

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, May 24-25, 2017

Wednesday, May 24, 9:00 am - 5:00 pm (Finance and Planning Committees); Thursday, May 25, 8:41 am – 5:15 pm

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

Guests: Sara Nodine, Mallory Sajewski (sections 08.e, 09.k, 09.n)

All public reports to the Board were available at the time of the meeting on the MLA website, at <http://www.musiclibraryassoc.org/page/boardagendacurrent> (note change in URL)

The meeting was called to order at 8:41 am by Mark McKnight. He welcomed all the members to the meeting.

Actions prior to Board meeting:

0a. It was moved by Lisa Shiota and seconded by Andy Leach to create the MLA Diversity Award Committee. The motion was unanimously approved. See section 03, Parliamentarian's Report, for the committee's charge.

0b. It was moved by Andy Leach and seconded by Suzanne Eggleston Lovejoy to approve the Diversity Scholarship Award Criteria and Procedures as revised. The motion was unanimously approved.

01. Approval of Agenda

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

02. Recording Secretary's Report Lisa Shiota

It was moved by Michael Rogan and seconded by Suzanne Eggleston Lovejoy that the minutes of the February 2017 Orlando Board meeting be approved. The motion passed unanimously.

03. Parliamentarian's Report Suzanne Eggleston Lovejoy

Edit to the Administrative Handbook (see February 2017 meeting minutes, 07):

V.C.1. PUBLICATION

Currently:

The *MLA Newsletter* is published four times a year, September–October, November–December, March–April, and May–June and is issued to its members for free. The purpose of the *Newsletter* is to keep the membership of the Association abreast of events, ideas, and trends related to music librarianship.

Marked up:

The *MLA Newsletter* is published **four six** times a year, September–October, November–December, **January-February**, March–April, **and** May–June, **and July-August**, and is issued to its members for free. The purpose of the *Newsletter* is to keep the membership of the Association abreast of events, ideas, and trends related to music librarianship. **(rev. 5/2017)**

The edit was unanimously approved.

There was a proposal to edit the language in the Administrative Handbook concerning the Walter Gerboth Award Committee (VI.H.9.b), but there seemed to be confusion as to what was the final revision. This will be revisited by the Board at another date.

Added to the Administrative Handbook (see 0a in these minutes, above):

VI. H. 9. f. Diversity Scholarship Awards Committee

The Diversity Scholarship 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 Committee reviews applications and recommends to the Board annual recipient(s) of the MLA Diversity Scholarship Award. The scholarship award supports eligible student(s) in a master's program in library and information science (MLIS), and reflects the ongoing commitment of MLA to address the growing need for professional staff in music and performing arts libraries to better reflect the evolving demographics of students and faculty in these fields. In addition to financial benefits such as tuition support or relocation costs, successful applicants also receive a complimentary student membership in MLA, career placement assistance (mentoring program, resume review, career advisory service), and a forwarding of their application to the Kevin Freeman Travel Grant Committee. Selection is based on criteria reviewed annually by the Committee to ensure focus on outreach to underrepresented populations.

This addition was unanimously approved.

Added to the Administrative Handbook (see May-June 2014 minutes, 12.c):

VI. H. 23. Diversity Committee

Charge

The committee will work to advance the organization's efforts in diversity by encouraging the participation of groups historically under-represented in music librarianship; including, but not limited to: African Americans, Asian Americans, Latin Americans and Native Americans. The committee will advocate for the recruitment, retention and advancement of members of these groups in MLA and in the profession. Activities will include advising the organization on issues of diversity, monitoring the organization's efforts in this area, and supporting activities, events and initiatives advancing diversity in MLA. The Chair will also serve ex officio on the Development Committee's Subcommittee on Diversity Scholarships, the Membership Committee, and the Career Development and Services Committee.

This addition was unanimously approved.

Suzanne requested Board approval for changing the prohibition against hyperlinks in the Administrative Handbook. As this was not a change in content but a change in formatting, this did not require a Board vote. As long as the links are to an internal MLA website, this should be fine. Links to outside websites should be avoided.

04. Administrative Officer Report Janelle West

From her report:

BUDGET REPORT

As of May 12, 2017, total projected income was \$395,942.29, which is 90.84% of the budgeted income of \$435,888.00. This total does not include \$34,000 in *Notes* royalties and \$7,300 in JSTOR royalties, both of which

were posted to FY16.¹ With these royalties added or estimated back in, MLA should end FY17 with total income of just over \$437,242.29, or \$1,354.29 above budget.

Total projected expenses as of May 12th were \$435,644.42, which is 92.33% of budgeted expenses. Areas that came in significantly under budget were Management Services (6.0), Program Expenses (7.0), and Publications (9.0).

We should end the year with a net ordinary income of \$1,597.87,² without tapping into the \$25,000 set aside for FY17 from the MLA Fund.

Dues (1.0)

MLA dues income is \$161,675.00, which is \$7,235.00 or 4.28% below budget. IAML individual membership dues account for \$19,885.00 of the total, with individual memberships coming in \$1,945 over budget and institutional memberships coming in \$2,000 below budget. MLA will return \$10,245.33 in dues to IAML (per 5/17 currency exchange rates).

This year the IAML renewal period was conducted to correspond with the IAML membership year (calendar) rather than with the MLA renewal period. Overall, this has lessened confusion on the part of the membership, resulting in fewer duplicate IAML membership purchases than in past years. After the Orlando meeting, Jim Z. initiated a clean-up project to address the existing duplicate IAML memberships. In most cases, the memberships could be reapplied to another year, but eleven memberships, mostly from 2016, had to be refunded, for a total of \$825.00. We are optimistic that 2018 renewals will go smoothly, as members have had a year to get used to the new renewal calendar.

Chapter Dues (1.2 & 8.072)

MLA collected \$3,843.00 in dues for FY17 on behalf of the Midwest, Atlantic, Pacific Northwest, California and Greater New York chapters. The majority has been returned to the chapters, and any remainder will be paid at the close of FY17. FY18 will see the additional integration of the Texas and Mountain Plains chapters.

Notes (2.01 & 9.06)

Income from *Note* advertising is projected to come in \$1,190.00 below budget, based on Q3 actuals and Q4 estimates. Royalties income is currently \$37,070.99 under budget, but we should end the fiscal year \$1,000.00 over budget, pending a final decision regarding preferred booking practices.

Notes expenses for FY17 will come in at or just under budget.

MCB (2.03)

MCB subscriptions were down again this year, coming in at \$6,545.00, or 93.5% of the budgeted amount.

Royalties (Monographs) (2.05)

MLA received \$1600.85 in royalty income from MLA's monographs published by A-R; Scarecrow titles generated \$308.19 in royalty income. Overall, royalties came in at 83.14% of the budgeted amount.

Online Advertising Income (2.06)

Income from online advertising is projected to come in just \$170.00 (98.33%) below budget, based on Q3 actuals and Q4 estimates.

Meetings (3.0 & 10.0)

¹ MLA practice is to post royalties to the FY in which they were received, regardless of the CY they represent, but currently there is confusion regarding whether or not to split larger CY payments between FYs.

² Net income: \$35,536.45

The 2017 annual meeting in Orlando narrowly made a profit of \$667.66. Registration fees brought in \$85,459.00, or 99.64% of the budgeted amount. Registration numbers for session streaming were lower than hoped, with 19 live registrants and 8 archived registrants contributing \$365.00 to the total. \$8,725.00 in contributions toward the meeting were received.

Diane Steinhaus worked tirelessly to minimize expenses. The formidable Wi-Fi bill was cut nearly in half due to her negotiations, including that of a \$6,000.00 reduction as atonement for the billing nightmare endured by many attendees. All bills have been received and paid except in the video caption and translation category, for which we await completion of two final videos by May 30. The additional expense should be around \$200.00.

The breakdown of notable expense areas are outlined below:

Ratliff breakdown (12.07):

Guest rooms: \$5,044.89
IAML reception: \$3,822.75
Airfare: \$6,995.61
Video transcription/translation: \$9,927.33*
\$25,790.58 (\$9,209.42 left)

*Does not include captioning/translating of final two videos

Streaming breakdown:

V-Cube (streaming): \$4,800.00 (10.023)
V-Cube (cap/trans): \$7,560.00 (12.07)
3-Play (transcription): \$2,367.33 (12.07)*
\$14,727.33

*Does not include captioning/translating of final two videos

Wi-Fi:

Original quote: \$25,000.00
Final Wi-Fi charges: \$9,223.79

Other Income (5.0)

MLA's Silent Auction at Orlando, Café Press Shop, and Amazon Smile campaigns brought in \$1,126.40 in additional income this fiscal year.

Web Committee (7.0226)

MLA has purchased a subscription to FeedWind for embedding blog feeds into the MLA website. The \$50.00 purchase was approved by the Board at the Winter meeting.

In April, Janelle West attended Xperience17, the annual YourMembership meeting in Orlando Florida. The theme, School of Membership and Engagement, was thoroughly fashioned after Harry Potter, from the Platform 9 ¾ entrance to the live owl that flew in to deliver a post at the opening plenary. The conference was capped off by a private event at Universal's Wizarding World of Harry Potter, where food was consumed and rollercoasters were ridden. Oh, and the conference sessions were good too.

INVESTMENTS

Fund totals on December 31, 2016 and March 31, 2017:

	Dec 31, 2016	March 31, 2017
Fidelity	\$1,064,227.28	\$1,146,129.59
Calvert	\$278,023.19	\$ 291,658.16
Total	\$1,342,250.47	\$1,437,787.75

Award accounts at the end of the CY2017, Q1:

Bradley	\$ 6,361.61
Gerboth	\$ 38,573.13
Duckles	\$ 41,314.23
Hill/O'Meara	\$ 11,559.06
Epstein	\$ 61,856.89
Freeman	\$ 53,261.42
Wicker	\$ 17,936.60
Ochs	\$ 60,460.01
RILM	\$ 54,369.68
Ratliff	\$ 74,448.87
Coral Travel	\$ 18,955.63
Diversity	\$ 58,859.33

Other funds:

MLA Fund	\$ 874,516.88
Board Designated Assets	\$ 67,566.41

Our new Fidelity rep continues to be far more helpful and responsive than the previous rep. We have high hopes that signature changes will be handled smoothly and efficiently this time around.

AWARDS

A recap of award and endowment amounts for FY18, as voted by the Board at the Winter meeting:

Gerboth	\$ 1,560.00
Duckles	\$ 700.00
Hill	\$ 300.00
O'Meara	\$ 230.00
Coral Travel	\$ 650.00
Freeman	\$ 2,300.00
Papakhian	\$ 500.00
Wicker	\$ 800.00
Ochs/Notes	\$ 2,300.00
RILM	\$ 2,300.00

The Board also approved use of the MLA Fund up to \$35,000.00.

MEMBERSHIP

Membership is down in every category except Sustaining and Corporate memberships, and overall membership is at 94.15% of FY16 numbers. Membership number comparisons as of May 12th are as follows:

	FY16	FY17
MLA Members		
Regular Member US	446	422
Regular Member non-US	28	26
Institutional Member US	215	205
Institutional Member non-US	78	71
Student Member US	57	65
Student Member non-US	6	1
Retired Member US	28	26
Retired Member non-US	1	1
Sustaining Member US	62	65
Sustaining Member non-US	0	0
Associate Member US	0	0
Associate Member non-US	1	1
Corporate Patron US	6	6
Corporate Patron non-US	2	1
Corporate Member US	9	10
Corporate Member non-US	0	0
Paraprofessional US	52	46
Paraprofessional non-US	0	1
Totals	991	947

IAML Members	FY16	FY17
IAML Individual	143	107
IAML Institutional	118	96

PUBLICATIONS

A-R Editions anticipates publication of four new MLA titles for FY18, which should improve the royalties outlook for next year.

Respectfully submitted,
Janelle West

Further discussion on the report:

IAML Treasurer Thomas Kalk recommends keeping IAML dues stable for 2018, and will propose a slight increase in 2019.

The errors involving sending appointment emails to the wrong people were discussed. Some of the emails controls on the YourMembership (YM) platform seem to be difficult to use. Janelle had mentioned having a one-on-one

session with a YM representative at the Xperience meeting, but the representative did not know about the issue. The Business Office has contact information for someone who deals technical issues.

The signature changes for the Fidelity accounts were made during the meeting, which seemed to have been successful.

There were questions about the decrease in subscriptions for Music Cataloging Bulletin. There were 230 subscribers in 2015, 205 in 2016, and 187 currently. The rate has been unchanged at \$35/year. It appears that the institutional subscriptions have been dropping for quite some time. It was asked whether the subscription could be made into part of an existing electronic resources package. Others felt that a move towards open access for this title is warranted.

05. Past President's Report Michael Rogan

From his report:

My primary focus since Orlando has been to be available to President McKnight as he takes the reins and moves his agenda forward.

The responsibility of the Past President as liaison to the chapters has me overseeing the Chapter Grant (call is out, with completed applications due Monday June 12th, with preliminary notification due Monday May 22nd). Furthermore, I will be attending the Pacific Northwest Chapter Meeting on July 7th in Anchorage, Alaska.

Respectfully submitted,
Michael J. Rogan

06. President's Report Mark McKnight

From his report:

My presidential duties thus far in my term have been focused on committee and other appointments (by my estimate, almost 60 appointments since the Orlando conference), and revising the administrative structure to reflect relevant changes. To wit, the Educational Outreach Subcommittee voted to disband in Orlando and role their activities into their parent committee, the Education Committee (there will be a BAR [Board Action Required request] in the Education Committee report (09.g.) for this officially to take place). On the additions side, the Board approved the creation of the Diversity Scholarship Award Committee, along with the application procedures and guidelines, and appointments were made to this new committee. A call for applications will have gone out by the time of the Board meeting later this month. We will be receiving a recommendation from the committee in early July and I anticipate that Board approval for their recommendation will occur via an email vote.

As an addendum to the Notes report, on May 12 I signed an amendment to MLA's Publication License Agreement with JSTOR to shorten our "moving wall" from five years to three. According to Anne Shelley, Notes Assistant Editor, this will result in approximately \$700 more in annual royalty revenue. Anne and Notes editor Deborah Campana will evaluate the results of this change at some point to ensure that this decision is in MLA's best interest. We can change back to a five-year wall at any time.

I will be travelling to Riga, Latvia in June to represent MLA at the IAML Congress.

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)** No report submitted.
- c. **Copyright Website (Marci Cohen)**
- d. **Index and Bibliography Series (Maristella Feustle)**
- e. **Music Cataloging Bulletin (Christopher Holden)**
- f. **Newsletter (Michelle Hahn)**
- g. **Notes (Deborah Campana)**

Members-only online access to entire issues of *Notes* is now available at <https://www.musiclibraryassoc.org/?NotesOnlineAccess>. Debbie asked for permission to advertise this electronic version. **It was moved by Andy Leach and seconded by Gerry Szymanski to approve the advertising of online access to entire issues of *Notes* to members.** The motion was unanimously approved.

It was noted that the option to cancel the print version is not available at this time; however, see the Board minutes from the May-June 2014 Middleton meeting, 09.q, for a discussion of this option.

Debbie had also requested that the Board consult legal counsel to review author agreements in accordance with the open access SHERPA/RoMEO agreement. It was remarked that this is covered by the legal fees line in the budget.

h. Technical Reports (Jonathan Saucedo)

08. Special Officers' Reports

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

- a. **Advertising Manager (Scott Stone)**
- b. **Convention Manager (Diane Steinhaus)** see discussion in 09.i, Finance, and 08.g, Web Manager.
- c. **Development Officer (Lindsay Hansen)**

The Development Committee submitted a survey on planned giving for Board review. The Board felt that the survey overall was adequate, but some rewording was suggested. **It was moved by Hermine Vermeij and seconded by Joe Clark to accept the Development Committee's survey on planned giving, as revised by the Board.** The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Michael Rogan to dissolve the Diversity Scholarship Subcommittee. The motion was unanimously approved. The Diversity Awards Committee has been created, and the Development Officer and Committee will handle the award fund as with other funds.

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

Sara came to the meeting to discuss ideas for outreach. She has been working the MLA table in the exhibits area at various conferences. Anecdotally, she stated that she gets the most foot traffic at American Musicological Society (AMS) conferences. Most of the people who stop by the table and talk to her are students.

For future conferences, Sara requested to have a banner made of a map that showed the chapter regions in the United States, and to have chapter members who live in the conference area to act as representatives and help out at the table. She also proposed to alternate going to small and large conferences. She plans on going to the

Society for Ethnomusicology (SEM) conference in Denver this fall, the American Library Association's (ALA) annual meeting in 2018, and the Association of College and Research Libraries (ACRL) in 2019. It has been suggested that outreach efforts should extend to state and regional library associations, perhaps in the form of presentations from MLA members in that state/region, as well as presence in the exhibit area.

Statistics are kept of the number of people who stopped by the exhibit table and the kinds of conversations that were had, but there has not been a good way to measure how many people join the association after this interaction. It was suggested that there could be a question on the registration form that asked how one heard about MLA, and give a list of choices, one being at a conference.

Sara had especially asked for help with the association's social media. She had proposed forming a committee to help with keeping up with Twitter and Facebook posts. It was noted that there had been an Outreach Committee, which was dissolved in 2012 (see February 2012 minutes, 14.b). The Board asked Sara to give more thought to the structure and vision of this committee, which needs to be formally appointed by the president. It may be that she could seek help from members of the Web Committee.

Sara had wondered whether it was worth keeping up the association's official Facebook page when the unofficial Music Librarians page gets a lot more interactions, and whether it was worth keeping up the association's blog when it appears that the Newsletter has more current news and is more widely read. The Board agreed that the blog did not seem to be a viable resource for disseminating information—there are a total of eight posts since 2013, and the last post is announcing an issue of the Newsletter. **It was moved by Michael Rogan and seconded by Joe Clark, to terminate the MLA blog as a means for outreach.** The motion was unanimously approved.

f. MLA Archivist (Melissa Wertheimer)

Melissa asked the Board to look into the possibility of using official association email addresses (@musiclibraryassoc.org) for all Board members, special officers, and committee chairs. This would allow for continuity during transitions, easier capture of correspondence for the association, and more seamless archiving of electronic records for a particular position. The Board expressed concern in how this will be implemented. For example, for positions whose terms begin and end as assistants for one year and are promoted to officers for two years (see Constitution, Article IV- Officers), this could be onerous to switch email addresses with such frequency. Someone would need to oversee these transitions. It was noted that receiving an email with one's position title instead of one's name seemed impersonal and could be misconstrued as junk mail.

The Board felt that further exploration of this matter is needed, and suggested that Melissa speak to Web Manager Katie Buehner for other possible approaches.

g. Web Manager (Katie Buehner)

Katie requested permission to make available the association's instance of LibGuides to the chapters, for better ease in archiving chapter activities. LibGuides is currently being used by some of the association's committees. Chapters would be offered this option; it would not be mandatory for them to use it. **It was moved by Michael Rogan and seconded by Andy Leach to accept the Web Manager's recommendation of offering LibGuides to chapters.** The motion was unanimously approved.

Also discussed was the livestreaming viewing at the annual meeting versus viewing the recorded videos after the meeting. According to Katie's report, 31 people registered for livestreaming access at this year's Orlando meeting, but there were 234 total views of the Orlando videos on Vimeo as of April 15. It was asked by VCube themselves (who were responsible for producing the livestream and videos) whether it may be better to just record the videos for later viewing, rather than providing the livestream. The bulk of the expense for livestreaming is the monitoring;

some of the hotel costs could be cut if livestreaming was no longer provided. Livestream viewers mostly have not used the chat function to engage with the in-person speakers and audience; it was mostly used to report technical issues. It was noted that there were several comments in the post-conference survey that spoke very highly of the livestreaming, which seemed to be in conflict with the number of people actually registered. It is possible (and has been mentioned previously) that there may be confusion between the live streaming video and the videos recorded from the annual meeting. There was a suggestion to use a service such as YouTube Live or Facebook Live for perhaps the opening session in order to create a buzz for the wider community in lieu of the livestreaming service.

Katie also had asked the Board to look at the possibilities for using Sched (<https://sched.com/>) for annual meetings. Updating the meeting schedule would be easier on all platforms, including print and the website, and it would cost less than Guidebook. In addition, money would be saved by not using YM for the website version and A-R Editions for the print version. However, Guidebook does have a feature for individuals to create their own schedules, and maps and exhibitors list can be more easily added. Sched is a custom-made app that would be an added cost for creating specifically for the association's meeting. It was decided to stay with Guidebook for now, but to look into Sched (and perhaps other options) further.

h. Management Services (James Zychowicz)

09. Committee Reports

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

- a. Awards (Various)**
 - i. Best of Chapters (Jacey Kepich)**
 - ii. Bradley (inactive)** see discussion in 09.n, Planning.
 - iii. Epstein (Marci Cohen)**
 - iv. Freeman (Kyra Folk-Farber)**

The Planning Committee (see 09.n) discussed the Freeman Award Committee's desire to reword the criteria for applications so that it was clear that paraprofessionals and minorities other than racial and ethnic will be considered. On the Freeman Award webpage, it states that the definition of "minority" was taken from the US Department of Labor's Executive Order 11246. However, it was discovered by the Planning Committee that the current statement from Executive Order 11246 on Equal Employment Opportunity, reads, in part: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin." This order does not contain the US government's definition of the word "minority"- this is actually found in the Code of Federal Regulations (CFR) for the Department of Labor, Title 41, Section 60-4.3, page 149 (<https://www.gpo.gov/fdsys/pkg/CFR-2016-title41-vol1/pdf/CFR-2016-title41-vol1-sec60-4-3.pdf>) The citation on the Freeman Award page is incorrect.

The Planning Committee drafted a revised version of the applications criteria for the Freeman Award Committee to review. The award committee should request a Board vote and submit their final version of the revision.

- v. Gerboth (Rebecca Littman)**
- vi. Publications (Alan Karass)**
- vii. Coral IAML Travel Grant (inactive)**
- viii. Diversity (Michael Colby)**

- b. Archives and Special Collections (Adriana Cuervo)**
- c. Cataloging and Metadata Committee (Tracey Snyder)**
- d. Career Development and Services (Ana Dubnjakovic)**

- e. **Development (Lindsay Hansen)** see 08.c.
- f. **Diversity (Joy Doan)**

The Diversity Committee submitted a request to add preferred personal pronoun selection and notation regarding photography permission to badges used at annual meetings. They stated that these will promote greater visibility of the diverse populations within the association. The Board agreed with the intention of the request, but had some concerns with technologically implementing this for the next annual meeting. The Business Office, Convention Managers, and Program Chair will need to be consulted. **It was moved by Michael Rogan and seconded by Hermine Vermeij to accept the proposal of the Diversity Committee on personal pronoun selection and photography permission on annual meeting badges.** The motion was unanimously approved.

- g. **Education (Lisa Hooper)**

The Education Committee requested that the Board approve their revised charge.

The current charge states:

To devise and coordinate activities related to 1) continuing education for music librarianship, and 2) outreach education to those whose responsibilities include music, and to other audiences external to MLA, such as students and faculty in professional librarianship degree programs, and MLA's chapters. Activities can include, but are not limited to, coordinating the development and maintenance of websites that share MLA's expertise on various aspects of music librarianship; developing and sponsoring workshops; and developing and sponsoring conference and pre-conference sessions. The committee will maintain a rotation of session topics that focus on both music and non-music specific librarianship topics (preservation, effective leadership, etc.) and sponsor programs on such topics every few years.

The proposed revision of the charge is:

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.

It was moved by Michael Rogan and seconded by Lisa Shiota to approve the revised charge of the Education Committee. The motion was unanimously approved.

The committee requested permission to use a hashtag on Twitter in order to generate conversation on a specific topic. Because the committee is not asking for a separate account or for funds to purchase, this does not require Board approval; however, the committee should contact the Publicity and Outreach Officer concerning the association's Twitter account.

Based on conversations with Michael and Mark at the 2017 annual meeting in Orlando, the Education Committee and the Educational Outreach Subcommittee (EOP) submitted a request to formally dissolve the subcommittee. The members of the EOP would become members of the Education Committee and continue their terms. The Education Committee will also form working groups which will include the tasks formerly done by the EOP.

It was moved by Hermine Vermeij and seconded by Michael Rogan to accept the recommendation of the Education Committee to dissolve the Educational Outreach Subcommittee and to integrate the members into the Education Committee, with the same terms of service as held under the subcommittee. The motion was unanimously approved.

Finally, the Education Committee requested Board approval to set the remuneration for an instructor of the ALA Editions e-course at \$500. (See minutes from the May 2015 Middleton meeting, 09.g.i, concerning board approval for payments for instructors for webinars.) **It was moved by Michael Rogan and seconded by Hermine Vermeij to set the remuneration amount for instructors of ALA Editions e-courses.** The motion was unanimously approved.

Mark noted that he has not heard from the committee concerning preconference workshops for the 2018 Portland meeting.

- h. Emerging Technologies and Services (Jonathan Manton)**
- i. Finance (Hermine Vermeij)**

1. BAR The Finance Committee recommends that the Board set registration rates for the 2018 annual meeting in Portland at the following levels:

	2018 Portland	2017 Orlando
Early member	\$240	\$240
Early member 1st 3-years; paraprofessional/non-salaried/part-time; retired member	\$190	\$190
Early non-member	\$340	\$340
Reduced for work	\$140	\$140
Regular members	\$340	\$340
Regular non-member	\$440	\$440
Regular student	\$80	\$80
Single day	\$115	\$115
Accompanying person	\$115	\$115

Registration rates are the same as 2017 (which were the same as 2016).
The motion was unanimously approved.

2. BAR The Finance Committee recommends that the Board set exhibitors' registration rates for the 2018 annual meeting in Portland at the following levels:

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

The exhibitors' registration rates are unchanged from 2017. Exhibitor table rates have been unchanged since at least 2008 Newport.
The motion was unanimously approved.

3. **BAR The Finance Committee recommends all MLA IAML member dues remain at the current level for CY18, eliminating the \$10 reduction for new IAML individual members.**

Individual members	\$75
Institutional members	\$110

IAML's dues for calendar year 2017 stayed at current levels.

It was recommended that the \$10 discount be dropped due to accounting confusion with our Business Office and with the main IAML accounting.
The motion was unanimously approved.

4. **BAR The Finance Committee recommends MLA member dues stay the same as FY17.** (They were raised by \$10 last year). (See table below.)

	US	Non-US
Regular member	\$130	\$140
Institutional member	\$165	\$175
Student member	\$65	\$75
Retired member	\$95	\$105
Sustaining member	\$260	\$280
Associate member	\$100	\$110
Corporate patron	\$780	\$790
Corporate member	\$480	\$490
Paraprofessional/Non-salaried/Part-time	\$75	\$85

Membership continues to drop, but dues were raised by \$10 in FY17.
The motion was unanimously approved.

5. **BAR The Finance Committee recommends that MLA set honoraria at the following amounts for FY18:**

Administrative Officer	\$1,200 + Gratis membership/registration
Advertising Manager	Gratis membership/registration
Archivist	Gratis membership/registration
Assistant Administrative Officer	Gratis membership/registration
Assistant Convention Manager	Gratis membership/registration
Convention Manager	\$1,200 + Gratis membership/registration
Copyright Website Editor	Gratis membership/registration
Development Officer	Gratis membership/registration
MCB Editor	Gratis membership/registration
Newsletter Editor	Gratis membership/registration
NOTES Editor	\$1,200 + Gratis membership/registration
NOTES Assistant Editor A	\$1,800
NOTES Assistant Editor B [for eVendors]	Gratis membership/registration
NOTES Assistant Editor C	\$1,800
NOTES Book Review Editor	Gratis membership/registration
NOTES Music Editor	\$1500
Open Access Editor	\$1,200 + Gratis membership/registration
Placement Officer	Gratis membership/registration
Publicity Officer	Gratis membership/registration
Web Manager	\$1,200 + Gratis membership/registration

All gratis memberships include regular MLA membership and early registration for the annual meeting. Honoraria for these positions are in a transitional period between the current honoraria structure and the one approved by the Board at the February-March 2014 Atlanta meeting.

The motion was unanimously approved.

6. BAR The Finance Committee recommends that the Board approve the FY18 (2017/2018) budget as submitted by the Finance Committee.

The motion was unanimously approved.

It was noted that using the MLA Fund to balance the budget is an appropriate use of the fund, as it exists to “allow MLA to become financially sound and able to sustain unexpected fiscal losses” (fund webpage). Adding money from this fund to the budget does not require that it be spent; any unused money from the fund is returned.

It was noticed that there were some very minor rounding errors in the submitted budget, which were corrected at the meeting.

- j. Legislation (Tammy Ravas)**
- k. Membership (Mallory Sajewski)**

Mallory came to the meeting to discuss some of the committee’s thoughts on the association’s declining membership. (See also discussion under 09.n, Planning.) One idea was to change membership rates to a tiered structure based on salary (such as AMS) and the Society for American Music (SAM) currently have); another was to offer discounts for members in related associations such as AMS.

Mallory also brought forth the proposal for the Reduced Registration Program. This program, designed to allow newer members to work at the annual meeting in exchange for a reduced registration fee, has been in place since 2008, with Rick McRae as coordinator. He has since become an ex officio member of the Membership Committee. He is proposing to expand the eligibility requirements for this program to include paraprofessional members in good standing of any duration in length of membership.

The Board questioned whether the cap of 13 people was still necessary for the work that is currently being done at annual meetings, as Rick mentioned having difficulty in finding that many people. It was also asked whether eligibility could be extended to anyone who has financial need, based on salary. Mallory responded that the committee would consider this at a later date, but for now, they have identified that focusing on paraprofessionals was addressing a more immediate need for the association. Michael suggested that the proposal be adopted for now, with the understanding that this conversation needs to continue. **It was moved by Michael Rogan and seconded by Hermine Vermeij that the Board approve the Reduced Registration Program proposal as set forth by the Membership Committee.** The motion was unanimously approved.

Mark thanked Mallory and Sara Nodine for coming to the meeting.

- l. Nominating (Andrew Justice)**
- m. Oral History (Rob DeLand) no report received.**
- n. Planning (Gerry Szymanski)**

At this meeting, the Planning Committee discussed the post-conference survey, the recruitment and retention of association members, and the Kevin Freeman and Carol June Bradley awards. (See 09.a.iv for the discussion of the Freeman award.)

The committee looked at the post-conference survey with an eye towards membership. The conference costs were cited by survey takers as a primary reason for non-attendance. However, many felt that going to the conference was an essential part of being a member of the association. There was speculation of a correlation between conference attendance and membership numbers, particularly that membership renewals often happen when registering for the conference. Both membership and conference registration have been steadily declining (see 04, Administrative Officer's report). It has been asked how members can be engaged beyond the annual meeting. It was suggested to look into ways of providing some kind of certificate for meeting attendance, workshops, and the like, which people could show to their institutions for career development requirements.

One idea for attracting new members was to follow up with people who land jobs that were posted on the Job Placement webpage, and personally welcoming them to join MLA by sending them an email with a link to join, and a list of music resources available on the association's website.

There was much brainstorming on how to create a virtual membership category for library staff for whom music is one of several responsibilities-- someone who may never attend an annual meeting, but want expert online resources on music materials. Mallory expressed concern with the virtual membership category and wondered if it would draw enough people away from regular membership so that it would decrease revenue. There was also some concern about virtual membership in committees, although the committee countered that there would be a limit in each committee for the number of virtual members. Some also questioned how a virtual membership would fit in a salary-tiered rate scale (see 09.k, Membership).

Further research needs to be done on feasibility in providing a virtual membership, in light of the mechanism of our current online resources, such as the conference videos, ALA Editions webinars and *Notes Now*, and future open access content and the possibility of moving towards an online-only subscription to *Notes*. How the association will provide content in the future also needs to be considered.

Retention strategies discussed included creating a Retention Officer position, adding a membership category for people in their first three years of the profession, exit interviews with lapsed members, and making it easy for them to renew their membership by sending the link to renew with the interview survey.

The committee discussed ways to bolster the Carol June Bradley award, which has been inactive due to insufficient money in the fund. There is a goal to bring the award's fund to \$25,000 by 2019; the fund is currently slightly above \$6000. Some ideas included talking with members who knew Bradley, speaking to someone at the University of Buffalo where she taught, launching a matching campaign, perhaps marketing the award as a way to promote oral history within the association. The Development Officer will be asked for further ideas on this award fund.

- o. Preservation (Maristella Feustle)**
- p. Program (Leslie Andersen)**
- q. Public Libraries (Laurie Bailey)**

The Public Libraries Committee submitted for review a survey on music specialists in United States public libraries. Some minor edits were suggested, but the Board felt the survey was acceptable to distribute.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to approve the Public Libraries Committee Survey as revised. The motion was unanimously approved.

- r. Public Services (Sara Manus)**
- s. Publications (Bonna Boettcher)**
- t. Resource Sharing and Collection Development (Mike Duffy)**
- u. Web (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)** No report submitted.
- b. **MPA/MOLA Joint Committee (Elizabeth Davis)** No report submitted.
- c. **US/RILM Office (Jane Gottlieb)** No report submitted.

11. Representatives to Other Organizations

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board greatly appreciates the representative's work for the association.

- a. **MOUG (Jennifer Vaughn)**
- b. **NISO (Nara Newcomer)**

12. Old Business

a. Reappointment of Special Officers and Editors

It was moved by Michael Rogan and seconded by Hermine Vermeij to reappoint Scott Stone as Advertising Manager for one year. The motion was unanimously approved.

It was moved by Michael Rogan and seconded by Hermine Vermeij to reappoint Wendy Sistrunk as Assistant Convention Manager for one year. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint Diane Steinhaus as Convention Manager for one year. The motion was unanimously approved.

It was moved by Michael Rogan and seconded by Hermine Vermeij to reappoint Sara Nodine as Publicity and Outreach Officer for one year. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint Katie Buehner as Web Manager for one year. The motion was unanimously approved.

It was moved by Michael Rogan and seconded by Suzanne Eggleston Lovejoy to reappoint Marci Cohen as Copyright Website Editor for one year. The motion was unanimously approved.

It was moved by Hermine Vermeij and seconded by Michael Rogan to reappoint Christopher Holden as Music Cataloging Bulletin Editor for one year. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Lisa Shiota to reappoint Michelle Hahn as MLA Newsletter Editor for one year. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint Deborah Campana as Notes Editor for one year. The motion was unanimously approved.

It was moved by Michael Rogan and seconded by Anna Kijas to reappoint Jonathan Saucedo as Technical Reports and Monographs in Music Librarianship Editor for one year. The motion was unanimously approved.

13. New Business

Non-Discrimination and Anti-Harassment Policy

Anna requested the Board to consider changing the title of this document (<http://www.musiclibraryassoc.org/default.asp?nondiscrimination>) to Code of Conduct, and to edit it to reflect the association's community values, similar to the one found on the Digital Library Federation (DLF) website (<https://www.diglib.org/about/code-of-conduct/>). Mark asked the Board's Planning Committee to look into the matter.

Michael asked that the Open Board Meeting Policy document (PDF currently linked on <http://www.musiclibraryassoc.org/default.asp?page=Board>) be revised—the last revision was in 2012. He also requested that a plan for preserving Board documents be drafted.

14. Adjournment

It was moved by Lisa Shiota and seconded by Hermine Vermeij to adjourn the meeting at 5:15 pm. The motion passed unanimously. The Fall Board meeting is scheduled for October 12-14, 2017 in conjunction with the joint Southeast Chapter (SEMLA) and Texas Chapter meeting in New Orleans. The Board will meet Saturday, October 14 and Sunday, October 15, location to be determined.

Appendix I: New Policies Adopted by the Board

- 1. The MLA Diversity Award Committee was created. (0a)**
- 2. The Diversity Scholarship Award Criteria and Procedures were approved. (0b)**
- 3. The Diversity Scholarship Subcommittee was dissolved. (08.c)**
- 4. The MLA blog was terminated for outreach purposes. (08.e)**
- 5. The Education Committee's charge was revised. (09.g)**
- 6. The Educational Outreach Subcommittee was dissolved, members now part of Education Committee. (09.g)**
- 7. The remuneration amount for instructors of ALA Editions e-courses was set. (09.g)**
- 8. The Reduced Registration Program proposal as set forth by the Membership Committee was approved. (09.k)**