

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Bloomington-Normal, IL
October 13, 2016

Thursday, October 13: 9:21 am-3:24 pm

Present: Paula Hickner, Andrew Justice, Suzanne Eggleston Lovejoy, Mark McKnight, Laura Moody, Michael Rogan (presiding), Darwin Scott, Lisa Shiota (recording), Hermine Vermeij, Gerry Szymanski, Janelle West

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

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

Oa. It was moved by Mark McKnight and seconded by Michael Rogan to accept the Advertising Manager's proposed structure for Orlando Guidebook and Guidebook+Program Advertising Rates. The motion passed by majority vote.

Ob. It was moved by Hermine Vermeij and seconded by Andrew Justice to change the administration of the System User Groups from being under the Emerging Technologies & Services Committee to becoming Round Tables. See the minutes from the July 29, 2015 online meeting for previous discussion. The motion passed unanimously.

Oc. It was moved by Hermine Vermeij and seconded by Andrew Justice to change the name "Round Tables" (sometimes "Roundtables") to "Interest Groups." This would also include the System User Groups as discussed in Ob above. The motion passed unanimously.

Od. It was moved by Hermine Vermeij and seconded by Andrew Justice to accept the proposed changes to the Administrative Handbook in section II.F.4. The motion passed unanimously.

Amended text:

II.F.4. [Administrative Officer] ANNUAL EVALUATION; REAPPOINTMENT

The Board gives the Administrative Officer an annual performance evaluation ~~during before~~ the fall Board meeting. The Board appoints or reappoints the Administrative Officer **at the annual meeting annually**, for up to a total of four years. After the first, second, and third terms, the Board will assume that the Administrative Officer is interested in seeking reappointment for another term unless notified in writing by the incumbent thirty days prior to the fall Board meeting. If such notification is not received, the vote on reappointment shall be taken at the **annual meeting** following the performance evaluation. The incumbents ~~[delete final s]~~ shall be notified of the reappointment decision in writing. (rev. 3/2016)

Oe. It was moved by Hermine Vermeij and seconded by Andrew Justice to accept the proposed changes to the Administrative Handbook in section II.G.4. The motion passed unanimously.

Amended text:

II.G.4. [Assistant Administrative Officer] ANNUAL EVALUATION; REAPPOINTMENT

The Board gives the Assistant Administrative Officer an annual performance evaluation ~~during before~~ the fall Board meeting. **[Delete paragraph break.]** A new Assistant Administrative Officer is appointed every two years. The Board reappoints the incumbent **at the annual meeting annually**, through the four-year sequence of the position. After the first, second, and third terms, the Board will assume that the incumbent is interested in seeking reappointment unless notified otherwise by the incumbent at least thirty days prior to the fall Board

meeting. If such notification is not received, the vote on reappointment shall be taken at the **annual meeting** following the performance evaluation. The incumbent shall be notified of the reappointment decision in writing.

Of. It was moved by Hermine Vermeij and seconded by Andrew Justice to accept the proposed changes to the Administrative Handbook in section VI.H.10.b. The motion passed unanimously.

Amended text:

VI.H.10.b. [Cataloging and Metadata Committee] MEMBERSHIP

The Chair may request task forces or working groups to be approved by the MLA President. **The Chair, without approval of the MLA President, may also setup working groups to carry out sets of tasks (see VI.A.7).**

Subcommittee Chairs may constitute task groups comprised of a selection of subcommittee members for specific subcommittee projects.

Og. It was moved by Hermine Vermeij and seconded by Andrew Justice to accept the proposed changes to the Administrative Handbook in section VIII.A. The motion passed unanimously.

Amended text:

VIII.A. [Roundtable] AUTHORIZATION AND RENEWAL

The President may authorize the establishment of a roundtable for a period of four years.

Upon expressions ... [as is]

Renewal of the authorization for another four years also **requires** six letters of support from members in good standing. The letters, which may be in either paper or electronic form, are due to the APRO by February 1 of the year of expiration. After the February 1 deadline the APRO will report to the President whether those roundtables have been renewed or not.

The President may dissolve a roundtable at any time, if it appears that it no longer serves a need or that a committee of the Association could carry on its work more effectively. A roundtable that has not been renewed may again be authorized after a hiatus of at least one year following the same guidelines for the establishment of a new roundtable. (rev. 9/2012); (rev. 5/2013) **[add open parenthesis]**

Oh. It was moved by Darwin Scott and seconded by Andrew Justice to accept the publication and proposed distribution of Descriptive Cataloging of Rare Materials (Music). The motion passed by majority vote.

Oi. The Board voted to approve a 5-year hotel contract with Hilton for its annual meetings for 2019-2023.

The meeting was called to order at 9:21 am by President Rogan.

01. Approval of Agenda

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

02. Recording Secretary's Report. Lisa Shiota

It was moved by Andrew Justice and seconded by Laura Moody that the minutes of the Board meeting held at Middleton, WI, June 9-11, 2016 be approved as amended. The motion passed unanimously.

03. Parliamentarian's Report. Darwin Scott

Darwin noted that Section I, Administrative Structure, of the online Administrative Handbook (http://www.musiclibraryassoc.org/mpage/admin_handbook) links to a page that is titled "Organizational Structure" (<http://www.musiclibraryassoc.org/?OrganizationalStruct>), and wanted to know which was the

correct nomenclature. Michael replied that historically, it has been recorded as “administrative structure,” and suggested that the page be renamed.

It was moved by Darwin Scott and seconded by Suzanne Eggleston Lovejoy to approve the proposed changes for section II.A.4.i in the Administrative Handbook. The motion passed unanimously.

II.A.4.i. HONORARIA/REIMBURSEMENT/PER DIEM

Current text:

No elected officer, member, or delegate of a member receives compensation as such. The Administrative Officer, editor of *Notes*, and the Web Manager receive an honorarium, the amount determined by the Board. The Administrative Officer, Assistant Administrative Officer, Advertising Manager, Archivist, Convention Manager, Assistant Convention Manager, Development Officer, Placement Officer, Publicity & Outreach Officer, Website Manager, Copyright Website Editor, *Music Cataloging Bulletin* Editor, *Notes* Editor, *Notes* Assistant Editor, *Notes* Book Review Editor, *Notes* Music Review Editor, and *MLA Newsletter* Editor receive gratis MLA regular membership and MLA annual meeting early-regular-member registration during years in which they serve. (rev. 6/2008) (rev. 3/2011) (rev. 3/2014)

Amended text:

No elected officer, member, or delegate of a member receives compensation as such. The Administrative Officer, **Convention Manager, Notes Editor, Open Access Editor**, and the Web Manager receive an honorarium, the amount determined by the Board. The Administrative Officer, Assistant Administrative Officer, Advertising Manager, Archivist, Convention Manager, Assistant Convention Manager, Development Officer, Placement Officer, Publicity & Outreach Officer, Website Manager, Copyright Website Editor, *Music Cataloging Bulletin* Editor, *Notes* Editor, *Notes* Assistant Editors, *Notes* Book Review Editor, *Notes* Music Review Editor, and *MLA Newsletter* Editor, **and Open Access Editor** receive gratis MLA regular membership and MLA annual meeting early-regular-member registration during years in which they serve. (rev. 6/2008) (rev. 3/2011) (rev. 3/2014) **(rev 10/2016)**

It was moved by Andrew Justice and seconded by Suzanne Eggleston Lovejoy to approve the proposed changes for section II.E.13.e of the Administrative Handbook. The motion passed unanimously.

II.E.13.e. [Parliamentarian/Assistant Parliamentarian] JOB DESCRIPTIONS

Current text:

The Parliamentarian and Assistant Parliamentarian are responsible for soliciting, receiving, and maintaining job descriptions of all those who receive regular honoraria.

Amended text (incorporating discussion at the June 2016 Board Meeting):

The Parliamentarian and Assistant Parliamentarian are responsible for soliciting, receiving, and maintaining the job descriptions of all **the positions that receive regular honoraria and/or gratis MLA regular membership and MLA annual meeting early-regular-member registration** as listed in the Administrative Handbook (II.A.4.i). These job descriptions convey a general outline of responsibilities. More detailed job postings of these positions are maintained in the job posting archive [link: <http://www.musiclibraryassoc.org/?page=JobArchives>] on the MLA website. **(rev. 10/2016)**

It was moved by Darwin Scott and seconded by Mark McKnight to approve the proposed changes for section VI.H.9 of the Administrative Handbook. The motion passed unanimously.

VI.H.9. AWARDS COMMITTEES

Current text:

The committees’ recommendations are made in the form of a report to the President, who then presents them to the Board for approval. The President announces names of recipients at the annual business meeting of the

Association. The President also communicates news of the award to each recipient, enclosing a check from MLA in an amount specified by the Board.

Amended text (derived from the June 2016 Board meeting minutes under 09. #7):

The committees' recommendations are made in the form of a report to the President, who then presents them to the Board for approval. **The Board determines the specific amount of all awards at the Winter Board meeting. All awards are calculated based on amounts derived from the calendar year earnings and are awarded in the upcoming fiscal year.** The President announces names of recipients at the annual business meeting of the Association. The President also communicates news of the award to each recipient, enclosing a check from MLA in an amount specified by the Board. **(rev. 10/2016)**

It was noted that information on the administration of awards is outlined in the Fiscal Policies Handbook. Should changes occur with calculating the awards or managing the award funds, the Administrative Handbook can make reference to the Fiscal Policies Handbook instead of duplicating the information.

It was moved by Darwin Scott and seconded by Mark McKnight to approve the proposed changes for section VI.H.17 of the Administrative Handbook. The motion passed unanimously. See also 0b and 0c in these minutes for further reference.

Amended text:

VI.H.17. EMERGING TECHNOLOGIES AND SERVICES COMMITTEE

The Emerging Technologies and Services Committee identifies and evaluates current trends, tools, services, and developments relating to solutions and systems used by libraries and librarians, with special attention to their handling of music materials, incorporating a balance of public services and technical services aspects. The committee identifies requirements that are unique or of special concern for music materials for library systems of all types and coordinates and facilitates the exchange of this information. ~~The committee designates a committee member to serve as coordinator for the Users Groups, which includes placing requests for a time and meeting spaces at the Music Library Association annual meetings, the gathering of annual updates and submission for posting on the MLA web site, and facilitating communication among the Users Groups.~~ (rev. 4/2009) **(rev. 10/2016)**

Darwin had proposed making changes concerning the Newsletter's frequency in section V.C.1; however, since this change is still in a trial period, it was decided to vote on the changes once the Newsletter Editor, Michelle Hahn, makes her recommendations in her winter Board report.

It was moved by Darwin Scott and seconded by Hermine Vermeij to approve the proposed changes for section VI.H.9.c of the Administrative Handbook. The motion passed unanimously.

Amended text:

VI.H.9.c. DENA EPSTEIN AWARD COMMITTEE

The Dena Epstein Award Committee consists of three members, with staggered three-year terms, ... For the purposes of the award, "American music" is defined here as music directly relating to or that has some direct connection with the United States of America. ~~Dena Epstein serves on the Committee ex officio.~~ (rev. 7/2011) (rev. 9/2011) **(rev. 10/2016)**

A change was made in section VIII.B, [Interest Groups] Structure, to clarify that the appointment of co-coordinators is discouraged. A Board vote was not deemed necessary for this clarification.

Darwin requested further clarification from Katie Buehner and Ray Heigemeir on the roles of the Web Committee vs. the Web Manager, in order to edit the current text in the Administrative Handbook. A proposal from the Parliamentarians will be sent at a later date. The description of the Web Manager has been added to the Handbook as section III.H. The wording was approved in the June 2016 Middleton meeting (09.u in the minutes).

Pursuant to the motion in 0c in these minutes, all instances of “roundtables” or “round tables” have been changed to “interest groups” in the Handbook.

Darwin had drafted a job description for Open Access Editor for inclusion in the Administrative Handbook, but it was suggested to wait until the position has been filled before discussion and voting on the description. It was recommended that the editor will contribute feedback on the job description as well.

The Board thanked Darwin for all his work.

04. Administrative Officer’s Report. Paula Hickner

From her report:

BUDGET REPORT INCOME

As of September 29, 2016, total income was \$137,479.51, the majority of which is from membership renewals. This amount is 31.54% of the budgeted income of \$435,888.00. Income from MLA’s annual meeting and *Notes* royalties make up the remaining bulk of our projected income and are not normally received this early in the fiscal year.

Dues/Membership (1.0)

Dues are currently under budget, but we can expect more membership renewals as lapsed members register for the Orlando meeting. Members who have not yet renewed for the 2016-17 membership year now run the risk of not receiving the December issue of *Notes*.

Although we have received IAML dues from individuals and institutions this fiscal year (2016-17) these dues are for the calendar year 2016. Registration for IAML membership and renewals for 2017 will open later this calendar year. It is hoped that moving IAML registration closer to the calendar year to which it applies will be less confusing for everyone since MLA and IAML do not have the same membership year.

Chapter Dues (2.0)

This year MLA collected dues for five regional chapters: Atlantic, California, Greater New York, Midwest, and Pacific Northwest. All dues collected through the middle of August (\$3,259.00) were returned to the chapters. Any dues collected throughout the rest of the fiscal year will be returned to chapter at the end of the 2nd, 3rd, and 4th quarters (December, March, and June).

Sales (2.0)

As of September 29, *Notes* royalties income was \$8,072.68. Most payments will come in during the second half of our fiscal year.

Income from *Notes* advertising is healthy and is already at 40% (\$7,021.50) of the budgeted \$18,000.00.

Most of the income from MCB subscriptions will be received between December and February.

Royalties from MLA’s monographic series will be received after the new calendar year.

Meeting (3.0)

The \$135.46 in catering income is from a payment to MLA that came in too late to be applied to FY16. Likewise, \$600 in convention web advertising appears on this year's budget because it was received too late to post to FY16.

EXPENSES

Meeting (10.0)

A handful of prepayments have been made for our meeting in Orlando next February, but these have not yet been posted.

All other expense lines are coming in as expected.

INVESTMENTS

Fund totals on June 5, 2015 (last AO report) and September 29, 2016:

	Jun 5, 2016	Sep 30, 2016
Fidelity	\$934,430.71	\$1,066,734.05
Calvert	\$266,057.56	\$ 279,070.87
Total	\$1,200,488.27	\$1,345,804.92

Award accounts at the end of the CY2016, Q2 (July 31, 2016):

Bradley	\$ 5,603.61
Gerboth	\$ 37,240.13
Duckles	\$ 40,470.23
Hill/O'Meara	\$ 11,994.06
Epstein	\$ 59,696.89
Freeman	\$ 53,496.42
Wicker	\$ 18,041.60
Ochs	\$ 59,,892.94
RILM	\$ 54,241.72
Ratliff	\$ 73,894.87
Coral Travel	\$ 18,804.63
Diversity	\$ 20,959.00

Other funds as of June 30, 2016:

MLA Fund	\$ 793,951.55
Board Designated Assets	\$ 66,909.35

All totals represent amounts held in accounts on dates given and do not reflect donations after June 30, 2016.

PUBLICATIONS

Three books are in the final stages of preparation for publication in MLA's monographic series and a third manuscript has been completed. One title will be released this calendar year and the remaining three next calendar year.

MEMBERSHIP RENEWALS

Membership is currently at 78% of last year's total, but, as mentioned above, this is expected to rise now that registration for Orlando has opened.

To be a member of a committee, task force, or other part of MLA's administrative structure, a member must be current in his or her dues. This September year a report was run in YourMembership to determine how many members were part of MLA's administrative structure and had not yet renewed for 2016-17. Forty-six members were in arrears, but after gentle reminders this number is now at seventeen.

First Business Bank

After much research, Jim Zychowicz at our business office recommended that MLA move its banking activities from Associated Bank to First Business Bank. This week we finally closed our checking account at Associated and all activities are now at FBB. FBB has already proven to be a good match for MLA's banking needs and our thanks go to Jim for his all of his work and help with moving the Association's accounts.

FY16 Audit

MLA's FY16 audit was completed this week. SVA, our auditors, recommends that MLA create a Disaster Recovery Plan.

Pat Wall and Jim Zychowicz spent many hours this past summer reviewing and cleaning up our records in QuickBooks. This enormous task resulted in our yearly audit going smoothly this year and no major problems were reported by SVA. Our books are current and all booking issues from FY15 have been cleared from our current budget. I am grateful to Pat and Jim for putting us back on track!

Miscellaneous

Assistant Administrative Officer Training

This fall Janelle West, AAO, spent a few days in Middleton, WI at our business office where she received training in QuickBooks and learned about the many procedures and services our business office provides the Association.

AAO/AO Housekeeping

West and Hickner have updated several of the AO's internal documents and retained copies of older versions. These include MLA Approved Vendors, MLA Accounts and Logins, and 1099 Master Chart.

A new form was created to help track convention registration refunds and another for transfers from investment accounts to banking accounts and the reverse.

Further discussion on the report:

Concerning chapters: one chapter has requested adding functionality for collecting chapter meeting registration. Approximately a third of the chapters now use the main association's infrastructure for their websites. The YourMembership platform can generate lists of members, which can be used by chapters for their recruitment. Michael stated that he was pleased that the association could help the chapters with their administrative functions so that they could focus on programmatic work.

It was asked whether Alexander Street Press, will provide any new advertising/information now that they have been acquired by Proquest. It was suggested to contact the Advertising Manager.

As a result of the audit, the auditors suggested to use refund authorization forms, and to have a disaster recovery plan. It was also suggested that a disaster recovery plan from YourMembership should be requested as well.

05. Vice President's Report. Mark McKnight

Mark reported that he has received only one chapter grant proposal, which was a re-submission from the Mountain Plains Chapter, in the amount of \$500. They requested the money to supplement their travel grant for next year's chapter meeting, which will be offered to first-time attendees in order to recruit new members.

It was moved by Mark McKnight and seconded by Michael Rogan to award the chapter grant to the Mountain Plains Chapter. The motion passed unanimously.

06. President's Report. Michael Rogan

From his report:

After the Middleton meeting in June, the summer was gratefully quiet, with just a small batch of appointments (three Task Forces: Music Library Advocacy, Linda Fairtile, Chair; the second phase of the NASM Standards Review [this time for Undergraduate Standards], Ruthann McTyre, Chair; and a reconstituted Music Discovery Requirements Update TF, Nara Newcomer, Chair). Also, the Joint MLA/MOUG OCLC Search and Discovery Task Force (Michael Duffy, Chair) completed its report and distributed it to MLA, MOUG, OCLC, and a wide variety of publication outlets; it is also posted on the MLA website (<https://www.musiclibraryassoc.org/?page=AdHocReports>).

Beginning in September, things began to heat up again. There were 12 applicants for travel support for the Pan-American Regional IAML meeting. All are contributing on the program in one form or another, so the Ratliff Grant Award Team (myself, Brian McMillan [CAML President], Timothy Neufeldt [CAML], Anne Shelley [MLA], Liza Vick [MLA]) felt it was appropriate to support all 12 with equal effort (if unequal dollars, given their very disparate locations) to include: airfare to/from Orlando, registration, and (shared) hotel room. An example of the Award Letter can be found as example 12.a.i.

I have learned from Barbara Mackenzie (IAML President) that the entire IAML Board will be attending the meeting in Orlando, at least for Wednesday and Thursday. There will be a reception added for the MLA Board and the CAML Board to host the IAML Board and the Latin American attendees on Thursday February 23, 2017, from 6-7 PM. It will be by invitation only.

Further discussion on the report:

Concerning task forces: Michael suggested that the Future of the *Basic Music Library* Task Force be terminated as the title is moving forward with a new publisher and format. Darwin, as chair of the task force, agreed. Michael will continue to keep the Board apprised of updates in his role as ALA Liaison.

Concerning Ratliff Grants: The award team felt that the most important thing was to fund travel for the Latin American participants so that they are able to come to the meeting. They will book their flights through MLA's travel agent, ATC, so that the association will not have to handle the currency exchanges. With the exception of a speaker from Venezuela whose visa was not granted, there have been no other visa problems so far.

Michael emphasized that although MLA is taking the lead in organizing the meeting, the association needs to remain collaborative and communicative with IAML.

The Board thanked Michael for his work on this groundbreaking project.

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 (David Gilbert)** report not received.
- b. **Basic Music Library (Daniel Boomhower)**
- c. **Copyright Web Site (Marci Cohen)**

- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Chris Holden)**
- f. **Newsletter (Michelle Hahn)**
- g. **Notes (Deborah Campana)**
- h. **Technical Reports (Jon Saucedo)**

08. Special Officers' Reports

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

It was moved by Andrew Justice and seconded by Hermine Vermeij to reappoint all Special Officers and Editors. The motion passed unanimously. Reappointment of non-Board member Special Officers and Editors occurs at the fall meeting, regardless of when the individual was appointed. Search committees for soon-to-be-vacant positions will be formed.

- a. **Advertising Manager (Scott Stone)**
- b. **Convention Managers (Diane Steinhuis & Wendy Sistrunk)**

As mentioned in 0h in these minutes, the Board has decided to go with a 5-year contract with Hilton Hotels for their annual meetings. The contracts are not yet in hand. Sandy DiMinno, formerly of HelmsBriscoe, now Senior Manager with Experient (a full-service event management company) has been in communications with Hilton and the Convention Managers. The Convention Managers expressed their delight in a long-term contract, since it will hold down costs for the association and conference attendees, and because it will make planning easier for attendees, exhibitors, and the Convention Managers. It was decided to vote on a provisional acceptance of the contracts, pending review before finalizing.

It was moved by Andrew Justice and seconded by Laura Moody to provisionally accept a 5-year contract with Hilton. The motion passed unanimously.

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

Jim Zychowicz requested that the Board set the date for MLA members to renew their IAML membership. (The amount for membership dues was set at the June 2016 Middleton meeting; see the minutes at 09.i, #3.) It was generally agreed that December 1 would be the opening date for IAML renewal, as their membership year begins January 1. The branch report to IAML is sent every March.

A discount for first-time IAML members was not discussed at the Middleton meeting. In the past year, a \$10 discount was offered to MLA members. **It was moved by Andrew Justice and seconded by Lisa Shiota to continue to offer a \$10 discount to first-time IAML members.** The motion passed unanimously.

It was asked whether the Latin American colleagues who are coming to the IAML Pan American Regional Meeting in Orlando in February 2017 should join IAML if they are not already members, and whether they should join through MLA. Michael suggested that they should contact IAML directly, so that a branch could be established in their respective country; however, it is up to IAML to decide how these individuals should be registered.

Jim had also requested to verify 2017 rates for *Music Cataloging Bulletin* (MCB) in his report. The rates were included in the budget that was set in the June 2016 Middleton meeting. Michael added that he would like to discuss plans for MCB in conjunction with the future Open Access Editor.

09. Committee Reports

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

- a. **Awards (Various)**
 - i. **Best of Chapters (Alan Asher)** report not received.
 - ii. **Bradley (inactive)**
 - iii. **Epstein (Angela Pratesi)**
 - iv. **Freeman (Rebecca McCallum)** – The set award amounts were emailed to Rebecca.
 - v. **Gerboth (Rebecca Belford)**
 - vi. **Publications: Duckles, Hill, O'Meara (Renee McBride)**

It was moved by Andrew Justice and seconded by Michael Rogan to accept the recommendations from the Publication Awards Committee for the Richard S. Hill, Eva Judd O'Meara, and Vincent H. Duckles awards. The motion passed unanimously without further discussion. Michael thanked the committee for their work.

vii. **Coral (inactive)**

- b. **Archives & Special Collections (Matt Snyder)**
- c. **Cataloging & Metadata (Tracey Snyder)**
- d. **Career Development and Services (Ana Dubnjakovic)**
- e. **Development (Susannah Cleveland)**

Susannah submitted a proposal for using Giving Assistant (<https://givingassistant.org/>), a cash-back program that allows consumers to donate to a non-profit organization through purchasing goods from vendors. A percentage of the purchase goes to the organization.

Unlike Amazon Smile, in which the accumulated contributions comes from Amazon itself, the donations from Giving Assistant come directly from the vendors, who decide what percentage to donate. There is already \$62 that has been designated for MLA. Arkiv Music is a participating vendor in this service.

The Development Committee wants to offer Giving Assistant as another opportunity for MLA individual members to donate to the association, but wants to be mindful with how to roll out this program. It would be essential to make our vendors aware. A column in the Newsletter that explains this service may also be helpful. The Board agrees that Susannah and/or the Development Committee needs to offer recommendations on how to present information about Giving Assistant to MLA members.

- f. **Diversity (Joy Doan)**
- g. **Education (Lisa Hooper)**- no report received.
 - i. **Educational Outreach Committee (Grover Baker)**
- h. **Emerging Technologies & Services (Jonathan Manton)**
- i. **Finance (Andrew Justice)**
- j. **Legislation (Tammy Ravas)**
- k. **Membership (Jason Imbesi)**
- l. **Nominating (Damian Iseminger)**

It was moved by Andrew Justice and seconded by Lisa Shiota to go into executive session. The motion was unanimously approved. The Board discussed the recommendations of the Nominating Committee.

It was moved by Andrew Justice and seconded by Laura Moody to go out of executive session. The motion was unanimously approved.

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

It was moved by Andrew Justice and seconded by Laura Moody to approve the recommendation by the Nominating Committee for the MLA Citation. The motion passed unanimously.

- m. **Oral History (Rob DeLand)-** no report received.
- n. **Planning (Laura Moody)**

The Planning Committee is gathering information concerning non-discrimination policies for meetings for further discussion. (See previous discussion in the June 2016 Middleton meeting minutes, section 06.) They will look into examples of such policies from other organizations, and input from the membership will be solicited.

- o. **Preservation (Maristella Feustle)**
- p. **Program (Kirstin Dougan)**
- q. **Public Libraries (Laurie Bailey)**
- r. **Public Services (Sara Manus)**
- s. **Publications (Bonna Boettcher)**

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

The RSCD requested an update to their committee charge. The current charge reads:

To gather information on all aspects of developing and managing music library collections, regardless of whether the content is " owned," "leased," "shared" or otherwise made available, and whether it is developed locally or via consortia or other partnerships; to study and evaluate methods of collection assessment and their application to music collections; and to disseminate information on resource sharing and collection management to the membership of MLA and other interested parties.

The proposed charge reads:

To promote informed and up-to-date practices of collection development, management, and sharing of music resources in all formats to the membership of MLA and other interested parties by gathering, evaluating, and disseminating information related to such practices. Dissemination of information may occur via presentations at conferences, Webinars, and through online and/or print publications of various sorts.

It was moved by Mark McKnight and seconded by Andrew Justice to approve the updated charge of the Resource Sharing and Collection Development Committee. The motion passed unanimously.

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

The Web Committee requested to allow MLA groups that have microsites to use Wordpress for their blogs. The association's main blog is already hosted on Wordpress instead of YourMembership. The Web Manager has already created the infrastructure within Wordpress required to host multiple blogs, which also allows for syndication.

It was moved by Gerry Szymanski and seconded by Darwin Scott to approve the expanded use of Wordpress to host blogs for MLA groups with microsites. The motion passed unanimously.

The committee also requested to explore options for purchasing screencasting software, for use by groups to create instructional videos. The Board generally thought this was worth pursuing, and gave approval for the committee to look into this.

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 (Jim Cassaro)**
- b. **MPA/MOLA Joint Committee (Elizabeth Davis)**
- c. **U.S. RILM Office (Pamela F. 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 (Jennifer Vaughn)**
- b. **NISO (Nara Newcomer)**

12. Old Business

- a. **2017 IAML Regional Congress**

This is an update to the President's report , 06 in the minutes.

A call has been put out on the MLA-I listserv for participants for the MLA Ambassador Program, in which MLA members can be paired with one of the Latin American awardees to share a hotel room, share a meal, go to meeting sessions, or to make introductions to other members. So far, about six people have responded.

Michael has been in communications with V-Cube to get recommendations of companies who can do closed captioning and translations for the streaming videos. Many of the Latin American presentations are in the main room and will be streamed. Michael recommended that the business meeting does not need to be captioned. The user payment mechanism to access streaming and the recorded videos has yet to be worked out, as it is not currently part of the meeting registration process. It was suggested that the Assistant Convention Manager be responsible for the arranging of the streaming and videos, as this would tie in with the negotiations with the hotel for AV.

Michael encourages folks who are bringing families to Orlando to consider taking pictures of them for inclusion in the Newsletter.

- b. **Broude Trust**

Michael shared a copy of the founding documents of Broude Trust to the Board. It appears that MLA's ability to take the trust's material assets and digitize them would be within its purview, but is managing this digital project within the scope of the association's mission? If so, would we be able to put the digitizations within our future open access depository, and at what cost? There is still the issue of the rights holders of the editions; the editors' contracts have not been reviewed by the Board. Could Theodore Front's recent acquisition of Broude Brothers

retail and subscription operations affect our handling of the Trust? Michael felt at this point, the association's lawyer should be consulted. He will compile the documentations and questions for the lawyer and will first give them to Board and to Pat Wall of A-R Editions for review.

13. New Business

a. IAML Travel Grant

IAML President Barbara Mackenzie approached Michael with a request she received from a IAML member concerning setting up a new travel grant. Preliminary discussions ensued.

14. Adjournment

Rogan thanked Board members for a very productive meeting.

It was moved by Andrew Justice and seconded by Laura Moody to adjourn the meeting at 3:25 pm. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board:

- 1. The administration of the System User Groups was changed from being under the Emerging Technologies & Services Committee to becoming Round Tables. (0b)**
- 2. "Round Tables" (sometimes "Roundtables") has been changed to "Interest Groups." (0c)**
- 3. The charge of the Resource Sharing and Collection Development Committee was updated. (09.t)**