

**MUSIC LIBRARY ASSOCIATION**  
**Minutes of the Meeting of the Board of Directors**  
**Middleton, Wisconsin, June 9-11, 2016**

Thursday, June 9, 9:00 am - 5:00 pm (Finance and Planning Committees); Friday, June 10, 9:17 am - 3:35 pm;  
Saturday, June 11, 9:10 am - 3:25 pm

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

Guests: Katie Buehner, Kirstin Dougan, (sections 06, 07.b, 08.b, 09.g, 09.n, 09.p, 12.a, 12.b, 12.d, 13.b, 14)

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

The meeting was called to order at 9:17 am by Michael Rogan. He welcomed all the members to the meeting.

**Actions prior to Board meeting:**

**0a. It was moved by Darwin Scott and seconded by Lisa Shiota to approve the recommendation of the Technical Reports Editor Search Committee.** The motion was unanimously approved, with one absence.

**0b. It was moved by Gerry Szymanski and seconded by Darwin Scott to approve change to the mission of the Public Libraries Committee to include paraprofessionals.** The motion was unanimously approved. The committee's charge now reads, "The Public Libraries Committee identifies the problems and interests of public librarians and paraprofessionals who work with music materials, and provides a forum for information exchange and discussion."

**01. Approval of Agenda**

**It was moved by Andrew and seconded by Laura to approve the agenda.** The motion passed unanimously.

**02. Recording Secretary's Report.** Lisa Shiota

**It was moved by Andrew and seconded by Laura that the minutes of the March 2016 Cincinnati Board meeting be approved.** The motion passed unanimously.

**03. Parliamentarian's Report** Darwin Scott

Changes made to the Administrative Handbook, based on prior approval from the Board:

- a. Board of Directors/Responsibilities/Appointments and Evaluations (II.A.5.b): addition of roundtable coordinators (#3) as approved at the March 2016 Board meeting in Cincinnati.
- b. Board of Directors/Responsibilities/Fiscal Duties (II.A.5.c): addition of Definition of "Budget" statement (#4) as approved at the March 2016 Board meeting in Cincinnati.
- c. Presidential appointments (II.B.5.a) now include roundtable coordinators (#12), as mentioned above in a).
- d. Quarterly Review of Income and Expenditures for the Current Fiscal Year (II.E.12.g): clarified expense budget references (3/2016) as approved at the March 2016 Board meeting in Cincinnati.
- e. Extraordinary Disbursements (II.E.12.j) amended as approved at the March 2016 Board meeting in Cincinnati.

- f. Added Convention Refund Policy (III.B.3) under Convention/Assistant Convention Manager as approved at the March 2016 Board meeting in Cincinnati.
- g. Added Advertising Policy (III.E.2) under Advertising Manager as approved at the March 2016 Board meeting in Cincinnati.
- i. Amended section on Program Committee budget requests (VI.H.6.c) as approved at the March 2016 Board meeting in Cincinnati.

Changes have been submitted to the website at

[http://www.musiclibraryassoc.org/mpage/admin\\_handbook](http://www.musiclibraryassoc.org/mpage/admin_handbook). The official version of the Administrative Handbook is at <http://bit.ly/adminhandbookmla>. Although the Parliamentarian strives to keep the web version consistent with this version, if there is a conflict, the official version serves as the correct version.

There was discussion during the Winter 2016 Board meeting (see minutes under Parliamentarian's Report, section 03) about adding a sentence in the Administrative Handbook to state that the Local Arrangements Committee (LAC) is currently inactive, and to delete all instances of the LAC within the Handbook. **It was moved by Darwin Scott and seconded by Andrew Justice to make changes within the Administrative Handbook referring to the status of the Local Arrangements Committee.** The motion was unanimously approved.

The main change in the Handbook is as follows:

#### VI.H.16 Local Arrangements Committee

The Local Arrangements Committee works with the Convention Managers and the Program Committee to prepare for the annual meeting. The Development Officer is an ex-officio member of the Local Arrangements Committee. As of March 2016, the Local Arrangements Committee is inactive. (rev. 7/2011) (rev. 3/2016)

Other instances where mention of the LAC were deleted are in sections II.B.5.a, para. 4 [Presidential Appointment Responsibilities / General Information], III.B.1. [Convention Manager] Charge and Procedures, and VI.H.6.b. [Program Committee] Membership.

Also discussed at the Winter 2016 meeting was adding language for a newly created entity, the working group. The following language was proposed for addition to the Administrative Handbook:

#### VI.A.7. Working Groups

A committee chair may form working groups to carry out special tasks. Members of working groups are selected by the committee chair and need not be members of the committee in question. Working groups report to the committee chair. Working group members are not appointed by the President and are therefore not added to the MLA Administrative Structure. (added 3/2016)

Further discussion ensued concerning the finer details of working groups. It was mentioned that some may question why working groups are not in the administrative structure. The working group's administration rests with the relevant committee, not the Board, and its work can continue for an extended amount of time, in contrast to a task force, which has a strict timeline and end date. If the working group requests funding or other major resources from the association, this would be subject to review by the President/Board, not its committee, and therefore no longer fit the definition of a working group. An example of a current working group is the Cataloging and Metadata Committee's Linked Data Working Group ([http://www.musiclibraryassoc.org/mpage/cmc\\_ludwig](http://www.musiclibraryassoc.org/mpage/cmc_ludwig))

**It was moved by Darwin Scott and seconded by Hermine Vermeij to approve the definition of a working group for inclusion in the Administrative Handbook.** The motion was unanimously approved.

Clarification of the description for the Parliamentarian/Assistant Parliamentarian was proposed, but was tabled for later discussion. An insertion concerning honoraria was proposed, which led to a discussion on honoraria (see section 09.i).

Darwin had asked about the differences between job descriptions in the Administrative Handbook and job postings for MLA officer and editor positions on the Job Placement Service webpage (<http://www.musiclibraryassoc.org/networking/>). Michael replied that the descriptions of positions in the Handbook are a general outline of responsibilities. There is an archive of job postings at <http://www.musiclibraryassoc.org/?page=JobArchives>. An addition to the Handbook stating where this archive is maintained may be discussed at a later date.

The Parliamentarians will continue to go through the Constitution and Bylaws to find items that appear to be inconsistent or require clarification, and will bring these up at future in-person Board meetings. Michael thanked Darwin and Assistant Parliamentarian Suzanne Eggleston Lovejoy for their work.

#### **04. Administrative Officer Report Paula Hickner**

From her report:

##### **BUDGET REPORT**

##### **INCOME**

As of May 26, 2016, total income was \$398,422.79 which is 92.75% of the budgeted income of \$429,490.00. This total does not include Notes royalties which have been received but not yet booked (\$53,849.70) and royalties from MLA monographs published by A-R (\$965.10). We may also see some income from Notes advertising. MLA, will end FY16 with total income of just over \$450,000.00. Areas in which income exceeded our budget include membership, *Notes* advertising, annual meeting in Cincinnati, online advertising, and the MLA/ALA webinars. We should end the year with a surplus of around \$10,000.00.

##### **Dues (1.0)**

MLA dues income came in slightly over budget. Although regular membership was down slightly this year, we saw increases in the retired and paraprofessional membership categories.

The International Association of Music Libraries, Archives and Documentation Centres (IAML) individual membership dues were under budget this year, while institutional membership dues came in over budget. Overall, IAML membership dues are currently \$1,200.00 under budget.

##### **Chapter Dues (1.2)**

As part of the chapter integration effort, \$360.00 was collected in dues on behalf of the Greater New York Chapter. This amount was returned to the chapter in mid-year.

##### **Notes (2.0)**

Most income from *Notes* advertising and royalties has been received for this year. Total advertising income is \$1,450.00 above budget and royalties income is \$2,700.00 under budget.

##### **MCB (2.03)**

Following the trend of the last few years, MCB subscriptions were also down this year.

**Royalties (Monographs) (2.05)**

Royalties income from MLA’s monographs published by Scarecrow and A-R were significantly under budget by \$1,200.00. MLA did not publish any new monographs in 2015 which resulted in the shortfall.

**Meetings (3.0 & 10.0)**

The 2016 annual meeting in Cincinnati made a profit of just over \$13,000.00. Efforts by our Development Officer, Susannah Cleveland, who successfully raised over \$12,000.00 in contributions and our Convention Managers, Jim Farrington and Diane Steinhaus, who brought the meeting’s A/V costs in at \$7,000.00 under budget are greatly appreciated!

**Other Income (5.0)**

MLA’s Silent Auction at Cincinnati, Café Press Shop, and Amazon Smile campaigns have earned the Association over \$1,000.00 this fiscal year.

**EXPENSES**

**Legal Fees & Audit (6.019)**

MLA was incorporated in the District of Columbia in 1945. We are, by law, required to have a registered agent in our state (or district) of incorporation to receive any government correspondence or papers served as the result of legal actions. After MLA and IAML merged we retained TRAC (formerly HIQ) as our registered agents in DC. Since 2012, we assumed that TRAC was filing the required biennial reports on MLA’s behalf. Unfortunately, miscommunication led to MLA’s incorporation being revoked. We have now filed the required reports for 2012, 2014, and 2016 and are waiting for our certificate of reinstatement. Total processing and late fees were \$460.00.

**Other Member Services (8.0)**

This fiscal year we paid IAML dues to “Mama IAML” for calendar year 2015 and 2016. IAML’s treasure, Thomas Kalk, is trying to set up a process whereby MLA can make membership dues payments in dollars rather than Euros. This will expedite the transfer of money and save MLA exchange rate charges. The process was not completed by the end of our FY15 and we ended up making two years’ payments in one fiscal year. It is hoped the new payment process will be in place for the 2017 IAML dues payment.

**INVESTMENTS**

Our accounts at Fidelity and Calvert have recovered from losses sustained in 2015. Fund totals on December 31, 2015 and June 5, 2016:

	<b>Dec 31, 2015</b>	<b>Jun 5, 2016</b>
<b>Fidelity</b>	\$863,969.25	\$934,430.71
<b>Calvert</b>	\$257,541.93	\$266,057.56

<b>Total</b>	\$1,121,511.18	\$1,200,488.27
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Award accounts at the end of the CY2016, Q1:

Bradley	\$ 5,506.61
Gerboth	\$ 37,763.09
Duckles	\$ 40,021.23
Hill/O'Meara	\$ 12,448.06
Epstein	\$ 61,347.89
Freeman	\$ 54,810.42
Wicker	\$ 18,143.60
Ochs	\$ 60,532.73
RILM	\$ 53,677.21
Ratliff	\$ 373.00
Coral Travel	\$ 19,119.63
Diversity	\$ 20,959.00

Other funds as of March 31, 2016:

MLA Fund	\$ 770,651.71
Board Designated Assets	\$ 47,508.17

## **PUBLICATIONS**

Two books are in the final stages of preparation for publication in MLA's monographic series. Plans are to release these titles before the end of 2016. The release of new titles will generate a noticeable increase in royalties for MLA.

## **MEMBERSHIP RENEWALS**

Due to the later date of the Board's spring meeting at which membership dues are set, the membership year for July 2016-June 2017 will not open until June 13, 2016.

Unlike MLA's membership year which runs from July 1 through June 30, IAML's membership year follows the calendar year. During past MLA membership renewal periods we have offered the opportunity for members to join IAML at the same time they renew MLA membership. Beginning renewal for IAML up to six months before the actual membership year has caused some confusion among members. This year, IAML membership for 2017 will not open until later in the fall.

## **CHAPTER INTEGRATION**

Last year members were able to renew their membership with the Greater New York Chapter at the same time they renewed MLA membership. This pilot project was successful and this year we will add the Atlantic, California, Midwest, and Pacific Northwest chapters.

## **TECHSOUP**

Recently Pat Wall at our business office suggested we look into the company TechSoup. TechSoup matches non-profits and libraries with companies who offer products at reduced prices. Our current release of the bookkeeping

software QuickBooks was no longer supported after May 31, 2016. By registering with TechSoup we were able to purchase the new release of QuickBooks for three users for \$125.00. Even with the added cost of 2 more users at the regular price, MLA saved almost \$400.00.

## **TECH NEWS**

Under the guidance of the Web Committee, MLA will soon be implementing a mobile app version of ym.com, our membership platform.

MLA has also purchased a license for Springshare's LibGuides.

Respectfully submitted,  
Paula Hickner

Further discussion on the report:

IAML: Because of the differing membership years, there has been some confusion as to who are current members of IAML. The change in renewal date this year from June (when MLA's renewal occurs) to the fall should alleviate this confusion.

Royalties: Paula reported a change in policy regarding issuing royalty checks. Rather than issuing checks for small amounts annually, there will now be a \$20 minimum accrued before a check is cut. It was suggested that the Publications Committee review back titles from Scarecrow Press, end titles that have not sold and consider moving titles that continue to sell into a new edition within our current monographic series being co-published with A-R Editions. Stocking fees from Scarecrow have resulted in negative income for some titles.

Amazon Smile: Quarterly reports need to be requested from them for our records.

Membership dues installment payment plans: there have been some glitches with the plans, including failure to alert lack of payment due to expired credit cards. These problems will be reviewed by the Business Office.

Registered agent: It was suggested that a current MLA member take over as registered agent. In accordance with the laws of incorporation, the member must have a physical address in the District of Columbia, the location of the association's incorporation.

Fidelity investments: there have been issues with communicating with representatives from Fidelity, including making changes in signatory responsibilities. The Administrative Officers will speak with someone in person during this meeting to clear up these issues. It was suggested that the Investments Subcommittee review the goals with Fidelity funds and look into the possibility of moving these to another investment firm for better management and returns.

Development: it was asked what the status of Judy Tsou's challenge was for the Diversity Scholarship. Per the scholarship fundraising subcommittee's report, as of May 31, 2016, \$8,630 has been raised; \$10,000 is needed by June 30 to meet the challenge and \$50,000 is needed for the scholarship to be fully funded. An announcement will be made during the annual membership renewal drive.

### **05. Vice President's Report Mark McKnight**

The call for chapter grant applications will go out next week. The IAML report will be sent to its Secretary General, Pia Shekhter, following the 2016 congress in Rome. IAML national reports will now be posted on the IAML website

and no longer published in its publication, *Fontes Artis Musicae*. There was some question as to whether the Vice President should visit another chapter this year, in addition to the chapter the Board will be meeting with in the fall. (see President's Report, 06, for this discussion.) It was suggested that Mark visit the Mountain-Plains chapter in the spring.

Some concerns were raised that requests for chapter grants have not recently been for travel to the national conference. *Recording Secretary's note*: chapters were especially encouraged to request funding for outreach activities (see minutes, May 2015, section 05, September 2015, 09.g, and March 2016, 05) but were not discouraged from requesting funding for travel or other activities.

#### **06. President's Report Michael Rogan**

From his report:

Appointments continue to be made as committee chairs identify new members, or new entities are added to the Administrative Structure. A new search committee is being formed for MLA's Open Access Editor; the Board will have to draft and approve a job description for the position (see Agenda item 09.n). Also noteworthy, the Music OCLC Users Group (MOUG) and MLA have again collaborated, this time to approve a joint system user group for WorldShare Management Services [WMS]. We have agreed to organize the joint user group as follows:

- Two co-coordinators, one from MLA, one from MOUG. The MOUG co-coordinator should ideally come from the Reference, Discovery and Collection Committee (either the Coordinator or a committee member) and should have direct access to an instance of WMS.
- The MLA co-coordinator will report to the MLA Board, and the MOUG co-coordinator to the MOUG Board
- A meeting slot at each MLA, and a channel for communication (perhaps a listserv) between face-to-face meetings
- Using the MOUG co-coordinator as a conduit, discussions occurring within the user group can flow to the MOUG Newsletter (via the Secretary/Newsletter Editor) for broader dissemination, and to the Program Committee (via the Continuing Education Coordinator) for possible programming ideas.

The majority of my time has been spent coordinating the Pan-American Regional IAML meeting with our regular, internal MLA convention-planning processes for Orlando 2017. The announcement (in three languages) was widely distributed to a dozen countries, followed by the call for program proposals. Added to the Program Committee are a representative from our Canadian Association of Music Libraries, Archives and Documentation Centres (CAML) co-host, Timothy Neufeldt, and an additional MLA member to assist with the added review work Pan-American proposals will generate, Patrick Sifuentes.

Subsequent to those messages, the announcement of travel grant support (from the Neil Ratliff Grant Fund) has been distributed:

([http://www.musiclibraryassoc.org/resource/resmgr/MLA\\_2017/Grant\\_Application\\_Announceme.pdf](http://www.musiclibraryassoc.org/resource/resmgr/MLA_2017/Grant_Application_Announceme.pdf)). A small working group has been formed to evaluate the applications consisting of myself as MLA President, Brian McMillan as CAML President, Anne Shelley and Liza Vick representing MLA, and Timothy Neufeldt as both a representative of CAML and of the Program Committee.

We have received solid support from IAML Board members with whom I have been in contact. I will not be going to Rome for the IAML Congress, but I have asked Michael Colby to be the U.S. national branch representative at the National Forum, and to answer any questions that might arise about this first so-called "Regional IAML Meeting". I will incorporate his feedback in a future President's Report.

Respectfully submitted,

Michael Rogan

Further discussion from the report:

Because of financial concerns about hosting the 2015 IAML congress in New York, last year's budget was prepared without providing funding for the president to travel to the 2016 IAML congress in Rome.

As discussed at the 2016 Board meeting in Cincinnati (see March 2016 minutes, section 13), the 2016 Fall Board meeting was scheduled to be in conjunction with the joint chapter meeting of the Southeast (SEMLA) and the Atlantic (ATMLA) chapters at Duke University in Raleigh, North Carolina. Concerns had been raised by both chapters about the Public Facilities Privacy & Security Act (also known as HB2) that was passed in March in North Carolina. Discussion ensued within the membership of both chapters about the possible implications of holding their meeting in that state while the law was in effect. In the end, SEMLA voted to keep their meeting at Duke, but the ATMLA membership decided to have their meeting at the College of William and Mary in Williamsburg, VA, thus there was no longer a joint chapter meeting. Michael proposed that the Board should consider meeting with a different chapter this fall, and the Board concurred. The Midwest Chapter was suggested, whose meeting will be held October 13-15, 2016, at Illinois State University in Bloomington-Normal, IL. This will be their 75<sup>th</sup> annual chapter meeting. It was also suggested that the chapter be invited to sit in on Board meetings.

Some concerns have been raised about MLA's policy about choosing meeting venues for conferences. MLA does have an anti-discriminatory and anti-harassment policy (<http://www.musiclibraryassoc.org/default.asp?nondiscrimination>), and has an outdated policy on the books from 1978 concerning meeting only in states that have ratified the Equal Rights Amendment (see minutes from Feb. 26, 1978, page 1). In comparison, the American Library Association (ALA) has a current, specific non-discrimination in conference contracts policy (<http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section1/7conferences#A.7.1.1>).

Michael stated that the Planning Committee should discuss if they want to pursue a similar policy, and then submit a proposal to the full Board for approval. The membership should take part in the discussion.

**It was moved by Andrew Justice and seconded by Darwin Scott to move into executive session.** The motion passed unanimously. The Board discussed correspondence received by the President.

**It was moved by Andrew Justice and seconded by Hermine Vermeij to move out of executive session.** The motion was unanimously approved.

## **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)**
- b. **Basic Music Library (Daniel Boomhower)** No report submitted.

Michael stated that he is going to the ALA annual meeting in Orlando in a couple of weeks, and will be meeting with Patrick Hogan, Senior Editor at ALA Editions, and Christopher Murphy, the recently hired new publisher for ALA, concerning the 4<sup>th</sup> edition of *Basic Music Library*. The subdivision that is responsible for the publication has had major turnover—seven editors since the start of this edition. Michael would like to brainstorm with the leadership of ALA Editions for a better solution towards publishing this title, which is now four years past its expected publication date. ALA Editions had suggested not producing a second round of proofs to expedite the process, but our section editors are not comfortable with that solution. Some other ideas include breaking up the volume into its sections and publishing those sections that are ready to go, updated with references to currently published titles. It was asked whether we could negotiate the rights to owning the data, or whether we could break the contract with them because their failure to uphold timelines. These questions require legal advice from

our lawyer. It must be stressed that our relationship with the webinars section of ALA Editions continues to be healthy, and must be considered.

- c. **Copyright Website (Marci Cohen)**
- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Alan Ringwood)**
- f. **Newsletter (Michelle Hahn)**

Per her proposal from the 2016 Cincinnati meeting (see March 2016 minutes, 07.f), Michelle has changed the frequency of the Newsletter from four times a year to bimonthly. Michael suggested that Board members contribute to writing an article in the “News from the Board” column (currently known as “From the President”) to alleviate his responsibility of writing an article every other month, and to inform the membership of what the Board does.

- g. **Notes (Deborah Campana)** see discussion under 09.i, Finance.
- h. **Technical Reports (Mark McKnight)**

#### **08. Special Officers’ Reports**

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board greatly appreciates the officer’s contributions to the association.

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

The budget for the 2017 annual meeting (and IAML regional congress) in Orlando was discussed during the Finance Committee Report, 09.i. See also 09.p for discussion of the Program Committee’s report, and 12.a concerning more discussion on the meeting.

Michael reported that travel support so far has been requested by applicants from Argentina, Chile, Cuba, and Mexico. The Business Office had expressed some concerns with handling international monetary transactions, since significant banking complications had arisen during the 2015 IAML New York congress. The association’s travel agency, ATC, is equipped to handle international travel, so arrangements for this can be worked out. Those applicants who are presenters will receive support for hotel costs. An MLA Ambassador program, where an MLA member will share a hotel room with a Latin American attendee, is in the works. It was noted that recent political and economic issues in Brazil and Venezuela may make it prohibitive for people in those countries to attend.

Estimates show that simultaneous interpretation during the meeting’s sessions will be costly; a post-conference captioning service for the sessions’ videos would be the least expensive option. A request will be made for those sessions accepted to the livestreaming room to provide their written presentations in advance so that they may have translations available at the conference. Captions will be made in English, Spanish, Portuguese, and possibly French.

Concerning wi-fi availability in committee business meeting rooms: with previous conference locations, the hotel contracts with a third party for Internet access. For next year in Orlando, where the conference location is a private hotel and not part of a national chain, Internet access is provided by a company that has the same owner as the hotel itself. In order to have wi-fi access in the meeting rooms, there will be an additional charge of \$25,000. There is no charge for wi-fi in the guest rooms and public areas.

The Board felt that having wi-fi in the committee meeting rooms is crucial for the committees’ (and by extension, the association’s) work. Rather than increase conference registration fees to pay for this, it was suggested that it be underwritten by the MLA Fund for this conference only. Further negotiations will be attempted with the hotel, although this was deemed optimistic at this stage of planning.

- b. **Development Officer (Susannah Cleveland)** see discussion concerning the Diversity Scholarship under the Administrative Officer’s report, 04.
- c. **Placement Officer (Joe Clark)**
- e. **Publicity and Outreach Officer (Sara Nodine)**
- f. **MLA Archivist (Sandy Rodriguez)** see discussion under 09.i, Finance.
- g. **Web Manager (Katie Buehner)** see 09.u.
- h. **Management Services (James Zychowicz)**

**09. Committee Reports**

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

- a. **Awards (Various)**
  - i. **Best of Chapters (Alan Asher)**
  - ii. **Bradley (inactive)** No report submitted. See discussion under 09.i, Finance, concerning timetable for the award.
  - iii. **Epstein (Angela Pratesi)** see discussion under 09.i, Finance, concerning timetable for the award.
  - iv. **Freeman (Rebecca McCallum)** No report submitted.
  - v. **Gerboth (Rebecca Belford)** see discussion under 09.i, Finance, concerning timetable for the award.
  - vi. **Publications (Renee McBride)**
- b. **Archives and Special Collections (Matt Snyder)** see discussion under 09.i, Finance, for funding approval.
- c. **Cataloging and Metadata Committee (Tracey Snyder)**
- d. **Career Development and Services (Ana Dubnjakovic)** see discussion under 09.k, Membership concerning MLSG Advisor appointment.
- e. **Development (Susannah Cleveland)** see 08.c.
- f. **Diversity (Jon Saucedo/Joy Doan)**
- g. **Education (Lisa Hooper)**

The preconference proposal was discussed in conjunction with the Convention Manager’s and Finance Committee’s reports (08.b and 09.i, respectively) The Education Committee proposed a joint preconference workshop with MOUG, CMC, and the Educational Outreach Subcommittee (EOP), titled “The Beat Goes On-athon: Creating Linked Data for Music with RIMMF [RDA in Many Metadata Formats]”. This workshop will take place during the MOUG conference. This adds another occasion to the recent opportunities MLA and MOUG have taken to work together collaboratively. It was asked if MOUG members who have registered for their conference will receive a discount for the workshop.

- i. **Educational Outreach Program Subcommittee (Grover Baker)**
- h. **Emerging Technologies and Services (Jonathan Manton)**
- i. **Finance (Andrew Justice)**

**1. BAR The Finance Committee recommends that the Board set registration rates for the 2017 annual meeting in Orlando at the following levels:**

	<b>2017 Orlando</b>	<b>2016 Cincinnati</b>
Early member	\$240	\$240
Early member 1st 3-years; paraprofessional/non-salaried/part-time; retired member	\$190	\$190
Early non-member	\$340	\$340
Reduced for work	\$140	\$140

Regular members	\$340	\$340
Regular non-member	\$440	\$440
Regular student	\$80	\$80
Single day	\$115	\$115
Accompanying person	\$115	\$115

Registration rates are the same as 2016 (which were lower than 2015). The motion passed unanimously.

**2. BAR The Finance Committee recommends that the Board set exhibitors' registration rates for the 2017 annual meeting in Orlando at the following levels:**

Base exhibit fee	\$550
Corporate patrons	\$440 (20% discount + 200 lbs drayage)
Corporate members	\$495 (10% discount + 100 lbs drayage)
Full-page ad	\$300 (less corporate discounts)
Half-page ad	\$200 (less corporate discounts)
Covers	\$400 (less corporate discounts)
Full-price inserts	\$0 (not exhibiting; not corporate)
Discounted inserts	\$0 (exhibiting; corporates)
Attendees email list rental	\$200

The exhibitors' registration rates are unchanged from 2016, with the exception of discounted inserts (from \$100 to \$0). Exhibitor table rates have been unchanged since at least 2008 Newport. Insert rates are not included for 2017 because no bags will be offered for this year. The motion passed unanimously.

**3. BAR The Finance Committee recommends all MLA IAML member dues remain at the current level for FY17.**

Individual members	\$ 75
Institutional members	\$110

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

The motion passed unanimously.

**4. BAR The Finance Committee recommends most MLA member dues be increased by \$10 for FY17 (\$5 for Students and Paraprofessionals, \$20 for Sustaining).**

(See table below.)

	US	Non-US
Regular member	\$130	\$140
Institutional member	\$165	\$175
Student member	\$65	\$75
Retired member	\$95	\$105
Sustaining member	\$260	\$280
Corporate patron	\$780	\$790
Corporate member	\$480	\$490
Paraprofessional/Non-salaried/Part-time	\$75	\$85

Rates remained unchanged for FY14, FY15, and FY16 however numbers have dropped (by 73 total since May 2015, mostly Individual, Student, and Institutional members) and so to keep dues income similar to what it was in past years, a \$10 increase is required.

The Associate member category will no longer be offered.

After discussion at the meeting concerning the student and paraprofessional rates, the recommendation was amended to increase their rates by \$5, and the sustaining member rate by \$20, as noted above. The motion passed unanimously.

## 5. Awards & Endowments

### Publication Awards:

- a. **BAR The Finance Committee recommends that the Duckles award be funded at \$700 for FY17.**
- b. **BAR The Finance Committee recommends that the O'Meara award be funded at \$225 for FY17.**
- c. **BAR The Finance Committee recommends that the Hill award be funded at \$300 for FY17.**

These amounts remain the same as last year.

### Travel Grants:

- d. **BAR The Finance Committee recommends that the Freeman award be funded at \$2,200 for FY17.**

This amount reflects a slight decrease, as there are no applications for this award at present.

### Achievement Award:

- e. **BAR The Finance Committee recommends the Special Achievement award be funded at \$500 for FY17.**

### Endowments:

- f. **BAR The Finance Committee recommends use of Wicker Endowment not to exceed \$750 for FY17.**
- g. **BAR The Finance Committee recommends use of Ochs/Notes Endowment not to exceed \$2,000 for FY17.**
- h. **BAR The Finance Committee recommends use of the US RILM Endowment not to exceed \$2,000 for FY17.**
- i. **BAR The Finance Committee recommends use of the MLA Fund not to exceed \$35,300 for FY17.**  
See discussion in section 08.b, Convention Managers, on the usage of this fund.
- j. **BAR The Finance Committee recommends surplus funds from the IAML NY meeting to be moved to the Ratliff award fund, in order to support travel by Latin American colleagues to the 2017 Orlando [Pan-American] conference.**

### Reminders:

- Gerboth: use of funds was approved in Cincinnati, February 2016.
- MLA Fund: average of December 31 value of fund over past three calendar years. Up to 5% of that average or \$25,000 (whichever is greater) may be used.
- Other awards/funds: based on a formula of spending not to exceed 4.5% of the assets in each fund, calculated by averaging the December 31 value of the fund over the past five calendar years.

All motions passed unanimously.

## 6. BAR The Finance Committee recommends that MLA set honoraria at the following amounts for FY17:

Administrative Officer	\$1,570
Advertising Manager	\$370
Archivist	\$370
Assistant Administrative Officer	\$370
Assistant Convention Manager	\$370
Convention Manager	\$1,570
Copyright Website Editor	\$370
Development Officer	\$370

MCB Editor	\$370
Newsletter Editor	\$370
NOTES Editor	\$1,570
NOTES Assistant Editor A	\$1,800
NOTES Assistant Editor B [for eVendors]	\$370
NOTES Assistant Editor C	\$1,800
NOTES Book Review Editor	\$1,500
NOTES Music Editor	\$1,500
Placement Officer	\$370
Publicity Officer	\$370
Web Manager	\$1,570

Honoraria for these positions are in a transitional period between the current honoraria structure and the one approved by the Board at the February-March 2014 Atlanta meeting. \$370 is the combined amount of regular membership dues and early member registration for the annual meeting. The motion passed unanimously.

*Notes* Editor Deborah Campana had sent an email to the president in April, regarding a query from an editor from the Art Libraries Society of North America (ARLIS) about honoraria. Deborah asked for advice on how to respond to the ARLIS editor, as well as a possible reconsideration of her position's honorarium. A review of the honoraria for special officers and editors was done in 2013 (see MLA Special Officers and Editors Honoraria Task Force reports, <http://www.musiclibraryassoc.org/?page=AdHocReports>); the Board decided that to insure the health and currency of the Association, reviews should be scheduled every five years (next again in 2018), establishing a consistent policy to keep our financial responsibilities up-to-date.

Currently, the *Notes* Editor position receives an honorarium, gratis membership dues and meeting registration, and is the sole executor of the *Notes* Endowment, which is at the discretion of the editor to use. In addition, the editor may request travel funding for other conferences. The *Notes* Editor works with a staff, a number of whom currently receive honoraria.

The positions that receive honoraria under the current structure are the *Notes* Editor, Administrative Officer, Convention Manager, and Web Manager. The other editors receiving honoraria are those who had been grandfathered under the previous honorarium structure; these positions, under the new structure, will receive only gratis membership dues and meeting registration after those currently in those positions step down. It was noted that positions with honoraria need to be explicitly identified in the Administrative Handbook.

The Board felt at this time, it does not want to evaluate the *Notes* Editor position individually; it needs to be considered in light of the other Special Officer and Editor positions during the next honoraria review.

**7. BAR The Finance Committee recommends to move the setting of all awards to the national meeting, not just the research awards. All awards are calculated based on amounts derived from the calendar year earnings and are awarded in the upcoming fiscal year.**

In addition to avoiding potential confusion between setting the different types of awards, this would also allow the Publications Awards Committee to know the award amounts in advance of the Middleton meeting (the Fiscal Officer was asked about this several weeks ago). The motion passed unanimously.

**8. BAR The Finance Committee recommends to approve the Archives and Special Collections Committee's request for \$500 in registration and transportation assistance for committee members in need to attend the Society for American Archivists workshop in Orlando the day before the 2017 MLA conference.**

Although this request should have been presented to the Board, we feel that \$500 is a small enough amount to approve in this manner. The motion passed unanimously.

**9. BAR The Finance Committee recommends that the Board approve the FY17 (2016/2017) budget as submitted and amended by the Finance Committee.**

Net income for FY2017 is projected at \$4,817.

- j. Legislation (Tammy Ravas)**
- k. Membership (Jason Imbesi)**

The Membership Committee recommended that the Music Library Students Group (MLSG) have a regular member of MLA serve as an advisor for the group. MLSG is in strong support of this recommendation. This advisor would serve a multi-year term, and would provide continuity within the group, whose membership is in constant flux due to its members graduating from library schools. The advisor would also serve as a liaison between MLSG and MLA. MLSG officers expressed a preference that the advisor be a former member (preferably a former officer) of MLSG, although it was noted by the Membership Committee that because so few MLSG members have transitioned as MLA members, that this may not be possible at this time. The Board was in favor of an MLSG advisor and recommended that he/she be a current member of the Career Development and Services Committee (CDS), given MLSG's history with this committee, and that an MLSG member serves as an *ex officio* representative of CDS. The Board felt that the MLSG advisor should thus be appointed by CDS, therefore does not require Board approval.

Mark had mentioned that MLSG is looking to expand their membership to include new professionals. It was suggested that the group (perhaps with the help of the MLSG Advisor) could also interface with the Diversity Committee and the Paraprofessionals Roundtable.

- l. Nominating (Damian Iseminger)** No report submitted.
- m. Oral History (Rob DeLand)** see discussion under 09.n, Planning.
- n. Planning (Laura Moody)**

Laura stated that the 2015 annual report has been reviewed by the Board, and was sent to the Web Manager to post on the website.

Michael had asked what happens to the renewal support letters for Roundtables. There doesn't appear to be a system for organizing and archiving these documents, nor does there appear to be a consistent way to track which Roundtables are up for renewal.

A summary of the results of the 2016 post-conference survey will be printed in the Newsletter. In this survey, the membership was asked if the association should consider a multi-year contract with a centrally located hotel for future conferences, and where. Based on the survey results, the Planning Committee recommends looking into this year's location, the Hilton Cincinnati Netherland Plaza, but the committee also recommends doing further research in other Midwest, mid-sized cities.

Per Michael's request, the committee reviewed the Oral History Committee and their activities. He had asked what the Board can do to help them fulfill their charge. Some ideas included mounting audio oral history files to Vimeo for easy access, have the committee create a list of people of advanced age or experience in the profession and solicit members in the respective chapter area to conduct interviews or have committee members travel to conduct interviews themselves; create a "tech box" of equipment for interviewing and ship these to chapters for interviews; recruit more members to the Oral History Committee; and have the committee conduct a live interview at a New Members Forum in order to get them aware and interested, among other ideas. Paula mentioned her University of Kentucky colleague, Doug Boyd, who is director of oral history there, as an excellent resource.

The Planning Committee was charged to create a job posting for a newly created position, Open Access Editor. Much discussion ensued on the responsibilities of this position, particularly with the initial set-up, how the editor decides what content should be open access, and whether the position should receive an honorarium. The goal is to have the posting up on the Placement webpage by this summer, the search committee to make a recommendation preferably by the fall Board meeting, at the end of the calendar year at the latest, and for the person to start by the new year, soliciting content at the 2017 Orlando meeting.

The committee created a draft of the FY 2016-2017 Strategic Plan Action Plan. Action items identified for this year are: 1) Convey the MLA Conference evolution process to all members, 2) Expand Membership opportunities at all levels of the Association, 3) Strengthen MLA's Oral History Archives, and 4) Create a pool of MLA experts who would be available for webinars and presentations outside of the organization.

Some ideas for implementation were brought up. Katie offered to mount change reports on the Annual Meetings page, next to the surveys' results. Kirstin mentioned having recently attended an International Association of Libraries, Museums, Archives and Documentation Centres of the Performing Arts (SIBMAS) conference, and suggested this organization may have suggestions for growth, as their membership continues to increase every year. Michael suggested that this and future action plans follow a fiscal year instead of a calendar year, in order to align with the work cycles of the association.

Although the language of the action plan still needs refinement, the Board generally agreed on the points listed. **The Planning Committee recommends that the Board accepts strategic plan action plan for FY 2016-2017.** The motion passed unanimously.

- o. Preservation (Maristella Feustle)**
- p. Program (Kirstin Dougan)**

Kirstin Dougan, chair, and Katie Buehner, Program Committee member, guests to the Board meeting, reported that the program for 2017 Orlando is in process. They have received program proposals, many of which have Latin American themes. One presenter has requested presenting in Spanish.

Pre-conference tours will not be offered; it was suggested that the conference location makes it easy for people to make arrangements to go to the nearby theme parks. There is a trolley for transportation around the area, plenty of chain restaurants, golf links, and activities for families, among other things. For the final conference event, there will be a big band performance, but no open mic this year. It was suggested that an Orlando Convention and Visitors Bureau representative, like the one at this year's meeting in Cincinnati, be on hand for recommendations.

- q. Public Libraries (Laurie Bailey)**
- r. Public Services (Sara Manus)**
- s. Publications (Bonna Boettcher)** see discussion under 09.n, Planning.
- t. Resource Sharing and Collection Development (Mike Duffy)**
- u. Web (Ray Heigemeir)**

Web Committee chair Ray Heigemeir and Web Manager Katie Buehner submitted a draft of job descriptions for their respective positions, for inclusion in the Administrative Handbook. **It was moved by Andrew Justice and seconded by Laura Moody to approve the job descriptions for Web Manager and Web Committee Chair.** The motion passed unanimously.

## **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)** No report submitted.
- b. **MPA/MOLA Joint Committee (Elizabeth Davis)** No report submitted.
- c. **US/RILM Office (Pamela Starr)** No report submitted.

**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**

Michael reported that, as is common practice from a previous IAML congress host to the current host, \$10K has been sent to Rome in support of their meeting this summer. \$70K is currently in the Ratliff Fund, to be used for travel grants for international participants and for video captioning. To the latter point, prices need to be compared between Vimeo and Ustream. Katie requested funding to caption this year's videos in English. It was suggested that presenters provide multilingual slides. It was asked what would happen if an international presenter had a proposal accepted, but later discovered s/he was unable to attend. Many of these sessions were proposed jointly by US members and international folks, so if need be, other speakers in those sessions could fill in. It was also suggested to encourage pre-recorded presentations. Decisions on sessions with international presenters should be made ahead of those without them, so that these people can start the visa process as soon as possible.

The IAML Board has spread the word about this regional congress. Further publicity needs to happen before, during, and after the meeting. Katie suggested having a conference diary on the MLA blog, similar to what IAML has done (see <http://www.iaml.info/tags/conference-diary-konferenztagebuch>). The Publicity & Outreach Officer needs to be involved, and perhaps the AMS Ibero-American Study Group could be contacted, as well as libraries in the US with strong Latin American collections. Long-range planning for participation of members from underrepresented countries and meetings in Latin American countries will be considered, based on the success of this regional meeting.

- b. **Broude Trust**

Michael received a draft of the Broude Trust agreement. (See previous discussion in the March 2016 minutes, 13.a) He asked Pat Wall of A-R Editions for his opinions on the draft, and asked the Board members to review the document as well. What would be the benefits for the association to assume the trust? MLA would own the intellectual rights to the published works, although individual contracts with authors would need to be reviewed. There were questions concerning the disposition of physical inventory, and the transition process when the trust was to be transferred. Michael wanted further clarification from Ron Broude's lawyer about the trust agreement draft before determining what questions to ask of the association's counsel.

- c. **OCLC Search and Discovery Task Force**

This is a joint task force with MOUG. The task force has submitted its report to the MLA Board for approval; it has already been accepted by the MOUG Board.

**It was moved by Michael Rogan and seconded by Lisa Shiota to accept the report from the OCLC Search and Discovery Task Force, and to direct the MLA President and MOUG chair to follow through on recommendations**

**from the report.** The motion was approved, with one abstention. Michael thanked the members of the task force for their work. He especially thanked Rebecca Belford for compiling the checklist for assessment used in the report.

**d. Survey of Personnel Characteristics**

Joe Clark and Jon Saucedo submitted a revised survey, using much of the Board's suggestions for revision. They worked with the members of the Diversity Committee. There was much discussion on the questions about gender, gender identity, gender expression, and sexual orientation. Michael had further consulted with Holling Smith-Borne on key points. It was noted that the language used for questions about race are necessary to gather information for grant applications for the federal government. The survey also included a freeform textbox for a more detailed answer; however, it was suggested that the question state that the language used is from federal government standard forms. The committee also added a question asking if one's gender, gender identity, or gender expression has negatively affected employment.

There was some question of using the word "library" exclusively to describe the place of one's employment. Some members do not work in a library; there needs to be an option to mention this.

As this survey is intended to gather longitudinal data, some of the questions are taken directly from previous iterations of the survey.

**It was moved by Andrew Justice and seconded by Hermine Vermeij to approve the Survey of Personnel Characteristics, with the additional request for clarifying information.** The motion was unanimously approved.

Joe had additionally asked for suggestions for what to provide as incentives for participating in the survey. Some ideas included a gift certificate towards the MLA CafePress store (CafePress unfortunately does not issue gift certificates) or extra drink tickets for the conference. Some Board members thought that incentives were unnecessary and that the membership will participate without question.

**13. New Business**

**a. Renaming Roundtables**

MLA member Gerry Ostrove sent a request to the Board, proposing the Roundtables change their name to Interest Groups, in order to clarify their purpose and to be more in line with other library organizations who have a similar groups of this kind (such as ALA and the Society for American Music (SAM)). The Board seemed generally amenable to this change. The association's Constitution and Bylaws do not mention Roundtables, so the change in name could occur without requiring a vote by the membership. The Roundtable Coordinators will be asked for their input, and the ramifications for the name change in the Administrative Handbook and throughout the MLA website will need to be reviewed.

**b. Distance mentoring proposal- Suzanne Eggleston Lovejoy**

Suzanne, as Conference Mentor Coordinator, put forth an idea to expand the conference mentor program to a year-round mentoring program. She said that the desire by first-time conference attendees to have such a program is high, and that most of the mentors expressed willingness to be available year round. There has been a growing concern that although there are increasing numbers of library school students who attend conferences, few seem to transition into members of the association. A year-round mentoring program would give students and recent graduates connections with members of the association and could help in retention.

It was asked whether this program would have ties to the Career Advisory Service (CAS). Suzanne had replied that it appeared that participation in CAS has been declining over the years, and there may be misconceptions on what this service provides. CAS's original intent was to provide mentorship to anyone interested in music librarianship (<http://www.musiclibraryassoc.org/?page=CareerAdvService>). It was suggested that the CAS coordinator, Bob Lipartito, be involved in the discussion, and also perhaps a conversation with the Membership Committee chair, Jason Imbesi, on ideas for member retention.

#### **14. Adjournment**

**It was moved by Lisa Shiota and seconded by Suzanne Eggleston Lovejoy to adjourn the meeting at 3:25 pm.**

The motion passed unanimously. The Fall Board meeting is tentatively scheduled for sometime around October 13-15, 2016, in conjunction with the Midwest Chapter meeting, pending their confirmation.

## **Appendix I: New Policies Adopted by the Board**

**Mission of the Public Libraries Committee changed to include paraprofessionals. (0b)**

**Definition of Working Group (differentiated from Task Force) (03)**

**Setting of all awards, not just the research awards, moved to the national meeting. (09.i)**

**Separate job descriptions for Web Manager and Web Committee created. (09.u)**

**Report from the OCLC Search and Discovery Task Force accepted, task force disbanded. (12.c)**