

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Cincinnati, OH, March 1, 2, 4, 5, and 6, 2016

Tuesday, March 1, 2016, 8:35 am- 3:48 pm; Wednesday, March 2, 2016, 8:36 am – 11:58 am; Friday, March 4, 2016, 10:34 am – 11:05 am; Saturday, March 5, 2016, 10:34 am – 10:47 am; Sunday, March 6, 2016, 9:10 am – 11:02 am

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

Absent: Paul Cary (13.c)

Guests of the Board: Suzanne Eggleston Lovejoy, Mark McKnight, Gerry Szymanski, Hermine Vermeij (incoming Board members, all sections); Susannah Cleveland (08.e), Jim Farrington (08.b), Michelle Hahn (07.f), Diane Steinhaus (08.b)

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 Rogan at 8:35 am. He thanked the incoming Board members for sitting in on the meeting.

Actions prior to Board meeting:

0a. It was moved by Michael Rogan and seconded by Damian Iseminger to approve the submission of the proposed "Comments from the Music Library Association" drafted by the Legislation Committee in response to the US Copyright Office Notice Of Inquiry: "Software-Enabled Consumer Products Study: Notice and Request for Public Comment." The motion was unanimously approved.

0b. The Board voted to break the tie in the election. As the election results included a tie, the Board voted to break the tie, according to their responsibility in Article IV, Section C, number 3 of the MLA Constitution and Bylaws states that "A majority vote of the voting members of the Board of Directors shall break a tie." One Board member was absent for the vote.

01. Approval of Agenda Michael Rogan

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

02. Recording Secretary's Report Lisa Shiota

It was moved by Damian Iseminger and seconded by Michael Colby to approve the minutes from the November 19, 2015 online meeting. The motion was unanimously approved.

03. Parliamentarian's Report Damian Iseminger

The following changes were made in the Administrative Handbook:

a. Replaced the charge of the Archives and Special Collections Committee at section VI.H.20 with the new charge approved at the May 2015 Board meeting in Middleton.

- b. Entirely replaced section IV of the Administrative Handbook with text approved at the May 2015 Board meeting in Middleton.
- c. Added a paragraph to section II.E.13.c in the Administrative Handbook that was approved at the May 2015 Board meeting in Middleton.
- d. Updated section II.A.4.c 3 with changes approved at the May 2015 Board meeting in Middleton.
- e. Added a new section numbered VI.H.10.h that details the Program for Cooperative Cataloging (PCC) funnels that are hosted by the Cataloging and Metadata Committee. The text is based on actions taken by the Board at the July 29, 2014 online meeting and at the Denver Board meeting in 2015.
- f. Added a new number for the ordered list at section II.B.5.a that states that the President, in consultation with the Board, appoints the coordinators of the PCC funnels hosted by the Cataloging and Metadata Committee. The text is based on actions taken by the Board at the July 29, 2014 online meeting and at the Denver Board meeting in 2015.

Changes have been submitted to the website, and the new location of the Administrative Handbook is at http://www.musiclibraryassoc.org/mpage/admin_handbook. The official version of the Administrative Handbook is at <https://docs.google.com/document/d/1OjxFYM2zt6Uafydh2Li3yMpTwscwTw6NwqPMT6RWPwM/edit?pli=1#bookmark=id.cr00cac3iais>. 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.

Darwin Scott will assume the role of Parliamentarian at the conclusion of the annual meeting.

During the meeting, there arose a few questions about Roundtable Coordinators. According to section VIII.B (Roundtable Structure), the President appoints Roundtable Coordinators in consultation with the Board. Although there was some concern about the complete ramifications of these appointments, it was decided that for the time being, for consistency, section II.B.5.a (Presidential Appointments) would need to be edited to add Roundtable Coordinators to the list of appointments done by the President.

It was moved by Damian Iseminger and seconded by Andrew Justice to add Roundtable Coordinators to the list of presidential appointees in section II.B.5.a of the Administrative Handbook, based on the information in section VIII.B of the Handbook. The motion was unanimously approved.

As an aside, Michael Rogan stated that Roundtables' authorization and renewal dates should be added to their webpage (http://www.musiclibraryassoc.org/members/group_select.asp?type=12693) for easy reference.

There was some question concerning the mention of Local Arrangements Committee in the Handbook (main section is VI.H.16., although it is mentioned throughout the Committees Section, possibly elsewhere). It was recommended that the section be left in for historical transparency, but updated to say that the committee is inactive.

As advised by the Finance Committee, an amendment to section II.E.12.j (Extraordinary Disbursements) was proposed for consistency with the Fiscal Policies Handbook (see text below). **It was moved by Damian Iseminger to amend the language of section II.E.12.j of the Administrative Handbook as proposed.** The motion was unanimously approved.

Current text

II.E.12.j. EXTRAORDINARY DISBURSEMENTS

No money beyond that which is formally budgeted may be spent in the name of the Music Library Association. However, each fiscal year the Finance Committee will determine an amount of money that the Administrative Officer may release for budget overages without prior approval by the Board. Overages in budget sublines are

permissible so long as the mainline allocation is not exceeded, and the funds are used only for projects approved for the current fiscal year. Emergency budget revision may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President, and the Fiscal Officer. The Fiscal Officer then reports such actions to the Board for ratification at the following meeting. (rev. 5/2011)

Proposed text

No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board. ~~However, each fiscal year the Finance Committee will determine an amount of money that the Administrative Officer may release for budget overages without prior approval by the Board. Overages in budget sublines are permissible so long as the mainline allocation is not exceeded, and the funds are used only for projects approved for the current fiscal year. In consultation with the Fiscal Officer,~~ Emergency ~~emergency~~ budget revision may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President, and the ~~Fiscal Officer~~ Recording Secretary. ~~The Fiscal Officer then reports such actions to the Board for ratification at the following meeting. Such action is subject to ratification at the following Board meeting.~~

(rev. 5/2011) (rev 3/2016)

Clean text

No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board. In consultation with the Fiscal Officer, emergency budget revision may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President, and the Recording Secretary. Such action is subject to ratification at the following Board meeting. (rev. 5/2011) (rev 3/2016)

04. Administrative Officer's Report. Paula Hickner

From her report:

BUDGET REPORT

INCOME

As of February 22, 2016, total income was \$278,999.56 which is 64.74% of the budgeted income of \$430,945.00.. Estimated additional income expected this year includes *Notes* advertising and royalties of \$95K; online website advertising of \$3K; non-*Notes* royalties of \$2K; and membership dues totaling over \$60K (*see, "Dues,"* below). These estimates when added to income already received will result in an additional \$18K over the budgeted amount.

Dues (1.0)

In actuality, dues are not as dismal as the Budget v Actual report shows. A possible \$60K in dues remains to be recorded. It is uncertain why the QB membership report and the budget v actual report differ to such a great amount, but most likely this is because dues paid in June 2016 for our current membership year (July 2015-June 2016) have not been yet been booked to the current fiscal year.

An installment plan was initiated this year which offered those who wished to join as sustaining members the ability to spread payments out over the year. There are some difficulties in Yourmembership in limiting the installment plan to dues only. We need to decide if the installment plan should be put on hold until YM's capabilities can provide what we need for this service.

Accurate membership reporting is somewhat complicated. We use the QB Membership Renewal report as the default, because as Jim Z says, "That's where the money is." However, our implementation of the installment plan affects the total income on this report which only shows what has actually been taken in at the time of the report. Yourmembership (YM), on the other hand is trying (at least I think it wants to try) to give us the totals we should expect. Collecting information on IAML memberships in YM is a different process from MLA membership and is more difficult to pin down. In QB totals the number of installment payments varies by member, but not amount. For example, Member One has made 8 payments of \$20 for IAML membership, while Member Two has only made 5 payments of \$20. Chapter dues on the installment plan result in monthly payments of 84 cents. Sustaining members who also made donations are seeing those amounts paid on a monthly basis. Clearly we need to find a way to limit the installment plan to sustaining membership.

Notes (2.01)

Notes income is running above projections and is expected to come as budgeted. Many Notes royalties (ProQuest, JSTOR, EBSOC, etc.) will come in within the next few months.

Royalties (2.05)

Royalties reports for MLA monographic publications for CY2015 have been received. Amounts are less than budgeted because no new publications were issued in 2015. (See, "Publications," below)

Meetings (3.0 & 14.0)

Some income (\$1,325.00) from the IAML-IMS 2015 meeting appears in this fiscal year's report. Amounts here are from "bill me" registrations, late payments, and some booking issues. For financial reporting, our auditors referred to these amounts as "non-substantial" and did not correct them.

Registration income for Cincinnati is slightly under the projected total; however, one to two registrations are received each day and we expect a few walk-ins. The final total may be under the projected amount, but should be close.

Contributions are expected to come in over the budgeted amount. Not all donations have been received or booked to QB. Pledged amounts currently total \$12,375—over four thousand above the budget. Additionally, exhibit fees and convention web advertising are coming in over budget.

Education Committee Workshops (4.0)

MLA/ALA webinars generated \$11,269.80. Income from two of the webinars currently is incorrectly booked to workshops for the annual meeting; this can be easily corrected by the business office.

EXPENSES

Meeting (10.0 & 14.0)

Most bills for our meeting in Cincinnati will come in shortly after the meeting. Why is MOUG from Denver still on this fiscal year's budget (program expenses 10.012 for \$7,195.00)? This amount is almost balanced by (\$6,417.71) in line 10.0202. In spite of the fact that the amounts do not balance exactly, the auditor said the amounts are not material to the financial report so they have been left in FY16. This is one of the items in the budget reporting that was a casualty of personnel changes and heavy demands on staff made by the IAML New York meeting. It is very frustrating to still be seeing this in the budget reports; after this fiscal year ends, I hope we will not see any more of FY15!

As with income, some IAML expenses from FY15 live in FY16. Adjustments were made to some of the lines, but we are left with \$1,325.00 in income and \$2,810.05 in expenses from the meeting being reported in FY16.

Miscellaneous (11.0)

Line 11.04 Credit card and Bank Fees, includes a \$50K bank charge which should be corrected as it was a transfer from MLA's money market account into the checking account and not a charge. Correction can be made by the business office.

Legal Fees & Audit (6.019)

Despite additional fees charged by SVA to complete our rather complex audit this year, we should be coming in under budget. The fee for our yearly audit by SVA has remained the same for the past several years. The Board may wish to consider a new agreement with SVA which reflects more current market prices.

Management Services (6.0) & Program Expenses (7.0)

No surprises in management services which includes website hosting and maintenance, monthly management fees to our business office, and the like. Travel for officers and board members is coming in under budget and it is quite possible that we will end the fiscal year under budget. Committee travel and projects and our regular subsidies payments also look good.

Other Member Services (8.0)

MLA's subvention to the University of Maryland to help cover the costs of processing our archives which are housed there was not paid last year. A double payment was made this year to cover FY15 and FY16 commitments.

Our IAML bill for individual and institutional members for CY2015 was not finalized until we were well into the current fiscal year. The good news is that the longer the invoice took to reach us, the stronger the dollar became. The 2016 IAML bill is expected in the next month. If received this fiscal year, we will go over budget for this line.

Publications (9.0)

Publication expenses overall should come in close to budget, perhaps, very slightly over.

We should end the fiscal year with a healthy surplus.

INVESTMENTS

The third quarter of CY2015 posted a loss in our investment accounts at Fidelity and Calvert. The fourth quarter posted earnings, but we are still below the totals of the second quarter. This partial recovery is being followed by more losses during the first two months of 2016. According to our account at Fidelity, the losses of January and February are less than 1% and last year's losses are reported at -3.01%. Below is a chart with totals from the last AO report and the end of December 2015.

	June 30, 2015	December 31, 2015
Fidelity	\$932,341.33	\$863,969.25
Calvert	\$271,295.14	\$257,541.93
Total	\$1,203,636.47	\$1,121,511.18

Award accounts at the end of the CY2015:

Bradley	\$ 5,192.61
Gerboth	\$ 36,998.09
Duckles	\$ 39,449.23
Hill/O'Meara	\$ 11,927.06
Epstein	\$ 60,116.89
Freeman	\$ 53,633.42
Wicker	\$ 18,007.60
Ochs	\$ 48,896.53

RILM	\$ 53,272.21
Ratliff	\$ 370.00
Coral Travel	\$ 18,464.61
Diversity	\$ 18,675.63

The Epstein Fund posted a loss over CY2015 which, according to the donation agreement, means that no money can be issued for the award this year.

In the fall of 2015, Michael Ochs challenged members to donate to the Michael Ochs *Notes* fund and pledged to match up to \$5,000 to honor Jane Gottlieb's contributions as journal editor from 2010 to 2015 and to welcome Deborah Campana as the new *Notes* editor. MLA members accepted the challenge and gave generously. The campaign was a resounding success.

Other funds as of December 31, 2015:

MLA Fund	\$ 767,318.41
Board Designated Assets	\$ 47,506.99

Donations from CY2015 have not yet been deposited into the various accounts. This will be a priority after the annual meeting.

PUBLICATIONS

Royalties for our monographic publications are down this year, in part, because no new titles appeared in 2015. MLA received royalties on nine titles published with A-R for a total of \$965.10. This is in sharp contrast to last year's earnings of \$2,595.78. We continue to receive royalties for titles published with Scarecrow. For 2015, MLA's royalties from twenty-two titles total \$564.28; 2014 total \$981.36.

MEMBERSHIP

Membership is trailing behind last year at this time. The paraprofessional/part-time/non-salaried category has seen a gain in members.

Excerpted from "MLA Membership Count History 2Feb2016"

	2014-2015	2015-22FEB2016
MLA Members		
Regular Member US	470	431
Regular Member non-US	32	28
Institutional Member US	242	208
Institutional Member non-US	90	73
Student Member US	66	56
Student Member non-US	9	5
Retired Member US	26	26
Retired Member non-US	2	1
Sustaining Member US	64	61
Sustaining Member non-US	0	0
Associate Member US	2	0

Associate Member non-US	1	1
Corporate Patron US	6	6
Corporate Patron non-US	2	2
Corporate Member US	8	8
Corporate Member non-US	1	0
Paraprofessional US	43	50
Paraprofessional non-US	0	0
Totals	1,064	956

IAML Individual	117	113
IAML Institutional	127	113

CHAPTER INTEGRATION

This year, MLA piloted a program of integrating chapter dues into the national renewal cycle. Greater New York chapter members were able to pay their chapter dues upon renewal with MLA national (or less ideally afterward), and thirty-six did so. We recently sent a check to GNY for \$360. We used a feature called Dues Rules, which evaluates certain fields in the member's record and adds the chapter dues if the values in the fields match the criteria. For a pilot, it went relatively smoothly, with just a few bumps. The chapter directory is searchable by selecting Greater New York chapter from the Groups pulldown on the directory search page, but in practice, not everyone who joined the chapter added the group, so the directory is in fact rather incomplete.

Next year, we will probably be using Chapter Dues for this purpose. That should ensure that anyone who pays to join the chapter is a member of the Group and shows up in the directory, and it should also make the workflow a little easier on the administrative side. We will probably also add a chapter or two to GNY for next year, with the goal of eventually providing this functionality for any chapter that wants to use it. (Paul Cary)

ELECTION

MLA's recent election was open from November 4 until November 25, 2015. Ballots were sent to 557 eligible members using SurveyMonkey's anonymous ballot capability. Three-hundred and ninety responses were received for a response rate of 70%.

APPOINTMENT LETTERS

Paul Cary and Michael Rogan have been working with YM to devise a workflow for creating appointment letters. This function has been part of our business office's services, but we would like to automate this process as much as possible. Results have been promising.

SPEAKER HONORARIA & TRAVEL

I would like the Board to consider adopting a more detailed statement on the policy for paying speaker honoraria and travel at the annual meeting, perhaps even suggesting caps for speaker fees. This year's program has several outside speakers and there has been some confusion about amounts to offer speakers and whether or not honorarium and travel can be rolled into one payment paid at the meeting. The program chair and the AO found the current process frustrating. I would also like to work with the program committee to create a form to be submitted for each speaker with information MLA needs on file before payment can be made and contact information for any follow up. This would be included in the Convention Manual. FYI, the appropriate sections of the Convention Manual and the Fiscal Policies Handbook are given below:

- Convention manual, 2.0 Program Committee

The Board approves a budget for speaker honoraria at the February meeting. Following the program proposal review process, the Program Committee Chair confirms the amount needed for speaker fees (including travel and room for plenary session speakers and honoraria for non-MLA speakers at plenary and other program sessions) and notifies the Finance Committee Chair and to the CM.

- Fiscal Policies Handbook, 8.a Convention Budget
The Finance Committee recommends adoption of the following policy: The Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. In some circumstances, MLA may offer travel and lodging to non-MLA speakers at non-plenary program sessions. Any requests are to be made for the Spring Board meeting and become part of the convention budget. These requests should be made through the Convention Manager.

Respectfully submitted,
Paula Hickner

Further discussion on the report:

It was noted that the income line for memberships looks larger than it appears because it takes into account gratis memberships for special officers.

The ALA webinars came in about \$6,000 ahead of the budget.

Last year's MOUG and IAML meeting budget lines to appear on this year's budget because corrections continue to be made, partially as a result of the audit. The staff turnover at A-R Editions was a further complication. The auditors from SVA do our annual audit pro bono. Normally, the audit is pretty straightforward, but the IAML meeting last year made the audit significantly more difficult and they spent more time working on it and thus charged us more.

It was asked why the subvention for the MLA Archives was not paid last year. Apparently, there is no trigger in place for that payment.

Fundraising for the Michael Ochs Fund resulted in \$6,640 in donations, which exceeded Michael's \$5,000 challenge. Donors that gave more than \$200 received Lewis Lockwood's book, *Beethoven Symphonies*.

Appointment letters are now sent via email (through the Yourmembership.com system) instead of being printed out and sent by postal mail. There do not appear to be any complaints about this change. One glitch that had occurred was that the copy of an appointment letter sent to the committee chair is formatted such that it looks like it is to the chair instead of to the recipient of the appointment. Paul said he could try to convince the Business Office to resume this responsibility for the appointment letters and send these via YM email.

Concerning the conference speaker fees policy: The sections in the Convention Manual and the Fiscal Policies Handbook need to agree with each other on this matter. It was agreed that the Convention Manual is in desperate need of updating, which current Convention Manager Jim Farrington had promised he would do before he steps down. Requesting honoraria for speakers should be done by the fall Board meeting, not the spring meeting.

Michael Rogan informed the Board that he has signed a one-year extension to the 3-year contract between MLA and A-R for business office services, as neither party is ready for a new 3-year contract, primarily due to the restructuring at A-R and some necessary evaluation by MLA of what business office services are now required since we have begun using YM. A-R has expressed that they would like to continue their relationship with MLA.

It was moved by Tracey Rudnick and seconded by Andrew Justice to go into executive session. The motion was unanimously approved. The Board discussed contracts going forward.

It was moved by Damian Iseminger and seconded by Tracey Rudnick to move out of executive session. The motion was unanimously approved.

It was agreed that it was in the best interest of the association to put together an RFP in order to inform our contract agreements with A-R Editions. A draft will be written up by the 2016 Middleton meeting.

05. Vice President's Report. Michael Colby

From his report:

Liaison to chapters: I attended the Midwest and California chapter meetings in the Fall of 2015. The message I tried to convey was encouraging chapters to work together with the national organization. If we coordinate our efforts, I believe we can be more effective on all levels. The specific messages I brought were: 1) The possibility of chapters getting technological assistance (e.g. web site hosting, online membership) from national, utilizing YM, and 2) encouraging chapter grant submissions that engage in outreach activities (e.g. informational or training sessions at state or regional meetings of library associations or other related organizations, demonstrating the expertise that MLA offers). I will not be at the table for the chapter grant process this spring, but I hope that my successor as chapter liaison, and the Board, keep this idea in mind.

Corresponding Editor to *Fontes*: I have not had a call for news items since the previous issue, but I have been tracking possible items that I would be happy to share with the incoming Corresponding Editor (i.e. Vice President).

I've done my best to encourage and support President Rogan in his first year in office. I am continually impressed by his energy and enthusiasm, not to mention some excellent ideas. I very much look forward to seeing how the regional IAML meeting in Orlando 2017 develops.

It has been an honor working with everyone in MLA, but of course I have worked most closely with the members of the Board. Be it one year or four years together, I have valued these years as a highlight of my thirty-plus years in this profession.

Further discussion from the report:

Michael Rogan warmly thanked Michael Colby for his support and guidance throughout his time on the Board.

06. President's Report. Michael Rogan

From his report:

Much of my activity over the past several months has been in preparation for the Annual Conference. Several items I would call your attention to while in Cincinnati:

- Board Meeting with Pat Wall on Wednesday at 4:30 to hear about changes at A-R, and Jim Zychowicz to hear about business office functions and recommendations
- Inviting Dean Peter Landgren of the Cincinnati College Conservatory of Music to be our welcome speaker – possibly the last such speaker, as we move away from Chapter/LAC supported conferences
- Reinstating a Chapter Chairs meeting, Friday at 3:30, to promote better communication between national and its local chapters, and to initiate expanding services to chapters
- Sponsorship of streaming/recording sessions by Alexander Street, who are promoting their new Open Music Library

I have also been busy with the preparations for laying the groundwork for the Regional IAML meeting at the 2017 MLA Annual Meeting in Orlando. I've drafted a letter introducing the topic to Latin American colleagues, and have had it vetted by the CAML Board. I have been given a list of potential contacts from Jon Bagüés (ERESBIL-Basque Archives of Music), Chair of the Outreach Committee of IAML. I am prepared to attend a portion of the business meetings of our committees while in Cincinnati to talk up this opportunity and answer any questions. This is an amazing opportunity and I am working hard on behalf of MLA to make sure it is successful.

Further discussion on the report:

Services by the national association that can be expanded to more chapters include supporting their oral history collection and providing a uniform system to receive dues payments and maintain membership data.

Michael Rogan had requested agendas for the committees' annual business meetings, with the intent to attend and solicit their assistance for the 2017 Pan American Regional IAML meeting in Orlando, FL, for which the association is hosting in collaboration with the Canadian Association of Music Libraries, Archives and Documentation Centres (CAML).

Some preliminary brainstorming for the Regional IAML meeting was done. Darwin suggested contacting someone from the Seminar on the Acquisition of Latin American Library Materials (SALALM) (<http://salalm.org/>); the regional group specifically is the Latin American Studies Southeast Regional Libraries (LASER) <http://salalm.org/laser/>) for possible collaboration. Livestreaming this conference would be a must for greater participation; this would need to be very broadly promoted and the infrastructure must be in place for this. Translation and/or captioning would be a great benefit, presentations in multiple languages by invitees could be possible. Vendor relationships should be pursued. Financial support for attendees would be critical, and the process for securing visas would need to start as soon as possible. Overall planning for the meeting should probably start earlier than usual for annual meetings. Michael Rogan stated that IAML could consider a meeting in Latin America in 2020 if this regional meeting proves successful.

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)**
- 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 (Michelle Hahn)**

Michelle Hahn came to the Board meeting to speak about her proposal on changing the publication schedule of the MLA Newsletter. Currently, the Newsletter is published four times a year (September–October, November–December, March–April, and May–June), which does not allow for timely updates about upcoming annual meetings. Michelle proposed a pilot experiment of changing the schedule to publish every two months. When asked, she did not think it would be an undue burden to do this, as the templates are already in place and the amount of content would be the same regardless of the publication's frequency.

Because there appeared to be no financial implications for this change, the Board did not feel that it required their approval, and encouraged her to try it out for a year.

Other ideas that Michelle had mentioned for future issues included partnering with the Publicity and Outreach Officer, Sara Nodine; writing articles about the MLA/ARL Diversity and Inclusion Initiative Fellows, and having

content readily available for advocacy issues. She also will recruit beat reporters for the Newsletter at this year's Get Involved session at the annual meeting. It was suggested that perhaps cover stories, regular news from committees and chapters, news from related organizations, and lists of current publications could also be included.

g. Notes (Deborah Campana)

At the spring Middleton Board meeting in 2014, it was decided that an electronic-only version of *Notes* could be offered when full cover-to-cover content was available. (see May-June 2014 minutes, section 09.q) Project MUSE appeared to initially be in favor of making cover-to-cover content available, but they seem to now be hesitant to provide this. *Notes* staff members Deborah Campana, Anne Shelley, and Scott Stone proposed a trial to have electronic access to members for Vol. 73 by providing links to content on Project MUSE on the MLA website, together with pdf copies of the front matter and ads as provided by A-R Editions. The print version will still be made available, and would still be considered the version of record as it is the complete version of the journal. Deborah will solicit feedback from members.

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 officers' contributions to the organization.

a. Advertising Manager (Scott Stone)

In his report, Scott Stone proposed that the association adopt a formal advertising policy that states that advertisers' products and services should align with the association's mission. The proposed statement reads,

"The following guidelines apply to all forms of advertising, including print, digital, and other formats. Information presented in advertisements must be educational, professional, and of value to the advancement of the mission of the Music Library Association (MLA). MLA reserves the right to reject or remove any material it regards as unprofessional, inappropriate, or as a promotion of products or services not in the interest of its mission. Not all products or services advertised, advertisers, or claims made in advertisement are endorsed by MLA. Advertisers assume liability for all content of advertisement submitted and or any claims arising against MLA as a result of their advertisements. The publisher reserves the right to give a better position than specified in the order without notice at no increase in rates."

The impetus for this statement came from a vendor who had wanted to exhibit at the annual meeting, but whose services were not music related. Further, the auditors had expressed concern about this during the audit. Any income that is generated from outside the association's professional area of interest would be considered taxable. This would necessitate a separate accounting process, which could complicate our non-profit status. According to Michael Rogan, the SVA Auditors deem our current advertisements and vendors to be within our mission.

It was moved by Michael Colby and seconded by Damian Iseminger to approve the advertising policy statement as proposed by the Advertising Manager. The motion was unanimously approved.

There was some discussion on where to place this policy statement. It would need to be on the Publications>Advertise with Us page (<http://www.musiclibraryassoc.org/?page=advertisers>), and stated within the Administrative and Fiscal Policies Handbooks, the Index to Board Policies, and the Advertising Manager's Handbook.

b. Convention Managers (Jim Farrington and Diane Steinhaus)

Convention Managers Jim Farrington and Diane Steinhaus came to the Board meeting to report on the status of the 2016 Cincinnati meeting so far. Jim stated that the meeting seemed to be “pretty well in hand,” and that the hotel services and staff have been great to work with. Preliminary estimates of registration numbers have come in lower than expected, however, the number of room nights allotted were exceeded, which ultimately saves money on hotel costs.

There was a question on whom to ask for equipment requests. The Program Committee sends any equipment requests to the Convention Managers. However, the timing for committee business meeting requests was such that they happened after the budget was set, thus effectively prohibiting committees from making equipment requests. (The budget is set at the spring Board meeting, typically in May; this year, the deadline for committee business meeting requests was at the end of June.) It was suggested that this deadline coincide with the deadline for program requests so that committees can request equipment, especially for A/V. It was also suggested that equipment price lists be made available to requesters. In the future, committee equipment requests should be part of the RFP for the meeting.

The Convention Managers had requested in their report that the Board revise the policy on refunds for the annual meeting. Following Board discussion with the Convention Managers, and review of board policies in the May 2006 and September 2008 minutes concerning conference registration fees, Tracey Rudnick and Damian Iseminger recommended the Board adopt the following language, to be updated in the Administrative Handbook, Convention Manual, and Fiscal Policies Handbook:

“A refund of conference registration fees (including pre-conference workshops) is issued at the discretion of the Convention Manager and only for emergency situations. Refunds will not be given for unused banquet tickets, if applicable. If a refund request is approved, 20% of the conference registration fees will generally be deducted and retained by MLA to cover transaction costs and initial expenses. Tours and concert ticket refunds are dependent on the policies of the third-party providers. This policy supersedes all former policies concerning refunds of conference registration fees.”

It was moved by Andrew Justice and seconded by Damian Iseminger to approve the amendments to the proposal made by the Convention Managers concerning a conference registration refund policy. The motion was unanimously approved.

It was moved by Lisa Shiota and seconded by Damian Iseminger to approve the amended policy on conference registration refunds. The motion was unanimously approved.

Jim Farrington is in the process of updating the Convention Manual, and the Board requested to review each section as it is being revised.

Regarding the 2017 Orlando meeting: research is underway to secure a venue for the Saturday night reception. They are planning on having advance information published to the Newsletter in order to generate anticipation for the upcoming meeting, and the Orlando Convention and Visitor Bureau has been contacted. As they are still waiting for a quote from PSAV, the Board decided to postpone voting on approval for A/V costs and speaker fees until the estimates arrive. (see discussion in section 13.d on managing livestreaming costs.)

A venue for the 2019 meeting has not yet been determined, although the current plan is to meet in the Midwest region. An idea was suggested to consider a multi-year contract for a place that the meeting could return to in its regional rotation scheme. The 2019 meeting would be modeled after the 2018 Portland, OR meeting in that one large room would be used for both plenary sessions and exhibits, changing the program schedule to accommodate both. Michael Rogan recommended keeping this model for at least a couple of years before assessing how successful the change was. He stated that recent and future changes to the conference model be published in the Newsletter and MLA website, and that any feedback should be shared with the Convention Managers.

Michael Rogan expressed his gratitude to Jim and Diane for all of their hard work.

- c. **Development Officer (Susannah Cleveland)** see 09.e.
- d. **Placement Officer (Joe Clark)**
- e. **Publicity and Outreach Officer (Sara Nodine)**
- f. **Archivist (Sandy Rodriguez)**

Sandy Rodriguez proposed adding a part to the Guidelines for Transfer of Official Documents to the MLA Archives to include electronic records. The Board agreed that this was necessary to have. There was an issue with Part V, section 6, which states that “The Information Sharing Subcommittee, or its successor, shall be responsible for maintaining a digest of MLA-L as currently published in the MLA Newsletter.” The subcommittee was dissolved in 2009 (see February 2009 meeting minutes), and the MLA-L digest has not been published in the Newsletter since 1997 (see January 1997 meeting minutes). It was noted that an archive for MLA-L resides on its host server at Indiana University. The Board suggested that this section be deleted.

It was moved by Damian Iseminger and seconded by Andrew Justice, to approve the revised Guidelines for Transfer of Official Documents, with the added deletion of Section 6 of Part V. The motion was unanimously approved.

It was noted that a discussion concerning archiving emails sent via the Yourmembership.com system (YM) should happen at a later date.

- g. **Web Manager (Ray Heigemeir)** see 09.u.
- h. **Management Services (Jim Zychowicz)**

In Jim’s report, he had suggested to move up the early registration deadline to January 1 for the 2017 Orlando meeting, to make the accounting easier. The Board thought this was not feasible, but would consider making a compromise to a slightly earlier date.

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 (Amy Kimura)**
 - ii. **Bradley** inactive
 - iii. **Epstein (Joan O’Connor)**
 - iv. **Freeman (Carolyn Doi)** see minutes from November 19, 2015 online meeting.
 - v. **Gerboth (Kathy Abromeit)**
 - vi. **Publications: Duckles, Hill, O’Meara (Ruthann McTyre)**
 - vii. **Coral IAML Travel Grant (Holling Smith-Borne)**

The Lenore F. Coral IAML Travel Grant Committee received several applications. The 2015 IAML New York meeting served to boost the profile of MLA as the US branch of IAML. The committee’s recommendation was to award it to two people, which is not the usual practice. However, the committee noted that both applicants were presenting a joint paper together at IAML in Rome. By splitting the \$800 award in half, the amount seemed low for both of them.

The Board discussed the health of this fund in relation to the other award funds. So that applicants are aware, it was generally agreed that there needs to be a statement on the awards' pages that explicitly says that award amounts are dependent on the strength of their respective investments on any given year.

Michael Rogan said that the Presidential discretionary fund is currently stable, and offered to contribute \$200 each to both recipients for this instance only.

It was moved by Andrew Justice and seconded by Tracey Rudnick to accept the recommendations from the Lenore F. Coral IAML Travel Grant Committee for the 2016 award. The motion was unanimously approved.

- b. Archives and Special Collections (Matthew Snyder)**
- c. Cataloging and Metadata (Beth Iseminger)**

The Cataloging and Metadata Committee (CMC) submitted two task forces' reports for Board review and approval: Genre/Form and BIBFRAME. The work from the Genre/Form Task Force will be continued by the Vocabularies Subcommittee. The BIBFRAME Task Force would like to transition from being a task force to working group. (See section 13.d for further discussion on the distinction between the two.) The president (in consultation with the Board) dissolves the task force when its project has been completed.

It was moved by Damian Iseminger and seconded by Laura Moody to approve the report by the Genre/Form Task Force. The motion was unanimously approved.

It was moved by Michael Colby and seconded by Lisa Shiota to approve the report by the BIBFRAME task force. The motion was unanimously approved.

Both reports will be put on the Minutes and Reports>Ad Hoc Reports page (<http://www.musiclibraryassoc.org/?page=AdHocReports>)

- d. Career Development and Services (Ana Dubnjakovic)**
 - i. New Members Forum (Zoe Rath and Misti Shaw)**
- e. Development (Susannah Cleveland)**

Susannah Cleveland spoke to the Board at the meeting and thanked the members for attending the donors reception and speaking with the corporate members and individual donors. The major fundraising campaign for this year will be for the Diversity Scholarships Fund. The Diversity Scholarships Subcommittee is chaired by Lindsay Hansen. The goal is to raise \$50,000, and the fund is almost halfway to the goal. Judy Tsou has offered to contribute \$10,000 in a matching campaign by the end of the membership renewal cycle in June. Some of the ARL/MLA Diversity and Inclusion Initiative (DII) fellows have offered to help advocate for these scholarships.

Future goals for this fund include raising money to support a paid internship, similar to what was offered for DII. It was asked if the Diversity Scholarships will be named after someone, and whether there was a funding level for naming rights. Susannah said she would think about that.

The Bradley award fund continues to need work. The goal is to raise \$20,000 by 2019, at which the fund will again be available for awarding grants. It has been suspended since 2014.

Susannah talked with Scott Stone about sponsorship versus ad buys. If it involves print production, it is considered an ad. If money is towards an experiential part of the conference, then it would be considered sponsorship. She expressed the need to bring back lower sponsorship entry points. For the future, ads would be in the printed program and in Guidebook at the same level so that they would not be competing

against each other. There will be no more tote bags at future conferences; people can take brochures from a designated table.

There was some discussion on sponsorship for international colleagues for the 2017 Pan American Regional IAML meeting. Some of the money from the 2015 New York IAML meeting was to be put into the Ratliff fund, which could be used for the 2017 meeting. It was suggested that a collaboration with the development committee from CAML could be formed.

- f. **Diversity (Jon Saucedo)** see 13.b.
- g. **Education (Lisa Hooper)**
- h. **Emerging Technologies and Services (Stephen Henry)**
- i. **Finance (Tracey Rudnick)**

The Finance Committee recommends that the Walter Gerboth award be funded at \$1,475 for FY17 (2016-2017). The motion was unanimously approved.

Awards, with the exception of the Epstein award, are 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.

There were no recommendations for the Epstein and Bradley awards for FY17. The Bradley award fund was suspended after the 2014 Annual Meeting, with a fundraising campaign to be initiated to bring the fund to \$25,000 by 2019, at which point MLA would resume granting the award. (See section 09.e for further discussion on this award.) Because of the rubric that the Epstein fund uses, funds are not available for an award this fiscal year. It stipulates that "up to twenty-five (25) percent of the income generated from the endowment each year shall be added to the principal to offset inflation. The remaining income will be devoted to grants-in-aid of research, but at the end of each year, all unexpended income will be added to the Endowment's principal." Paul Cary suggests that the unusual rubric of making 75% of the growth available for the award (in his view) is only sustainable (at best) if MLA adheres to the rubric in down years as well, by not awarding it. This is the first down year since MLA started observing the rubric.

It was asked how this appears to the association if the Epstein fund is not awarded every year when others are, and if money from the operating budget or the MLA Fund could be used when this happens. The award amount was specifically stipulated by Dena Epstein; any changes to the rubric would need to be okayed by her estate. Previous attempts to request changes have not been responded to by the Epstein family, but it may be possible to revisit this with them and explain what rubric is being followed by other awards.

The Finance Committee recommends the following language for the Administrative Handbook (and the Fiscal Policies Handbook as appropriate):

5. BUDGETING [II.A.5.c. FISCAL DUTIES in the Administrative Handbook]

5.a Budgeting and Expenditures

The Board approves an annual operating budget prepared by the Finance Committee for each fiscal year...

5.a.1 Definition of "Budget"

MLA's annual operating budget lists all of the planned income and expenses for the organization for the coming fiscal year, including programming and administrative expenses; this includes the convention and awards. MLA also issues separate financial reports and statements about financial position, such as balance sheets, investments, assets, liabilities, and general indications of financial soundness and organizational stability. (See section 2m above.)

[Add this next statement to the Fiscal Policies Handbook only: In practice, the operating budget includes line items for investment income that is specifically designated by the board to support operating expenses that year, such as the awards funds. It does not include other investment income earned in that year (since that cannot be planned). If a more precise definition is needed for formal reporting purposes, consult Generally Accepted Accounting Principles.]

5.e Budget Review [II.E.12.g. QUARTERLY REVIEW OF INCOME AND EXPENDITURES FOR THE CURRENT FISCAL YEAR in the Administrative Handbook]

The Administrative Officer alerts the Fiscal Officer when on any given expense budget line more money is being asked for or spent than was budgeted. The Fiscal Officer will bring the discussion to the Finance Committee for possible action if a discrepancy of .1% of the total budgeted operating expenses budget develops on any expense budget line at the level of 2 decimal points (e.g., 6.02, Assistant Administrative Officer). This policy supersedes all previous policies. (Minutes, 09/2012, 09.g; 02/2016, 09.i) [Include in the Fiscal Policies Handbook only: In the budget, the total expenses would be the amount just below 9000, Inventory Adjustment.]

The motion was unanimously approved.

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

The Membership Committee submitted a summary of their three-year survey of student members about the role of the association in music librarianship. According to the results, the greatest perceived benefits of MLA include career resources, mentoring, professional development, and networking with peers. The areas where the association could make a bigger impact were in developing and maintaining standards of practice, scholarly output, and library advocacy. Recommendations from the survey include online networking capabilities, better marketing of the Music Library Student Group (MLSG) and the regional chapters, student-focused programming and publication opportunities, more fellowships/internships, and providing options for other career paths when music library jobs are scarce. Finally, the committee recommended that the convention managers should explore options for technical support for virtual/remote committee participation for the future.

The Board was impressed with the work of the committee. It was suggested that committee chairs, chapter chairs, and the Program Chair be given results of this survey.

- l. **Nominating (Jason Imbesi)** no report received.
- m. **Oral History (Robert DeLand)**
- n. **Planning (John Shepard)**

John reported that the 2015 Annual Report will be published on the second or third week of March 2016 at <http://www.musiclibraryassoc.org/?page=AnnualReports>. He has also finished editing the comments from the 2015 Denver meeting survey, and this will be posted on the website (<http://www.musiclibraryassoc.org/?page=Meetings>) soon. Laura Moody, who will succeed John as Planning and Reports Officer, will draft a short survey for the 2016 Cincinnati meeting.

The committee was asked to look over drafts of the Conflict of Interest and Whistleblower policies. Although some revisions were suggested, further review of other comments needed to be considered before submitting the revised drafts to the Board for approval. As these policies were recommended to be in place by the next audit, they will be discussed at the next online Board meeting.

The committee is also in the process of revising the text on the “About MLA and IAML” page (<http://www.musiclibraryassoc.org/?page=iaml>). It was suggested that full text links to the articles referenced on this page be provided. It was also noted that the “History” page (<http://www.musiclibraryassoc.org/?page=MLAHistory>) reads more like an About page than a history of the association, and perhaps its text should be reviewed as well. It was suggested that members of the Retired Members Roundtable could assist in writing an update.

- o. Preservation (Maristella Feustle)**
- p. Program (Katie Buehner)**
- q. Public Libraries (Laurie Bailey)**
- r. Public Services (Tom Bickley)**
- s. Publications (Bonna Boettcher)**
- i. Open Access Working Group**

Bonna Boettcher visited Board to discuss the Open Access Working Group’s report. The group formulated a proposal for an open access publication by MLA (MLA-OA). This publication would have an editor, the contents peer reviewed and under Creative Commons licenses, run on either Open Journal Systems (OJS) or Open Monograph Press (OJS). The content could include submissions that were of high quality but out of scope for *Notes* or the MLA monographic series, and the back issues of *Music Cataloging Bulletin*. Discoverability of this publication would be dependent on cataloging. Web Manager Ray Heigemeir and Archivist Sandy Rodriguez are looking into options on how this publication will be archived.

It was asked whether the editor would be involved in soliciting for submissions—the position would require some of this, as well as a certain degree of marketing the publication.

Michael Rogan expressed appreciation for the work that the group has done, and that the group is poised to move forward and create an implementation team based on the report’s recommendations. Bonna said that she would be willing to serve ex officio on the team, but does not want to lead it.

It was moved by Andrew Justice and seconded by Tracey Rudnick to approve the report of the Open Access Working Group. The motion was unanimously approved.

- t. Resource Sharing and Collection Development (Mike Duffy)**
- u. Web (Ray Heigemeir)**

See section 09.n concerning rewriting the “About” and “History” pages on the MLA website.

10. Joint Committees

- a. AMS, Joint Committee on RISM (Jim Cassaro)**
- b. MPA/MOLA Joint Committee (Elizabeth Davis)**
- c. US RILM Office (Pamela Starr)**

11. Representatives to Other Organizations

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board is very grateful for the representative’s contributions to the organization.

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

12. Old Business

- a. 2017 IAML Regional Congress (see 06.)**
- b. OCLC Search and Discovery Task Force**

13. New Business

a. Broude Trust

Ronald Broude had approached the Board with a request for the association to be part of the succession plan of the Broude Trust. He desires to transfer the assets of the Trust to another nonprofit and dissolve the Trust when he retires. The assets include the intellectual rights to the Broude Trust publications as well as the inventory. For an unspecified period of time following the dissolution of the Trust, Broude Brothers (a separate entity), would continue to handle the storage, sale, distribution, and royalties of the physical volumes.

Questions were raised about author agreements and whether they extend to publication in all formats (including digital), a possible need for physical inventory space in the future (how far into the future, and for how long), and whether accepting the Trust aligns with the association's mission. A cost-benefit analysis would be advisable, and conversations with the auditors, A-R Editions, and MLA's lawyer, Kathryn Goldman, would need to happen. To accept the offer may be advantageous to the association, but more research would need to be done before responding definitively to Ronald Broude, which will incur expenditures.

It was moved by Tracey Rudnick and seconded by Andrew Justice for the Board to commit funds to further explore the benefits, responsibilities, and liabilities of accepting the offer from the Broude Trust. The motion was unanimously approved.

b. Survey of Personnel Characteristics Proposal

Joe Clark and Jonathan Saucedo requested approval to update and administer the Survey of Personnel Characteristics. The history of this survey, and the data from the most recent survey done in 2009 can be found at <http://www.musiclibraryassoc.org/?page=PersonnelSurvey>.

The Board reviewed a draft of the revised survey. There were some issues about definitions of some of the terms used, and about what was represented in certain sections, including gender, types of institutions, and job categories. There also was some concern whether certain questions from previous surveys were retained (even if they were reworded) so that a longitudinal analysis could be done from the data. The Board recommended places for revision and requested a re-submission of the draft.

The Board agreed that this survey was an important instrument that should be taken at least every decade, and appreciated that Joe and Jon recognized the need to update this.

c. Search Committees

It was moved by Damian and seconded by Tracey 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 and seconded by Michael Colby to go out of Executive Session. The motion was unanimously approved.

It was moved by Andrew Justice and seconded by Damian Iseminger to reappoint Paula Hickner as Administrative Officer for one year. The motion was unanimously approved.

The Board unanimously approved the recommendation made by the Assistant Convention Manager search committee.

The Board unanimously approved the recommendation made by the Assistant Administrative Officer search committee.

The Board unanimously approved the recommendation made by the Copyright Web Editor search committee.

The Board unanimously approved the recommendation made by the Web Manager search committee.

The search for Technical Reports Editor will continue through the end of March.

d. Other items

Conference Wrap-up

The Board congratulated the Program Committee for a successful conference in Cincinnati. Some remarked that they thought having sessions with related topics scheduled back to back was very effective. The Program Committee also did a good job in taking up some of the responsibilities that were formerly done by the Local Arrangements Committee, such as the tours.

There were some concerns about the use of Skype during presentations. This technology often does not work smoothly enough to give a presentation or have extended discussions for committee work. If the need for this continues to grow (see discussion in Membership, 09.k), then the technological support for this may need to be addressed by the Convention Managers.

Some Board members wished to have more introductions and conversations with the new members during the annual meeting. It was asked how to set this up for the future: perhaps the Board could bounce between the Donor Reception and the New Members Reception (which have been scheduled at the same time), or there could be a specially scheduled lunch with the Board and new members. Some also expressed bringing back a reception that was formerly sponsored by the erstwhile Local Arrangements Committee, to have another opportunity to mingle with folks. Suzanne mentioned that this year, they did not receive a list of new members from the Business Office, which would have been helpful with the conference mentoring program.

Post-Conference Survey

It was suggested that there be a mechanism for feedback from members after the annual meeting, but using a shorter, less formal survey, with fewer questions and a comment box. It needs to be sent out right away.

Livestreaming, Archived Videos, and Budgeting

Livestreaming the conference seems to have become an accepted part of the experience. According to Paul, there were 1,776 total plays of the 2015 conference videos (at <https://vimeo.com/musiclibraryassoc>) from last year to the present. The V-Cube livestreaming had 900 views on the first day of that conference. Statistics from this year's conference have yet to be released, but anecdotally, people have been viewing the livestream and interacting via its chat function.

The next step is to figure out a sustainable means to fund it, starting in 2017. The Convention Managers will get quotes from PSAV and V-Cube for the A/V equipment and streaming service for the 2017 meeting in Orlando. It was generally agreed that we should use a cost recovery model. (See previous discussions in the 2015 Middleton meeting minutes, sections 09.n and 13.h.) It was also generally agreed that if someone is registered for the conference, access to the livestream and the archived recordings on Vimeo is part of the registration fee. If someone pays for livestream access without going to the conference, it also includes access to Vimeo. There would be a slight upcharge for those not attending, in order to encourage people to attend.

Details of the payment model still need to be worked out. Should a person be able to pay by the day? There may need to be authentication issues to work out there. Should there be a different fee for group viewing, as there is for ALA Webinars? Should there be tiered fees, or should there be a flat fee for everyone? Should the payment go

directly to the providers, or go through the Business Office? (Vimeo, for example, has a pay-per-view option.) If the former, can they handle international currency? Should we have separate funding streams for livestream and recording, or should consider them together as one expense? It was mentioned that the income should come from several sources: from meeting registration, more than one corporate sponsor. It would be a matter of figuring out the percentages of each income source. Going forward, the Advertising Manager would need to help in pinpointing vendors who would be willing to sponsor the conference recordings.

Other considerations include providing captions (at least for 2017) and copyright issues for both the content shown at the session and the videos themselves. There was some talk about possibly creating a position that would specifically manage the conference recordings.

Working Groups

A couple of committee chairs had approached Michael Rogan about forming working groups, and wanted to know the distinction between a task force and a working group. A task force has a specific charge and timeline. Section VI.D in the Constitution and Bylaws (VI.J in the Administrative Handbook) states, "Task forces may be created and appointed by the President, in consultation with the Board of Directors, to perform charges as defined in letters of appointment. Each task force is by definition ad hoc, and shall continue in existence until its purpose is accomplished or the President, in consultation with the Board of Directors, discharges it."

Working groups have not as yet been defined. The Board discussed some rough parameters for a working group: it is a group appointed by a committee that performs a specific function for that committee. The members of the working group need not be members of the committee. The working group's assignment can be indefinite, and could continue the work of a task force. A committee can have more than one working group and is responsible for overseeing the work. The members do not need to be appointed by the president; however, if the group requires resources that the committee cannot provide (e.g., a separate microsite and login), then the president must be notified and the members appointed, effectively becoming part of the Administrative Structure. The chair of the committee can consult with President to decide whether a group is a task force or a working group.

Basic Music Library 4th edition

It was asked whether a prototype of *Basic Music Library* (BML) was supposed to have been made available at the meeting. One was requested, but it was not forthcoming from ALA Editions. Michael Rogan said that he is planning to go to the ALA annual conference in Orlando in June, and hopes to talk to someone high up in the chain of responsibility in ALA Publishing about BML, the problems it has encountered, and sound out what ALA's expectations are. The Future of the *Basic Music Library* Task Force intends to send a progress report to the Board by the spring Middleton meeting.

Music Library Advocacy

Lisa reported that she had approached Linda Fairtile about heading a group to work on the library advocacy project (the most recent Board discussion is mentioned in the minutes from the September 2015 Lexington meeting). Linda was the chair of the 2012 Branch Libraries Task Force, and was recommended as a possible participant. In conversations at this year's annual meeting, Linda seemed interested in taking on the project. She and Lisa will discuss possible next steps in the very near future.

Open Carry Issue

This conversation originally started from the recent American Scholarly Societies Joint Statement on Campus Carry Legislation. This legislation allows licensed owners to carry concealed handguns into the buildings and classrooms of university campuses. (See the American Musicological Society's statement at <http://www.ams-net.org/joint-statement.php>.) Although the Board felt it would be inappropriate for the association to sign such a statement, the discussion turned to the association's responsibilities concerning future conferences in states that could have open and concealed weapons laws. Our actions as an organization would need to be informed by a hotel's policy and the state laws. It is possible that our site selection consultant company, HelmsBriscoe, may have had some experience with this, and would be worth asking them.

Future Board Meetings

The next in-person Board meeting is tentatively scheduled for June 9-11, 2016, at A-R Editions offices in Middleton, WI. The fall Board meeting will be in conjunction with a local chapter meeting. The Board received invitations from the Atlantic (joint meeting with the Southeast Chapter, October 20-22) and the New York State-Ontario (October 13-15) chapters. It was decided that the Board speak with the coordinators of the joint meeting with ATMLA and SEMLA.

14. Adjournment

The outgoing members thanked the Board for the past two years, and the Board expressed appreciation for their service.

It was moved by Damian Iseminger and seconded by Andrew Justice to adjourn the meeting at 11:02 am. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board

- 1. Advertising policy statement as proposed by the Advertising Manager. (08.a)**
- 2. Amended policy on conference registration refunds. (08.b)**
- 3. Revised Guidelines for Transfer of Official Documents. (08.f)**
- 4. The report of the BIBFRAME Task Force was approved, and the task force is dissolved. (09.c)**
- 5. The report of the Genre/Form Task Force was approved, and the task force is dissolved. (09.c)**
- 6. Definition of "Budget" and stipulations for budget review. (09.i)**