

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
New Orleans, LA, October 14-15, 2017

Saturday, October 14: 12:32 pm – 5:03 pm ; Sunday, October 15, 9:08 am - 10:35 am

Present: Joe Clark, Paula Hickner, Anna Kijas, Andy Leach, Suzanne Eggleston Lovejoy, Mark McKnight (presiding), Michael Rogan, Lisa Shiota (recording), Hermine Vermeij, Gerry Szymanski, Janelle West

Guest: Diane Steinhaus, Convention Manager (08.b, 07.g, 09.b, 09.h, 09.n)

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

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

0a. It was moved by Michael Rogan and seconded by Lisa Shiota to approve the proposed changes to the application criteria for the Kevin Freeman Travel Grant. The motion was unanimously approved. The changes are detailed below.

The Kevin Freeman Travel Grant is intended to support travel and hotel expenses to attend the Music Library Association annual meeting. Grant(s) include the conference registration fee and a cash award up to \$750, subject to approval of the current year's budget by the MLA Board. The applicant must be a **regular, paraprofessional, or student** member of the Music Library Association and either be **(1)** in the first three years of ~~his/her professional~~ **their** career, **(2)** a graduate library school student aspiring to become a music librarian, or **(3)** a recent graduate (within one year of degree) of a graduate program in librarianship who is seeking a professional position as a music librarian. At least one grant will be awarded to a first-time attendee, if applicable. At least one grant will be awarded to an individual from an underrepresented ~~racial or ethnic~~ **minority group***, if applicable. **Awardees of the Diversity Scholarship Award will be automatically considered for the Travel Grant.** Recipient(s) are **publicly** announced each year at the MLA Annual Meeting. Calls for applications are issued in the late spring or summer.

0b. It was moved by Hermine Vermeij and seconded by Joe Clark to approve the request from the New England Chapter for \$500 to assist in sending a member of their chapter who is a "current or recent MLIS graduate student or a new library professional to support their travel the MLA national annual meeting." The motion was unanimously approved.

0c. It was moved by Hermine Vermeij and seconded by Joe Clark to approve the request from the Greater New York Chapter for \$500 to assist "a student or recent graduate within the New York metropolitan area to travel to the Association's annual meeting in Portland in early 2018." The motion was unanimously approved.

0d. It was moved by Hermine Vermeij and seconded by Joe Clark to approve the request from the Atlantic Chapter for \$500 "to fund a collaborative archives internship between the association, Peabody Conservatory, and the Baltimore Symphony Orchestra (BSO)." The motion was unanimously approved.

0e. It was moved by Michael Rogan and seconded by Lisa Shiota to accept the recommendation from the Diversity Scholarship Award Committee. The motion passed unanimously.

0f. It was moved unanimously to approve the 2018 MLA pre-conference, sponsored by the MLA Digital Humanities Interest Group, the MLA Emerging Technologies and Services Committee, MLA Archives and Special Collections Committee, and the MLA Education Committee. The original motion included a title for the

pre-conference which was similar to the name of an unrelated company. It was moved by Lisa Shiota and seconded by Michael Rogan to amend the original motion and strike the title, which was unanimously approved.

The meeting was called to order at 12:32 pm by President McKnight.

01. Approval of Agenda

It was moved by Hermine Vermeij and seconded by Joe Clark to approve the agenda. The motion passed unanimously.

02. Recording Secretary's Report Lisa Shiota

It was moved by Michael Rogan and seconded by Hermine Vermeij to approve the minutes of the Board meeting held at Middleton, WI, June 24-25, 2017 as amended. The motion passed unanimously.

Michael asked what the trigger is for things to be put on website after they have been approved by the Board—in particular, the Board had recently approved the updated charges of the Diversity Scholarship and the Education Committees (see May 24-27, 2017 Middleton minutes), but they have yet to appear on the MLA website.

Mark stated that there is nothing formally in place per se, but that he as president should assume responsibility for initiating this action.

03. Parliamentarian's Report Suzanne Eggleston Lovejoy

The following changes were made to the Administrative Handbook:

Revised the charge to the Education Committee, which was approved by the Board at the May 2017 meeting to read:

VI.H.3.a. CHARGE

To develop and coordinate continuing educational opportunities for a diverse audience including professional music librarians at all levels of their career and other professionals, paraprofessionals, and students regardless of whether they are MLA members or have a background in music or music librarianship. The committee should pursue both traditional and innovative delivery methods, both in person and digital. The committee will maintain a rotation of educational opportunities related to all aspects identified in the Core Competencies for Music Librarians and other evolving needs of the profession. (rev. 4/2009) (rev. 6/2017)

Removed VI.H.3.e. Educational Outreach Program Subcommittee of the Education Committee, which was dissolved by the Board at the May 2017 meeting.

Added the Best of Chapters Awards Committee charge. The committee, although appointed in 2004, had been inadvertently left out of the Administrative Handbook.

VI.H.9.g. BEST OF CHAPTERS AWARDS COMMITTEE

The Best of Chapters Awards Committee consists of three members, with staggered three-year terms, appointed by the President. The chair rotates each year to the member beginning the third year of his or her term. All members must be personal members. The purpose of the committee is to solicit and receive nominations annually from the chapters for presentations to be considered for the Best of Chapters Session at the annual meeting, to review and make decisions about which presentations should be given at the annual meeting for that session, and to review policies and procedures for said nominations on a regular basis for necessary revision. (approved 2004/10; added 2017/7)

Added the Lenore Coral IAML Travel Grant Committee, after consultation with committee chair John Shepard and President Mark McKnight. Although the Committee was approved by the Board in June 2011, and the purpose appeared in the Administrative Structure, it was not represented in the Handbook.

VI.H.9.h. LENORE CORAL IAML TRAVEL GRANT AWARD COMMITTEE

The committee consists of a chair and three to four additional members, who are appointed at one time for a term of one year. All members must be personal members of both MLA and IAML. The purpose of the committee is to recommend to the Board in even numbered years, or more frequently at the discretion of the MLA Board of Directors, a member of the Music Library Association, who is also a member of IAML, to receive support for travel expenses and conference fees to attend an annual IAML meeting. Priority is given to a member attending his or her first or second IAML conference and who has not received this award in a previous year. Applicants for the travel award should have little or no support from their home institution or library. This grant is supported by the Lenore F. Coral IAML Travel Fund. (approved 6/2011; added 10/2017)

Other actions by the Parliamentarian, per her report:

Reviewed the list of committees in the Administrative Structure and the Administrative Handbook to locate omissions and inconsistencies.

Reported a few inconsistencies between the Administrative Handbook and the Administrative Structure to the Administrative Officer and Assistant Administrative Officer; between the Index to Board Policies to the Secretary, and between the Administrative Handbook Google document and web version to the Web Manager. All have been resolved.

Have begun compiling a handbook of best practices for the Parliamentarian to cover matters not addressed in the Administrative Handbook.

It was suggested that consistent pronoun usage in the Administrative Handbook be kept throughout, and recommended that "they/their/theirs" instead of "his or hers" be used. Mark thanked Suzanne for all her work.

04. Administrative Officer's Report Janelle West

From her report:

BUDGET REPORT

INCOME

As of September 29, 2017, total income was \$127,650.33, which is 30.43% of the budgeted income of \$419,559.00. As the year progresses, we can expect a significant boost of income from the annual meeting and from royalties.

Dues (1.0 & 1.2)

As of September 29, dues income was \$109,130.00, which is 71.44% of the budgeted amount of \$152,766.00. The \$495.00 in IAML dues is for the calendar year 2016, and therefore belongs to fiscal year 2017.

\$4,129.00 in Chapter dues has been received on behalf of seven chapters. \$3,390.00 was returned to the chapters in August. Final payment of \$62.00 for FY17 was also made at the time.

Sales (2.0)

Income from *Notes* advertising is \$8,570.00, which is just over half of the anticipated income for the year. The bulk of *Notes* royalties will come later in the fiscal year; currently, MLA has received just \$790.53.

MCB subscriptions are off to a slow start, which is typical. Jim Zychowicz sent out a renewal notice to third party subscribers last week, so the pace of subscriptions should drastically increase in the next couple of months.

All other sales income is coming in as expected.

Meetings (3.0)

\$3,000.00 in Meeting Contributions (3.014) was received from Alexander Street Press to sponsor streaming video for Orlando 2017, but it was not received in time to post to FY17.

Other Income (5.0)

MLA recently received \$56.15 from the Amazon Smile program.

EXPENSES**Meeting (10.0)**

Meeting expenses so far are related to YM programming and exhibit services. Activity will increase as the Portland meeting approaches.

Chapter Support (11.03)

A total of \$1,500.00 in Chapter Grants has been disbursed to the Atlantic, Greater New York, and New England chapters.

Awards Issued (12.0)

\$2,250.00 was paid the Enrique Caboverde, the Diversity Scholarship winner. All other award winners have yet to be determined.

Management Services (6.0)

MLA paid \$10,000.00 to SVA for the yearly audit, which is in the final stages of completion. \$900.00 was paid to Goldman & Minton, P.C. for review of the St. Louis contract and for a written statement regarding the NAACP travel advisory.

All other management expenses are coming in as expected.

Program Expenses (7.0)

\$5,289.64 in CMC travel reimbursements for ALA Annual 2017 (7.021) was posted to FY18 instead of FY17. This means FY17 totals will look better than they should, and FY18 totals will look worse, but the numbers will balance out in the end.

Likewise, the \$85.37 under MLA Shop Expense (7.034) pertains to Orlando 2017 and belongs in that fiscal year.

Other Member Services (8.0)

The \$5,272.00 in IAML dues (8.071) represents a portion of CY17 dues returned to IAML in the spring; for accounting purposes, this amount was applied to the current fiscal year. The remaining \$2,306.12 in 8.07 reflects a final payment of CY16 IAML dues that could not be posted to FY17.

Publications (9.0)

Publication expense lines are coming in as expected.

Other Income—Awards (S6.03)

A clerical error in the Hill/O'Meara Fund line (S6.036) of the approved budget proposal was corrected from \$520.00 to \$530.00. This change did not require a Board vote, as award amounts were approved previously at the Winter Board Meeting.

INVESTMENTS

Fund totals as last reported on March 31, 2017, and on September 30, 2017:

	March 31, 2017	Sept 30, 2017
Fidelity	\$ 1,146,129.59	\$ 1,212,883.12
Calvert	\$ 291,658.16	\$ 300,553.38
Total	\$ 1,437,787.75	\$ 1,513,436.50

Award accounts at the end of the CY2017, Q3:

Bradley	\$ 6,812.61
Gerboth	\$ 38,342.13
Duckles	\$ 42,066.23
Hill/O'Meara	\$ 11,395.06
Epstein	\$ 64,046.89
Freeman	\$ 52,844.42
Wicker	\$ 17,759.60
Ochs	\$ 60,200.18
RILM	\$ 54,785.60
Ratliff	\$ 76,851.87*
Coral Travel	\$ 18,908.63
Diversity	\$ 58,681.33

*\$25,977.07 for Orlando expenses not yet transferred out

Other funds:

MLA Fund	\$ 931,844.33
Board Designated Assets	\$ 78,897.62*

*Includes \$11,140.00 in FY18 awards not yet paid out

In July our Fidelity rep, Charles Cristin, performed an Annual Strategic Review of our managed accounts, and he and the Fidelity team concluded that MLA's current investment strategy is appropriate for our purposes.

PUBLICATIONS

Three new MLA titles are on track to be published by A-R Editions this fiscal year. Jean Harden's book on music cataloging (TR) is in proofs and will be priced at \$100. Two other titles are nearing the proofs stage: Kathleen Abromeit's book on music information literacy (BM), and Erin Conor, Marian Ritter, and Beth Christensen's book on music information literacy for instructors (TR).

MEMBERSHIP

As of September 11, total membership is at 71.24% of last year's total, which is fairly typical for this time of year. The numbers will increase after Portland registration opens, as many people wait to renew their memberships until registering for the meeting.

BAR discussion: Should there be a point when expired/suspended members are removed from their roles in the Administrative Structure? If so, an appropriate timeframe needs to be determined. [note: see further discussion on the report, below]

Topic for discussion: Possible renewal deadline for IAML. Since the IAML membership year coincides with the calendar year rather than MLA's fiscal year, IAML membership renewals occurring after the close of our fiscal year present booking complications. Enforcing a yearly renewal deadline by closing registration on June 30th would help to keep the books clean, in that full payment of dues back to IAML could occur early enough to post to the correct fiscal year. The downside is the possible loss of potential renewing or new members who attempt

to join after the registration period has closed. This year, the latest QuickBooks data (September 29) indicates that only 7 people have joined since June 30, so it is possible that with effective messaging, the number of lost members would be minimal. [see further discussion on the report, below]

FY17 AUDIT

The audit for FY17 is complete, and draft documents are available. SVA found no issues with the books, and the adjusted journal entry report contained only one entry, which was from a previous fiscal year.

SVA recommended that MLA remove the ability of the A-R President to transfer funds between the Fidelity money market account and our checking account. Though Pat has never used this ability, I will consult with Charles Cristin whether there is a way retain his view-only capabilities while foregoing the authorization to transfer funds.

SVA also identified a material weakness in the area of segregation of duties. Namely, that the AO can create vendors (via the Approved Vendors List), submit requests for payment to those vendors, and sign checks to them. As this is a variation on a reoccurring audit theme, we have been fine tuning our processes over the years to address it, and we will continue to do so.

The audit went very smoothly this year, thanks in large part to the efforts of Pat Wall and Jim Zychowicz, who have worked diligently over the last two years to make sure our records in QuickBooks are clean and in order. I'm extremely grateful to them!

Respectfully submitted,
Janelle West

Further discussion on the report:

Janelle requested a vote on the MLA Approved Vendors List: the MLA Approved Vendors List identifies vendors or other entities who receive recurring payments or reimbursements and for whom RFPs may be submitted without supporting invoices, if necessary.

Voting on this list occurs every at fall Board meeting. **It was moved by Michael Rogan and seconded by Joe Clark to approve the MLA Approved Vendors List.** The motion was unanimously approved.

Janelle also requested discussion and a possible vote on a course of action for those in the Administrative Structure (<http://www.musiclibraryassoc.org/?page=AdministrativeStruct>) with expired membership.

This issue has been particularly problematic for committee members who have not renewed their membership with the association. According to section VI.A.1 of the Administrative Handbook (http://www.musiclibraryassoc.org/mpage/admin_handbook_VIA), members must be in good standing with the association in order to serve on a committee. Currently, the renewal process opens in June of every year; the membership year begins July 1. Reports were run that checked the Administrative Structure list against current members of the association. In August, there were 32 committee members who had not renewed. Mark had sent personal emails to these members, copying the chair of the committee to whom they belonged. As of October 5, there remained 14 delinquent members, including one chair.

This has been an ongoing problem for many years, despite regular reminders. Late renewals are difficult for the Business Office to maintain because of having to send them back issues of *Notes* once they renew. There was much discussion on what the consequences should be for not renewing in a timely fashion, and how much of a grace period to give. It was suggested for the committee chairs to bear the some of the burden of reminding their members to renew their MLA membership; a reminder to the chairs themselves could be sent via the Committee Chairs list. It was also suggested that although the Administrative Officer can obtain the list of

delinquent members and the President can send the first reminder notice, follow-ups should be done by someone else, perhaps by the Vice President or by the Membership Committee. It was asked whether an automatic renewal option could be created. It was generally agreed that delinquencies are unfair to active committee members and others in the Administrative Structure who are diligent in paying their dues, and that it was reasonable to set a deadline for renewing for those within the structure.

It was moved by Michael Rogan and seconded by Anna Kijas that ongoing members of the Administrative Structure that have not renewed their association membership 30 days after the start of the membership year be removed and replaced by the President. The motion was unanimously approved. For the current calendar, the cut-off date for renewal would be August 1. In addition to the announcement to the general membership, the President will send a message via the Committee Chairs list to tell their members to renew by that date or they will be removed from the committee.

Renewals for IAML membership open in December for the following calendar year. The Business Office is asking to put a June 30 deadline for renewing for that year, to align with MLA's fiscal year accounting. As noted in the report, there will be a gap between July and December where signing up for IAML membership will be closed. It was suggested to state this on the website. It was also asked whether alerts can be created as a reminder to revisit registration in December.

Janelle added that the auditors had asked whether the Board had started work on writing up a disaster recovery plan for maintaining operations. It had been strongly suggested that we have a plan in place. A group will be formed to work on this.

An update to the FY17 budget shows around a \$22,000 surplus.

Mark thanked Janelle for her work as Administrative Officer.

05. Vice President's Report. Michael Rogan

From his report:

Chapter Meeting

Attended the July 7, 2017 chapter meeting of the Pacific Northwest Chapter in Anchorage, Alaska, held at the University of Alaska, Anchorage, hosted by Ralph Courtney. After a full day of interesting sessions (including open oral histories of Cindy Richardson, Laurel Sercombe, and Judy Tsou) and a tour of the Consortium Library, some members elected to attend a glacier-sightseeing sunset dinner cruise through the deep water fjord of Blackstone Bay. (NB: Twilight fell at 11:30 PM.) Here are some of us at Bird Point along the Seward Highway on route to the cruise. [photo cut here for space considerations]

Chapter Grants

Notified the Atlantic Chapter that their chapter grant application for \$500 to fund a collaborative archives internship among the Association, Peabody Conservatory, and the Baltimore Symphony Orchestra, was approved. Notified the Greater New York Chapter that their chapter grant application for \$500 to assist a student or recent graduate chapter member to travel to MLA Portland 2018, was approved. Notified the New England Chapter that their chapter grant application for \$500 to assist a student or recent graduate chapter member to travel to MLA Portland 2018, was approved.

All 3 Chapter Grant RFPs were emailed to the AOs July 2nd, for prompt fiscal year payment.

(While at PNWMLA, I strongly encouraged the chapter to apply for a future chapter grant focusing on outreach, possibly with support from the newly reconfigured Education Committee.)

Respectfully submitted,
Michael J. Rogan

06. President's Report. Mark McKnight

From his report:

Committee appointments continued, at a much slower pace, and we are just about all up-to-date—this included sending out letters to incoming members and thank-yous to outgoing members, with which Paula Hickner helped me greatly. Paula also provided a list of committee members who had not yet paid their MLA dues for the new, 2017-18 year and I sent reminders to all of these people, mostly with positive responses. I would like the Board to discuss this issue and what kind of leeway we should give delinquent members. [See discussion under Administrative Officer's report, 04.]

The highlight of the summer was my trip to Riga to attend the annual IAML Congress, where I represented MLA as the IAML-U.S. Branch. This was my first time to attend a IAML Congress outside North America, and it was a most enjoyable and informative experience. Riga is a charming city, and our hosts at the Latvia National Library were extremely warm and welcoming. I learned a lot, made some new friends, and, I hope, was able to form connections between MLA and our colleagues abroad that will be mutually beneficial in the future.

In June I signed a contract with V-Cube USA to provide video recording and live streaming for the 2018 Annual Meeting in Portland. The contract covers three days of the conference, in one room, at the same rates as before. We are now in negotiations for a five-year contract with V-Cube, same terms, for 2019-2023. The Board will need to decide on the fee structure for the Portland meeting. [see discussion under Convention Manager's report, 08.b]

One issue that consumed much of my time during August was one brought up on MLA-L concerning a "travel advisory" issued by the Missouri NAACP in response to a bill (SB 43) recently passed by the Missouri state legislature. This bill in essence shifts the burden of proof from defendant to plaintiff in employment and other discrimination cases and has engendered much discussion among the music library community and MLA members, with several different opinions being expressed, and calls for us to move our 2019 and 2023 meetings to another location. E-mail and phone conversations with Diane Steinhaus, Sandy DiMinno of Experient, our conference-planning representative; our legal counsel, Kathryn Goldman, and others provided information for the Board to contemplate as they decide on this very sensitive issue. [see discussion under Convention Manager's report, 08.b]

Respectfully submitted,

Mark McKnight

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 (Kathy Abromeit)**
- b. **Basic Music Library (Daniel Boomhower)**
- c. **Copyright Web Site (Marci Cohen)**
- d. **Index and Bibliography Series (Maristella Feustle)**
- e. **Music Cataloging Bulletin (Chris Holden)**
- f. **Newsletter (Michelle Hahn/Misti Shaw)**
- g. **Notes (Deborah Campana)**

In her report, Debbie had mentioned evaluation of the electronic access version of *Notes* as a membership renewal option. Although Board members did not feel this warranted a vote, they felt this would be worthwhile to consider, and would be interested in seeing a report of this evaluation.

- h. **Technical Reports (Jon Saucedo)**
- i. **Open Access (Kathleen DeLaurenti)**

08. Special Officers' Reports

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

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

Diane was invited as a guest to the meeting. She will be finishing her term as Convention Manager at the end of the 2018 Portland meeting, and Wendy Sistrunk will assume the responsibilities as Convention Manager. A call for applications for Assistant Convention Manager has been posted and a search committee will be formed. Diane opined that the convention managers will need to consider doing site visits for the next round of conferences soon, perhaps around 2019.

V-Cube, who has been providing videorecording and livestreaming services for the annual meetings, submitted a 5-year proposal for the Board to review. The proposal calls for a fixed rate with a discount for 2019-2023. It was asked whether their service will remain should the conference need to be moved to another city. It was noted that their contract is for the service itself, not with the hotel. Diane stated that V-Cube has great to work with and has been very responsive to the association's needs, and the Board generally felt that it would be good to have some stability in service and continue the relationship with them. **It was moved by Michael Rogan and seconded by Hermine Vermeij to approve the 5-year contract with V-Cube.** The motion was unanimously approved.

Discussion followed concerning setting streaming and video access fees for the 2018 Portland meeting. In order for the service to be revenue-neutral, it was suggested to increase the fees. However, it was agreed that the fees need to remain reasonable in order to allow for access, and that people who had used the service during the last conference (which was the first IAML Pan-American regional conference) should be encouraged to continue, particularly those from the Latin American countries. Any fee increase should be incremental over time so that a market for the service can be established. A tiered fee structure was proposed for association members and non-members, and if it is possible to gather this information, to create a third tier for non-members who paid for the streaming service during the 2017 Orlando conference. **It was moved by Michael Rogan and seconded by Hermine Vermeij that if the Business Office can determine those non-members who had paid for streaming during the 2017 Orlando conference, to set the streaming fees as follows: \$15 for members, \$50 for non-members, and \$25 for returning non-members.** If unable to determine returning non-members, the fees would be for members and non-members only. The motion was unanimously approved.

It was determined that institutional pricing be discussed at a later date.

Consideration for waiving the streaming fees for the 2019 St. Louis meeting will be discussed. (See below)

The Board discussed at length about whether to keep the contract with the Hilton hotels for the 2019 and 2023 meetings in St. Louis, MO.

Background: Last year MLA signed a five-year contract with Hilton Hotels for hosting MLA's Annual Meetings for 2019-2023. The locations chosen and approved by the Board included two different Hilton properties in St. Louis (2019 and 2023). St. Louis was selected because it fit the criteria identified by the Board, based on a post-conference survey of members: mid-sized cities that would be less expensive than large cities; easy to get to (airline hubs); attractive amenities; sufficient meeting spaces; nearby attractions; rich, diverse cultural and musical history of the city and region; and convenience of location. This past summer the state chapter of the NAACP issued a Missouri travel advisory in protest of a bill (SB 43) passed by the Missouri state legislature, a bill

that in essence shifts the burden of proof from defendant to plaintiff in employment and other discrimination cases. This issue engendered much discussion on the association's listserv in light of our plans to meet in St. Louis in 2019 and 2023. Several members called to change the plans to meet in St. Louis in solidarity with the NAACP, as well as for concerns over other recent high-profile instances in the state of racial discrimination and police brutality, especially in the St. Louis area. The discussions revealed a wide variety of opinions on the matter and also touched on deeper issues of race, diversity, and inclusion within our own organization and how MLA should respond in general to divisive and polarizing political actions and statements that are currently facing our country.

The Board engaged in a SWOT analysis prior to and at the meeting, considering its mission and strategic goals, the safety and concerns of the members, the terms of the contracts with the hotels, and the longterm health of the association. After much discussion, the Board determined that keeping the contracts with the St. Louis hotels would provide better opportunities for the association to make a statement about diversity and inclusion, which could include presentations on this theme and direct outreach to local music groups and schools. **It was moved by Suzanne Eggleston Lovejoy and seconded by Joe Clark to keep the contracts for 2019 and 2023 with the Hilton hotels.** The motion was unanimously approved.

An FAQ about this decision has been posted to the MLA blog, and a message was sent out to the membership. Mark thanked the Board for the thoughtful discussions, and thanked Convention Managers Diane Steinhaus and Wendy Sistrunk, and conference planning representative Sandy Diminno of Experient for their work leading up to these discussions.

- c. **Development Officer (Lindsay Brown)**
- d. **Placement Officer (Sara Outhier)**
- e. **Publicity and Outreach Officer (Sarah Nodine)**
- f. **Archivist (Melissa Wertheimer)**
- g. **Web Manager (Katie Buehner)** report received under 09.u.
- h. **Management Services (Jim 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 instances, the Board greatly appreciates the committees' contributions to the organization.

- a. **Awards (Various)**
 - i. **Best of Chapters (Jacey Kepich)**
 - ii. **Bradley (inactive)**
 - iii. **Epstein (Marci Cohen)**
 - iv. **Freeman (Kyra Folk-Farber)**
 - v. **Gerboth (Rebecca Littman)- no report received.**
 - vi. **Publications: Duckles, Hill, O'Meara (Alan Karass)**

It was moved by Andy Leach and seconded by to accept the recommendations from the Publication Awards Committee for the Richard S. Hill, Eva Judd O'Meara, and Vincent H. Duckles awards. The motion passed unanimously without further discussion. Mark thanked Alan and the Publications Awards Committee for their work.

- vii. **Coral (inactive)**
 - viii. **Diversity Scholarship (Michael Colby)** see under New Business, 13.a.
- b. **Archives & Special Collections (Adriana Cuervo)**

The committee's Working Group for Archival Description of Music Materials had requested Board approval to pursue a publication partnership with the Society of American Archivists (SAA) for their draft of a music

supplement to *Describing Archives: A Content Standard* (DACS). The Board did not feel this required its approval; however, it was generally felt that this supplement is a much needed and worthwhile document, and the Board encouraged the working group to continue communication with SAA. It was also suggested that the group talk with Open Access Editor Kathleen DeLaurenti and Technical Reports Editor Jon Saucedo concerning potential for publication.

- c. **Cataloging & Metadata (Tracey Snyder)**
- d. **Career Development and Services (Ana Dubnjakovic)**
- e. **Development (Lindsay Brown) see 08.c.**
- f. **Diversity (Joy Doan)**
- g. **Education (Lisa Hooper)**
- h. **Emerging Technologies & Services (Jonathan Manton)**
- i. **Music Discovery Requirements Update Task Force**

The Music Discovery Requirements Update Task Force submitted Version 2 of the Music Discovery Requirements document for board approval. The Board agreed that the document, which reflects the changes in encoding and recording standards since 2012, is very thorough and well written. **It was moved by Hermine Vermeij and seconded by Joe Clark to approve the Music Discovery Requirements, version 2.** The motion was unanimously approved.

- i. **Finance (Hermine Vermeij)**
- j. **Legislation (Tammy Ravas)- no report received.**
- k. **Membership (Mallory Sajewski)**
- l. **Nominating (Andrew Justice)**

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

It was moved by Michael Rogan and seconded by Lisa Shiota to go out of executive session. The motion was unanimously approved.

It was moved by Michael Rogan and seconded by Lisa Shiota to go into executive session. The motion was unanimously approved. The Board discussed the nominations from the Publications Awards Committee (see 09.a.vi), further discussed the recommendations of the Nominating Committee, and reviewed the current Special Officers and Editors. The Administrative Officers, being Special Officers, were not present for their review.

It was moved by Michael Rogan and seconded by Hermine Vermeij to go out of executive session. The motion was unanimously approved.

It was moved by Hermine Vermeij and seconded by Michael Rogan to approve the Nominating Committee's recommendation for the Citation Award. The motion was unanimously approved.

It was moved by Michael Rogan and seconded by Suzanne Eggleston Lovejoy to accept the nomination for the Special Achievement Award. This is an award given by the Board. The motion was unanimously approved.

The Board is awaiting further information from the Nominating Committee before voting on the election slate.

- m. **Oral History (Therese Dickman)**
- n. **Planning (Gerry Szymanski)**

Gerry submitted a draft of the association's Code of Conduct for review. The language of the Code of Conduct was patterned after the Digital Library Federation's Code (<https://www.diglib.org/about/code-of-conduct/>), and

also incorporates selected content from policies from the American Library Association and from MLA's previous documents.

It was asked whether this should be a legally binding document or set out as guidelines. Mark answered that using the Code as guidelines would be sufficient. It was also asked whom attendees should contact should an emergency arise. It was generally agreed there should at least be a list of contact information on the conference website. There was some discussion whether the Code should be expanded to include the association's online interactions.

Once the final version has been approved by the Board, the Code could also be put on the conference website, or possibly mounted as a click-through page on the registration form. It would need to be announced at the beginning of the annual conference, perhaps during the opening reception for the Portland meeting, as there will be no opening plenary session then. The Code would also replace the association's current Non-Discrimination and Anti-Harassment Policy.

Anna had mentioned that the organizations she has had experience with will ask their members for comments on the code, and the Board agreed this would be a good idea. It was suggested that Gerry send the request to members through the administrative mechanism (YourMembership.com, or YM), and he will receive their suggestions. As the goal is to put the Code of Conduct in effect by the 2018 Portland meeting, November 30, 2017 was offered as the deadline for member comments. The Board will then vote on the final, edited version.

It was moved by Gerry Szymanski and seconded by Suzanne Eggleston Lovejoy to approve the draft version of the Code of Conduct and make it available to members for commentary. The motion was unanimously approved.

Gerry mentioned that as Planning and Reports Officer, he had solicited annual reports from committee chairs, chapter chairs, and Special Officers for the 2017 Annual Report. Michael reminded that the annual reports should be published a month before the annual conference at the latest (January 1, 2018), so that participants can be proactive about their strategic planning goals.

- o. Preservation (Maristella Feustle)**
- p. Program (Leslie Andersen)**
- q. Public Libraries (Laurie Bailey)**
- r. Public Services (Sara Manus)**
- s. Publications (Bonna Boettcher)**
- t. Resource Sharing and Collection Development (Mike Duffy)**
- u. Web Committee (Ray Heigemeir)**

10. Joint Committees

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

- a. AMS, Joint Committee on RISM (Jim Cassaro) report not received.**
- b. MPA/MOLA Joint Committee (Elizabeth Davis) report not received.**
- c. U.S. RILM Office (Pamela F. Starr) report not received.**

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

There was no old business.

13. New Business

- a. **Diversity Scholarship Award Committee**

Mark had spoken with Diversity Committee chair Joy Doan, asking if she could serve ex officio on the Diversity Scholarship Award Committee, so that she can assist the award committee with figuring out a mechanism for looking at the membership and identifying underrepresented groups.

- b. **Other Financial Considerations**

The Board sends a representative to the YourMembership.com (YM) annual Xperience conference every year. (YM is the association's software for the website and related administrative activities.) Janelle had noted that Jim Zychowicz expressed interest in going this year.

Paula had also brought up the issue of honoraria for speakers at the annual meeting. According to the Convention Manual, only non-member plenary speakers are eligible for honoraria and travel expenses. This does not apply to non-member speakers who do not present at a plenary session, but requesters often seem to be unaware of this stipulation. In addition, it is often difficult to estimate how much money to ask for, since requests for honoraria are usually before the program for the annual meeting is set. Although it may make sense to request an honorarium without knowing whether the proposal will be accepted, the Program Committee and the sponsoring committees for the session need to be made aware that it is currently for plenary speakers only. It was asked whether the rules should be changed to allow non-member, non-plenary speakers to receive honoraria and travel expenses. This will require further discussion by the Board.

14. Adjournment

The meeting was adjourned at 10:35 am. The motion passed unanimously.

APPENDIX I: New Policies Adopted by the Board:

- 1. Ongoing members of the Administrative Structure that have not renewed their association membership 30 days after the start of the membership year will be removed and replaced by the President. (04)**