requested funding for non-travel pursuits. This is partly due to more collections being available online. The committee asked for the Board's thoughts on this matter.

The Board discussed whether Dena Epstein's intent for the award was known. The Board generally felt that as long as the award can support research in American music in libraries and archives, then travel may not be necessary in light of accessible online digital resources. However, it is ultimately up to the committee to decide what constitutes a strong proposal by an applicant. The Board would like to see if the committee can provide specific reasons as to how research is being changed because of digital collections, and draft a set of selection guidelines based on them. The deadline for applications is July 9; a discussion on a draft can be held at the next online Board meeting if it is received by then.

- iv. Freeman (Jim Soe Nyun)**
 - v. Gerboth (Anna Kijas)**
- See discussion under Finance Committee, 09.h.

vi. **Publications: Duckles, Hill, O'Meara (Christopher Mehrens)**

b. **Archives and Special Collections (Matthew Snyder)**

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

In 2012, the Bibliographic Control Committee (BCC) Task Force was charged to review the committee's structure and make recommendations for changes reflecting those in the larger cataloging and metadata sphere. The task force report was given during the 2013 annual meeting in San Jose. Based on these recommendations, BCC has proposed two items. The first is a reorganization plan in which there would be three subcommittees: Content Standards, Encoding Standards, and Vocabulary Standards. The BCC itself would be renamed as the Cataloging and Metadata Committee (CMC). Ad hoc task groups would then be created to work on short-term projects across subcommittees. The responsibility of liaisons with other organizations is still to be worked out, and will be proposed in a later report. Further details on the reorganization plan and charges for the new subcommittees are outlined in the committee's report.

It was moved by Rick McRae and seconded by Damian Iseminger to accept the Bibliographic Control Committee's reorganization plan as outlined in its report. The motion was unanimously approved, and the changes will take effect after the 2015 Denver meeting. Note: for consistency and clarity, the committee will continue to be referred to as the Bibliographic Control Committee for the remainder of these minutes. Its new name, the Cataloging and Metadata Committee, will be used for the committee henceforth.

The second proposal is to move the NACO Music Project (NMP) from the jurisdiction of the Music OCLC Users Group (MOUG) to BCC, so that all the Program for Cooperative Cataloging (PCC) music funnels would be under the umbrella of MLA. Both the MOUG Board and NMP support this move. There are no financial implications, and the music funnels are independent groups outside of the MLA Administrative Structure. NMP recommended that its members, save the Coordinator, do not need to be MLA members (they are not members of its current parent association, MOUG), but would request meeting time at MLA annual meetings.

It was moved by Damian Iseminger and seconded by Stephanie Bonjack to accept the plan of the Bibliographic Control Committee to move the NACO Music Project from the auspices of the Music OCLC Users Group to the auspices of the Music Library Association's Bibliographic Control Committee. The motion was unanimously approved.

The MLA Board will formally acknowledge this move by sending a letter to the MOUG Board, thanking them for their work with NACO and with NMP.

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

e. **Development (Susannah Cleveland)**

f. **Education (Lisa Hooper)**

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

h. **Finance (Stephanie Bonjack)**

The amounts for the research awards (Epstein and Gerboth) are set at this meeting; the other award amounts are to be set during the spring Middleton meeting.

The Finance Committee recommends that the Gerboth Award for 2016 be funded at \$1,389.96.

The motion was unanimously approved.

It was noted that the Gerboth Award has not been awarded in two years, due to lack of applications. More publicity for the award was encouraged, perhaps through related organizations outside of MLA. Discussions with the chair of the award committee and with the Publicity & Outreach Officer will follow.

The Finance Committee recommends that the Epstein Award for 2016 be funded at \$3,051. The motion was unanimously approved.

The Finance Committee recommends that the Board fund a Dropbox account for \$99 a year. The Board currently uses a free Dropbox Basic account for its documents, which provides limited space (2GB) for its users. Upgrading to Dropbox Pro would expand the space to 1TB and also allow for greater sharing controls. As Board members have repeatedly run into problems with declining space and file sharing, the upgrade would alleviate those problems. The motion was unanimously approved.

1. Investments Subcommittee (Paul Cary)

- i. **Legislation (Tammy Ravas)** no report received.
- j. **Membership (Jason Imbesi)**

The Board discussed the committee's efforts to better publicize corporate membership, its benefits, and advertising and exhibitor options. Part of the committee's plan is to include this information to the Join MLA page and be linked to the Get Involved pulldown menu on the website. Laura Moody suggested perhaps pursuing popular music vendors, such as Rhino.

An idea was put forth that the committee could work with the Placement Officer in encouraging newly hired music and performing arts librarians to join the association.

- k. **Nominating (Rebecca Littman)** no report received.
- l. **Oral History (Robert DeLand)**
- m. **Planning (Rick McRae)**

Rick McRae stated that he, with the help of his committee, is finishing the revision of the Planning Committee Handbook. He did come across a part of the handbook that said that the conference survey should be done intermittently and recommended that it should be done yearly. It was later pointed out that the Board approved a yearly conference survey at the September 28-29, 2012 meeting (see section 09.I, number 2). This will be corrected in the handbook. John Shepard also noted that in the "Board Liaison" section on the Round Table Guidelines page (<http://www.musiclibraryassoc.org/?page=roundtableguidelines>), it states that roundtable coordinators are to meet with the Planning and Reports Officers at the annual meeting. He mentioned that this practice is no longer in effect, and any communication with coordinators can be done on the roundtables listserv. This point should be changed on the webpage.

Further discussion of the creation of the post-conference survey ensued. In order for the survey to be a useful instrument in planning future conferences, there need to be questions that are the same every year to observe longitudinally how the conferences are run, and questions that assess specific changes that were made in that year. The responses should then be regularly integrated into planning and experimenting with new ideas. Comments have proven to be informative, although they must be used judiciously in the survey. It was requested by many members that comments be made available in addition to survey results. Redacted comments could be available, as long as the survey states that this will be done. Specific unredacted comments to committee chairs could be given privately as well if helpful.

A small group needs to be formed to gather and assess this data, possibly consisting of the Planning Committee Chair, Program Committee Chair, Convention Managers, and maybe others.

Preliminary reactions to livestreaming portions of the annual meeting have been overwhelmingly positive. According to Paul Cary, there were 2,200 instances of streaming throughout the conference, with peak simultaneous streaming around 85. Further statistics and analysis will be gathered, and in order to collect responses specific to livestream and videorecording, it was suggested that this be done in a separate survey from the regular post-conference survey, to be sent to listservs MLA-L and IAML-L. Paul had sent a message through chat to the people who were logged in that any non-MLA members who viewed the livestream and would like to participate in the survey can contact him.

There was some brainstorming for future funding for conference livestreaming and videorecording. (Livestreaming was done through UStream, and the videos have been archived on Vimeo.) Some ideas included charging a fee to view the entire conference livestream or to charge per session, charge for the livestream and make the archived recordings freely accessible (or vice versa), charge non-MLA members only, ask for corporate sponsorship in return for advertising, among others. The survey should help guide these decisions. Survey questions that would be useful could be whether people would still attend the conference if livestreaming were available, how much would they be willing to pay for this service, whether conference attendees would also use this. It may also be helpful to see how other organizations handle payment and access.

Other ideas for planning include requiring authentication to view videos, which could provide more use statistics, and making the services freely available to library schools. The cost of streaming and recording would increase with the number of rooms that are being recorded. The Program Committee would need to determine which programs are to be given in the recorded room, and request transmission and recording permissions.

John Shepard will create drafts for the post-conference and videorecording surveys for Board review.

Rick thanked Paul, Program Committee chair Scott Stone, and Katie Cummings of A-R Editions for helping to make conference livestreaming possible.

Rick is rotating off the Board this year, but said he was willing to stay on in an advisory role for this year's conference assessment. In this role, he asked permission from the Board to have access to all survey comments and results.

Rick mentioned that local assistance for the Big Band on the final night of the 2016 Cincinnati meeting is still needed. Michael Rogan added that for 2017, there are no local people within 400 miles of the meeting location in Orlando. Entertainment options should be considered in advance.

The Board thanked Rick McRae for his service with the committee.

- n. Preservation (Maristella Feustle)**
- o. Program (Scott Stone)**
- p. Public Libraries (Laurie Bailey)**
- q. Public Services (Tom Bickley)**
- r. Publications (Bonna Boettcher)**
- s. Resource Sharing and Collection Development (Darwin Scott)**

The committee requested two Board action items. One was to accelerate the process of getting a microsite created for the committee. Darwin Scott mentioned that they have important outreach work that needs to be done and that they already have an editor for the site lined up. He is anxious to get the site made quickly.

Michael Rogan replied that YM allows for direct member participation. The Board can try to facilitate conversations with the Web Committee to create the microsite, but the RS & CD Committee can and should take the initiative to work with them. As this action is within the purview of the committee and does not require funding, this does not require Board approval.

The committee would also like to have a content management system to develop their website for selected online resources. Darwin wants to consult Jean Bauer of the Center for Digital Humanities in Princeton. The Board noted that consultation is fine and does not need Board approval, but implementation of this system would require more discussion. YM is not a relational database and cannot handle this type of resource, and historically, MLA has not had good luck with shareware. Michael Rogan warned against creating silos of information.

- t. **Web (Ray Heigemeir)**
See Web Committee report, 07.i.
- u. **Diversity (Jon Saucedo)**

10. **Joint Committees**

- a. **AMS, Joint Committee on RISM (Daniel Boomhower)**
- b. **MPA/MOLA Joint Committee (Elizabeth Davis)**
- c. **US RILM Office (Sarah Adams)**

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 is very grateful for the representative's contributions to the organization.

- a. **ALA (Michael Colby)**
See the President's report, 05.
- b. **NISO (Nara Newcomer)**
- c. **MOUG (Mary Huismann)**
- d. **IAML (Jim Cassaro)**

Jim Cassaro, one of the co-coordinators for the June 21-26, 2015 IAML-IMS Congress in New York, came to the Board meeting to provide an update. As of Monday, February 23, 2015, 110 individuals and six exhibitors have registered, and about \$78,000 donated for the Congress. There have been some problems with obtaining a free logon through YM's interface (which usually requires one to sign in), but the Business Office has been fantastic in helping with the registration process.

Jim Cassaro mentioned that there is a \$100 discount to register for all MLA members, not just those who are IAML members, and he hopes more people will join IAML after going to the meeting. Early bird registration ends April 15, 2015.

Among the many highlights during the meeting will be a Circle Line sightseeing cruise tour of New York City, tours of the Morgan Library and the New York Public Library for the Performing Arts at Lincoln Center, receptions at Juilliard and Columbia University, and a farewell banquet at Water's Edge on Long Island. There will also be post-conference tours to Princeton, Harvard, Yale, and the Library of Congress. He asked if the MLA Band could play at the banquet. A welcome video for the congress will be shown at the MLA business meeting.

This is a joint meeting with the International Musicological Society (IMS), and 450-600 registrants have been budgeted.

The IAML Outreach Fund supports music librarians from underrepresented countries to attend the congress. For this year, IAML is focusing on Asian countries, particularly Korea, Taiwan, and China. This is completely independent of the MLA Ratliff IAML Fund, which is currently focused on Latin American countries (see Vice President's report, 04). Jim Cassaro said that there may be some support IAML can provide to the Cuban librarians in addition to the Ratliff Fund.

There was previous discussion whether the Board should meet at IAML, but it proved not to be feasible.

12. Old Business

a. National Forum on online-only music Judy Tsou

Judy Tsou and John Vallier, Head of the Media Center at the University of Washington, wrote a draft of an ask letter to Maria Pallante, the Register of Copyrights, concerning libraries purchasing and providing access to online-only music. Judy is in conversations with the Legislation Committee to work with them on this issue, and the National Recording Preservation Board (NRPB) is also open to helping. Judy will be speaking on this issue during the session "First Sale Doctrine and the Future of Sound Recording Collections" at the Denver meeting.

b. Advocacy for music library services Lisa Shiota

Continued from discussions at the September 29-30, 2014 Medford Meeting and the October 29, 2014 online meeting, Lisa Shiota created a priority list for the association's advocacy project. The three items listed were creating a video of users telling stories about the music library, compiling data about music and performing arts libraries, and compiling data about the music and performing arts programs supported by those libraries. Suggestions were given for additional data points to collect, and for possible collaborations with the chapters and the Education and Membership Committees. Lisa will work on a timeline, deliverables, and a list of collaborators for the next Board meeting.

c. Strategic Plan Michael Rogan

Michael Rogan produced a draft of the Strategic Plan's action plan for 2015 for the Board to review and endorse. The action plan uses the goal areas and objectives of the Strategic Plan created in 2011. The set of actions are to create an advocacy forum, initiate an internal archival network, expand membership opportunities at all levels of the association, promote MLA leadership in the profession, and convey the MLA conference evolution process to all its members.

The main emphasis of these actions is to work across perceived boundaries among chapters and committees and to foster collaboration within the association. The Board provides leadership and encourages work on these actions, but is not prescriptive in how to do them. This allows for creativity in realizing these goals. Communication and regular checks-ins will be necessary to keep people on the right path. Michael Rogan would like the Board to help in crafting the message to talk to those who will be doing the work, and how the Board can support them in that work. An overall assessment of the action plan at the Board level can be given at the next annual meeting.

Michael Rogan hopes this plan will be a step towards a systematic, inclusive approach for interrelationship among chapters, among chapters and committees, and among committees. He will talk to individuals about these ideas, and revise the draft plan based their feedback.

He concluded by saying that MLA needs to grow outwards in terms of connectedness to the larger information management community. This requires a strong vision and constant management, which is not easy, but the Board is poised to help move the association forward.

It was moved by Mike Duffy and seconded by Damian Iseminger for the MLA Board to endorse the Strategic Plan action plan for 2015. The motion was unanimously approved.

13. New Business

a. Administrative Services Working Group Michael Rogan

The working group met at the Denver meeting and looked over the licenses and contracts to see what questions to pursue. Phil Vandermeer and Michael Rogan will review the A-R contracts. Diane Steinhaus will work with Sandy DiMinno of HelmsBriscoe concerning improving communication and turnaround times for conference planning as we change our requirements. Paula Hickner will analyze the work we do with Yourmembership.com and how it impacts the Business Office. It is hoped that we can learn more about its capabilities and the larger YM user community from Katie Buehner, who is going to the YM Xperience Conference. The only review that is time sensitive is the contract with the Business Office. Pat Wall of A-R is on board with revisiting our relationship with them.

b. Search Committee Reports

It was moved by Rick McRae and seconded by Damian Iseminger to move into executive session. The motion was unanimously approved. The Board went into executive session to discuss the recommendations by the search committees.

It was moved by Damian Iseminger and seconded by Mike Duffy to accept the recommendation of the Notes Editor Search Committee. The motion was unanimously approved. Chair Jim Cassaro will notify the candidates.

It was moved by Rick McRae and seconded by John Shepard to accept the recommendation of the Advertising Manager Search Committee. The motion was unanimously approved. Chair Wendy Sistrunk will notify the candidates.

It was moved by Mike Duffy and seconded by Michael Rogan to accept the recommendation of the Newsletter Editor Search Committee. The motion was unanimously approved. Chair Amanda Maple will notify the candidates.

It was moved by Damian Iseminger and seconded by Stephanie Bonjack to move out of executive session. The motion was unanimously approved. The *Music Cataloging Bulletin* Editor search will be extended to the end of March or sooner.

c. WorldCat FirstSearch

Tracey Rudnick noted that during the Public Services Town Hall session at the Denver meeting, the issue was raised about the WorldCat FirstSearch interface being discontinued in December with no adequate replacement. What can MLA do right away in response? She said that the association needs to communicate with OCLC as soon as possible. Rebecca Belford of MOUG has sent a response to them, but does OCLC need to hear from other groups, such as IAML?

In order to respond as an association, we would need to have a structured plan with some leadership. Some ideas mentioned were to research the petition process and create an online petition (for example, on petitionsite.com or change.org), create a list of fundamental items supporting FirstSearch, sending a message to the MLA-L listserv, create a letter template that can be used to send a message to OCLC, library directors and administrators. MLA should communicate with MOUG on collaboration.

14. Future Meetings and Adjournment

A debriefing of the pre-conference and post-conference workshops will occur at next online Board meeting, date and time to be determined.

With a round of applause, the Board thanked its outgoing members, Stephanie Bonjack, Mike Duffy, and Rick McRae for their dedication and service these past two years. Incoming President Michael Rogan thanked outgoing President Michael Colby and Board members for handing over a “well-run machine” and stated that he felt confident in the Board’s work moving forward.

It was moved by Damian and seconded by Tracey to adjourn the meeting at 10:30am. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board

- 1. A monthly installment payment plan for Sustaining Memberships is introduced. (04)**
- 2. The NACO Music Project moves from the auspices of the Music OCLC Users Group to the auspices of the Music Library Association's Bibliographic Control Committee. (09.c)**
- 3. Bibliographic Control Committee changes its name to the Cataloging and Metadata Committee, and is reorganized into the Content Standards, Encoding Standards, and Vocabulary Standards Subcommittees. (09.c)**
- 4. The Board sets up a paid Dropbox Pro account. (09.h)**