MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
San Diego, California, March 20-21, 24-25, 2010

Saturday, 20 March: 8:37am-5:20pm; Sunday, 21 March: 8:40am-12:27pm; Wednesday, 24 March 11:30am-1:00pm; Thursday, 25 March: 8:35-10:42am

Present: Paul Cary, Linda Fairtile, Lois Kuyper-Rushing, Karen Little (recording), Nancy Lorimer, Stephen Mantz, Ruthann McTyre (presiding), Jennifer Riley, Michael Rogan, Philip Vandermeer

Guests: Bonna Boettcher (VIII.B.), Pamela Bristah, Jim Cassaro (VIII.C.), Susannah Cleveland, Paula Hickner (VIII.B.), Jerry McBride, Cheryl Taranto, Liza Vick

The meeting was called to order by Ruthann McTyre.

I. Approval of Agenda
   It was moved by Phil Vandermeer, seconded by Paul Cary, and carried unanimously that the agenda be approved as submitted.

II. Recording Secretary’s Report. Karen Little
   It was moved by Lois Kuyper-Rushing, seconded by Nancy Lorimer, and carried unanimously that the minutes of the Board meeting held in Berea, Ohio, September 11-12, 2009 be approved with corrections.

III. Parliamentarian’s Report. Nancy Lorimer
   The Administrative Handbook is current and on the website.
   Committee manuals have been gathered. The incoming Parliamentarian will mount the committee manuals on the website after communicating with the respective committee chairs about this. When additional manuals are created, their drafts should be reviewed by the Parliamentarian so that consistency with the constitution is assured.
   The incoming Parliamentarian will also prepare a draft of guidelines or check-list of generic items that all committee chairs need to know.
   The wording of the ballot regarding the constitutional changes necessary to expand the number of Board members able to vote on actions outside of a formal board meeting was discussed.
   It was moved by Jennifer Riley, seconded by Linda Fairtile, and carried unanimously that the wording of the ballot of constitutional changes be accepted.
   Changes to the handbook necessitated by this change will be discussed at a later date, should the ballot pass by a vote of the membership.

IV. Treasurer/Executive Secretary’s Report. Michael Rogan
   Budget Year 2009-2010
   1. Budget
      Total Ordinary Income to date (March 16, 2010) stands at $280,573.01, which is 65.84% of the budgeted amount of $426,162.50 for Fiscal Year 2009-2010. This represents a continuing decline in income from membership dues. This is despite the fact that the budgeted amount for this Fiscal Year, $114,560.00 was 12% less than budgeted amount for last fiscal year, an anticipation reflecting the decline last year. Membership income for FY2009-2010 is at $111,472.50, or 97% of the budgeted amount. Further reducing the Ordinary Income reported at this time of the year is the fact that several large annual royalty payments for MLA publications, including Notes, have not yet been received.
      Total Operating Expenses to date amount to $315,359.16, or 58.48% of the total budgeted amount of $539,254.53 for FY2009-2010. These figures include 4 deposits made to our convention hotel the Paradise Point Resort and Spa, totaling $92,581.80, as dictated by our contract, but do not yet include other Convention expenses. At this time, less than 5% of the budgeted amount of $36,283.00 for continued Website Development by Astrachan has been spent.
   2. Investments
      Investment accounts as of March 12, 2010 were at a total value of $858,825.48, which is a gain of $181,800.04 since the 2009 Annual Meeting in Chicago. Deposits were made to the appropriate accounts from
unexpended donations from the prior two years, totaling $40,167.85. The remaining gains are evidence that our invested assets are beginning to recover some of the losses they suffered during the recession.

The practice of paying out Awards from current donations is being changed this year. Donations are being deposited quarterly, corresponding with a new procedure of doing a quarterly close of our books. This new procedure attempts to follow accounting best practices recommended by our external audit firm. Consequently, awards will be dispersed from their respective investment accounts, which should shed some light on which awards are potentially underfunded as we move forward.

3. Membership

As of January 7, 2010, MLA has 1,356 members and subscribers. This represents a decline over the past 4 years of 18%. See the table below for data across categories of membership.

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<tr>
<th>Membership Type</th>
<th>2006-7</th>
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4. Publications

At the end of December 2009 MLA’s contract with Scarecrow Press expired. However, communications with the press over the prior three (3!) months did not produce a transition plan for existing unsold stock, or the disposition of the electronic files for any of the monographs. It was verbally agreed that both parties would honor an extension of the contract for 6 months, allowing the Publications committee to meet here in San Diego to discuss what could and should be done. Although requested several times, Scarecrow staff has not provided a report on sales-to-date.

What information was available in December 2009 is provided in a separate attachment prepared for the Publications Committee.

III. Vice President/President Elect’s Report. Phil Vandermeer

The final year on my term has been focused on continuing the smooth transition between my presidency and that of President McTyre. We have consulted on a regular basis this past year and I have acted as a sounding board for ideas. I have also transferred the remainder of the presidential files to her or to the MLA Archives. Additionally, I acted as the Board Liaison to the MLA Chapters and ran the regular business breakfast in San Diego. It has been a great pleasure and honor serving as MLA’s vice president and president, and as I step down, I wish to pay special tribute to Recording Secretary Karen Little who has been with me the entire four years. Karen has not only been a superior recording secretary, but a wise and thoughtful member of the Board and an invaluable colleague. She has my everlasting gratitude.
VI. **President’s Report.** Ruthann McTyre

Since the Berea board meeting in September 09:

1. Received requisite number of letters for Round Table renewals for:
   - Contemporary Music RT
   - Musical Theater RT
   - Women in Music RT
   - World Music RT

2. Appointed the Task Force on MLA Administrative Documents. Members: Rogan, Haupt (co-chairs), James Zychowicz, Jenn Riley, Steven Luttmann, Liza Vick
   Charge: MLA’s administrative documents disseminate a large amount of information about the organization to its members and to the public. The Administrative Documents Task Force will consider the types of information published, who needs access, and where this information might be best accessed by its intended audience. The public MLA website and the members-only A-R Editions website provide two potential platforms for publication, but other options could be considered. The eventual goal is to develop an understanding of how MLA supports the work of its membership while simultaneously promoting that work to the world at large. As a point of departure, the Task Force will review the Administrative Structure document, the Our Association section of the public MLA website, and the MLA Online Directory and Activities Roster sections of the A-R Editions website. The group will assess the need for this information internally and externally, as well as how it should be presented to its audience. The group will propose a new approach for the location and relative accessibility of this information and future information of its type. Subject to the approval of the Board, this new approach can then be implemented by the Secretary/Treasurer, the Web Team, and/or A-R Editions as necessary.

3. Appointed Greening Task Force: Sara Manus, Linda Dempf, co-chairs; Stephanie Bonjack, David King, Rya Martin

4. Appointed two search committees:
   - Assistant T/Ex: David Gilbert, chair; Michael Rogan, Patrick Wall
   - Assistant Web Editor: John Anderies, chair; Jon Haupt, Erin Mayhood, ex officio Linda Solow Blotner

5. Other appointments:
   - BCC MARC Formats Subcommittee: Bruce Evans, chair
   - BCC Subject Access Subcommittee: Hermine Vermeij, chair
   - Contemporary Music RT co-coordinators: Greg MacAyeal and James Wintle
   - MLA/MPA/MOLA: Andrew Toulas
   - New Members Forum: Suzanne Eggleston, co-coordinator
   - Public Libraries: Laurie Bailey

6. Darwin Scott, representing AMS, was appointed the new chair for the AMS-MLA Joint RISM Committee and Dan Boomhower is the newest MLA appointee.

7. At the request of Hartmut Walravens, Chairman, International ISMN Agency, sent a letter to Sue Vita at LC regarding the establishment of a US ISMN office, signed by Judy Tsou, IAML-US President and me.

8. Signed the contract with the Fairmont Hotel in Dallas for the 2012 meeting.

9. Task Force on Program Committee Structure: this will be chaired by Diane Steinhaus. Other members to be named soon.

10. Follow up with Micky Koth, editor, MCB.
    As per the List of Action Items from the Berea Board meeting, I touched base with Mickey about the technological challenges she is facing with MCB. She writes:

    I think the expression shouldn’t be "poor Mickey" but "poor technologically-challenged Mickey." I still don’t have the ability to create PDFs at work, but rumor has it we will be getting a version of MS Word that has that capability. I use WordPerfect (and consider Word to be evil), so I'll still use WordPerfect and then convert to Word. It's really not a big problem, though. I am expected to do some of the MCB work off work time, especially now that I am working part time (a voluntary choice for a couple years), so I'd probably do some of that at home anyway.

    I suspect there's a way to create the MCB in a word processing program and then convert it to HTML. I've never tried that because, regardless of the word processing program you use, the underlying HTML coding is way more complicated than I can understand. And since I create the HTML version using HTML coding [i.e., from scratch!], it's important for me to understand what's there. As a cataloger, I hate messy documents and if I delete some of the word processor-derived HTML coding, I never know if the page will display properly. Knowing XML might help, but I don't have time to learn it.

    So, you see, it's my own limitations that keep me from creating a flashier (and in the case of the PDF version, more easily-navigated) MCB. I've e-mailed Jim about this--asking if he thinks there are younger people in
MLA who would do a better job as MCB editor. As far as content, I'm fine. As far as format, there is probably someone who could do it better. If the Board would like to see a snazzier MCB, please tell me. I won't be offended. As part of the MCB Editor's manual (which I am behind on), I can describe the anal process of gathering the information for the MCB, so a new editor would be ready to go fairly quickly.

It's not that I want to stop being editor, but I would understand if the Board felt someone else could take it to the next level.

-Mickey

11. Facilities Committee

No chair at present. Some members have raised questions about the work of this committee and its direction, aside from updating their bibliography. I'm planning on meeting with them this week to discuss new directions and possibly whether the committee should be eliminated.

Serving as President of this Association is a true honor and privilege. The President's ability to keep the work moving forward is possible only because of the willingness and dedication of so many others. It is a job that is both challenging and invigorating. My sincere thanks to all the board for all you do, and a special thanks to those board members who will be stepping down after this meeting. Your dedication to our association is inspiring.

VII. Editors’ Reports.
The following reports were submitted for review by the Board. In the case in which the editor requested no action from the Board, the publication and editor’s name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board warmly thanks the editors for their efforts.

A. Basic Manual Series (Jean Morrow)
B. Basic Music Library (Daniel Boomhower)
The 4th edition is nearly completion with the editors waiting for proofs from ALA. Board action related to future editions of the publication after the release of this one will be made at a later date.

It was moved by Phil Vandermeer, seconded by Nancy Lorimer and carried unanimously that upon publication of the Basic Music Library, 4th edition, the editor will receive an honorarium of $1000 and the associate editors will each receive an honorarium of $750.

C. Copyright Web Site (Eric Harbson)
Eric Harbson’s stellar work on the copyright web site was recognized by the Board.

D. Index and Bibliography Series (Mark Palkovic)
Mark Palkovic was thanked for having three wonderful volumes in various stages of production.

E. Music Cataloging Bulletin (Mickey Koth)
F. Newsletter (Stephen Mantz)
The Board praised Stephen Mantz’s excellent work on the newsletter during his time as editor.

G. Notes (Jim Cassaro)
Jim Cassaro was roundly thanked by the Board for his fine tenure as NOTES editor.

H. Technical Reports (D.J. Hock)

I. Web Editor (Jon Haupt)
See also under Planning Committee (IX.k.)

Jon Haupt reviewed the status of the website upgrade and shared some of the challenges faced when working with Astrachan. Future RFPs should be more specific and if more design work is needed, other companies should be considered. There is approximately $36,000 left from the funds allocated for Phase 2 work.

The Planning Committee’s recommendation regarding technological initiatives discussed at the Berea meeting was reviewed again. Details and motions related to this discussion are under Planning Committee (IX.k.)

VIII. Special Officers' Reports
The following reports were submitted for review by the Board. In the case in which the officer requested no action from the Board, the officer’s name and title is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the officer’s contributions to the organization.

A. Advertising Manager (Wendy Sistrunk)
The Board discussed the suggestion of the possibility of online advertising and recommended that Wendy Sistrunk research what associations similar to ours do in this regard.

B. Convention Manager (Paula Hickner)
Approximately 370 individuals registered for the conference. This was short of the goal of 450. Room nights were not as high as contracted but the hotel allowed the cost of the shortfall to be shifted to
catering, thus the food at all coffee breaks and the open bar during the cocktail hour. The same number of exhibitors registered as last year. It may be that the decision to not cover drayage fees should be reviewed. How far in the future convention sites are selected was briefly discussed with three years being suggested as ideal.

C. Development Officer (Jim Cassaro)
As a new initiative, a 15 month calendar is being created using pictures of the Big Band. Eighty percent of the membership contributed to the Association through the $5 campaign. This figure will be valuable when seeking grants.

Some remembrance possibilities for Ralph Papakhian are being considered by the Development Committee. A report and/or recommendations on this and several other initiatives will be coming from the Committee for the Spring Board meeting.

i. MLA Promotional Sales (Mary DuMont)

D. Placement Officer (Susannah Cleveland)
Susannah Cleveland was thanked for the thoughtful enthusiasm she brought to the Placement Officer position.

E. Publicity and Outreach Officer (Renee McBride)
The Board encouraged Renee McBride to secure a more appropriate banner for use when exhibiting.

The Board suggested Renee McBride work with Michael Rogan to develop an order form for the list of publications that are currently available. This list of publications is expected to expand as titles are shifted from Scarecrow Press to A-R Editions, if that is the direction discussion on Scarecrow inventory takes.

Exhibiting at SEM is a fine idea.

The Board encouraged Renee McBride to decide which organizational liaisons are no longer pertinent and to communicate those decisions to Michael Rogan (as well as to any individuals still serving in those roles).

Renee McBride was thanked for the enthusiasm she brings to this position.

F. Management Services (Jim Zychowicz)

IX. Committee Reports
The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and the chair’s name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee’s contributions to the organization.

A. Awards (Various)
i. Bradley Award
   The continuation of the award was discussed in light of Ms. Bradley’s death in July of 2009. Issues regarding funding the award, more clearly defining the proposal submission topics, changing the timing of the award, and providing more advertising for the award were discussed as well. The chairs of the Awards Committees will be asked to work together (as an ad-hoc awards committee) on a definition of the award and will be asked to make sure the call for applications and the statement about this and other awards on the website match.

   It was moved by Phil Vandermeer, seconded by Lois Kuyper-Rushing and unanimously carried that the first $1000 of the proceeds from the 2010 silent auction fund the Carol June Bradley Award to be given in 2011.

B. Bibliographic Control (Kathy Glennan)
The Board approved the posting of the online resource explaining metadata standards potentially useful for digital audio projects, created by the MLA BCC Metadata Subcommittee in partnership with the ALA Preservation and Reformatting Section (PARS) Audio Preservation Metadata Task Force, to the ALA web site.

C. Career Development and Services (Sheridan Stormes)
The Board agreed with the suggestion to add a member of the Music Library Student Group to the Career Development and Services Committee as an ex-officio member.

i. New Members’ Forum

ii. MLSG

D. Development (See VIII.c.)
E. Education (Abigail Cross)

The Board welcomes a specific proposal for virtual learning software from the Education Committee. It was noted that the new Music Library Student Group might find such software useful.

F. Emerging Technologies and Services (Grace Fitzgerald/Gerry Szymanski)

G. Facilities

No report.

H. Finance/Investments (Paul Cary and Linda Fairtile)

The Finance Committee reported making two changes in policy. One change was the establishment of an Awards Account with Fidelity so that the designated award amount would be protected from market fluctuations between the time the amount was set and the time of disbursement. The second change relates to the recovery of funds owed to the Association by advertisers.

The Investments Subcommittee reports losing less on investments as time goes on. The Chair, Paul Cary, and Michael Rogan had a helpful conference call with MLA’s contact at Fidelity and it may be wise to have such discussions on a regular basis.

After review and discussion, the Board acted on the following recommendations:

- The Board passed unanimously the recommendation of the Finance Committee that dues and subscription rates be set at the Spring Board meeting as part of the annual budgeting process.
- The Board passed unanimously the recommendation of the Finance Committee that award amounts be set at the Spring Board meeting as part of the annual budgeting process.

Paul Cary and Linda Fairtile were thanked for their reports.

I. Legislation (Jerry McBride)

J. Nominating (Eunice Schroeder)

K. Planning (Lois Kuyper-Rushing)

Strategic planning was discussed at length by the Board and the Planning Committee. It was agreed that it was time to undertake this process again following the last being Plan 2001 and to begin that process now. The need to move forward with short term initiatives as well as to look toward the longer term within the context of the work of a Strategic Planning Group was recognized.

The Planning Committee’s role was seen as providing guidance to the strategic planning group.

ACRL’s strategic planning process is outlined on their website and may be of assistance. Key to this process would be real participation across the membership. At the conclusion of the process, it would be advantageous to include an implementation plan that includes celebrating the goals listed in the plan as they are met. The makeup of a strategic planning group was discussed.

Funding for the strategic planning initiative should be available and the chair of the group should submit proposals outlining the group’s needs. The use of a consultant or a facilitator is possible and the use of retreats for strategic planning group members and/or some segment of the membership such as committee chairs was discussed.

It was moved by Paul Cary, seconded by Phil Vandermeer and carried unanimously that the Board authorize the expenditure of funds from the MLA Fund for the strategic planning initiative not to exceed $50,000.

The Planning Committee’s recommendation regarding technological initiatives discussed at the Berea meeting was reviewed again.

a) Committee reports reporting “Google forms might be possible; functional requirements are needed”.

b) Integration of online program submission form with online MLA directory “this is considered an A-R Editions issue, not a website issue”.

c) Ease of online content generation “this was seen as a particularly challenging area and potentially one that needs several solutions depending on the situation”.

d) RSS feeds “Ektron pages can manage this”.

e) Collaboratively developed documents on online workspaces “this was also seen as challenging and probably needs several solutions”.

f) MLA-managed e-mail list hosting with archiving capability “Asst. Web Editor should research this”.

g) MLA-managed conference call service “Asst. Web Editor should research this”.

h) MLA-managed online survey capability “survey monkey currently being used. Option of using open source option briefly discussed.”
i) Capacity for online presentations and self-paced instruction – Asst. Web Editor should research this.

The following motion came from these discussions:

**The Board passed unanimously the recommendation of the Planning Committee that the Board and the Web Editor work together to identify committees and/or task forces to pilot test some subset of the technological initiative the Board previously identified. A board member will approach identified committee chairs during the 2010 annual meeting to get commitments for these pilot tests.**

The Board member later selected to solicit these commitments was Paul Cary.

The pilot tests identified were the following:

1) Google apps (sites portion)
   - 2011 Local Arrangements (Dick Griscom) agreed to participate in pilot
   - 2012 Local Arrangements may participate in pilot

2) writing own HTML and mounting it on current website via FTP
   - Bibliographic Control Committee (Kathy Glennan) agreed to participate in pilot
   - Greater NY Chapter

3) granting permission to use Ektron directly
   - Copyright Web Editor (text driven) postponed participating in pilot
   - Placement Officer (database driven) agreed to participate in pilot
   - maybe Newsletter Editor decided outside of this process

4) Google apps (wiki portion)
   - Reference and Access Services Subcommittee - a new development of a wiki using Google apps rather than investing in a one year contract for a wiki service/site agreed to participate in pilot

**It was moved by Paul Cary, seconded by Jennifer Riley, and carried unanimously that discussion of the following motion be tabled until the next day: Ask the Web Editor to systematically get information from the membership on their information technology support needs (wikis, content generation, listservs, conference call services, etc) and report back to the Board what the association’s needs are in this area. The Board and the Web Editor should collaboratively develop a reasonable time frame for this initiative.**

Further discussion and the presentation of a survey instrument capable of capturing members’ information technology needs (to be distributed via survey monkey) yielded the following motion:

**It was moved by Phil Vandermeer, seconded by Linda Fairtile and carried unanimously that the Board accept the development of the Web Editor’s survey instrument, to determine the association’s needed technology initiatives.**

The survey is to be distributed to the administrative structure (as listed on the Board meeting agenda, excluding joint committees, representatives to other organizations, and external liaisons) and will feed into the strategic planning process by the Fall board meeting. The Web Editor should report on this issue at the Spring 2010 Board meeting.

L. Preservation (Lisa Lazar)

M. Annual Convention
   1. Program (Diane Steinhaus)

   The Board felt that they would have a clearer picture of what meeting attendees want with regard to a central clearinghouse for handouts once the annual meeting survey was completed so decisions related to that would be held off until then.

   While answers to questions about the use of non-traditional meeting spaces cannot be used for the meeting immediately following the question as the footprint for that meeting is already established, they could be used for future meetings. At least those answers could provide a frame of reference for future Program Committees.

   2. Local Arrangements Committee (Ken Calkins)

N. Public Libraries (Blair Whittington)
O. Public Services (Jim Farrington)
P. Publications (Linda Blotner)

The contracts web site is now password protected and the work of two search committees is underway.

There continues to be a sentiment that the technical reports series may need to be redefined with potentially a broadened scope.
Scarecrow's contract with the Association has been verbally extended for six months to allow them time to work through issues regarding in print Scarecrow-MLA titles to which they hold the rights. As a result of additional discussions regarding this issue, it was felt it might be wise to allow Scarecrow to sell all remaining inventory until there is none to be sold rather than shift inventory over to A-R for future sales.

Q. Resource Sharing and Collection Development (Joe Clark)
   i. Task Force (Dan Boomhower)

X. Joint Committees
The following reports were submitted for review by the Board. In the case in which the chair requested no action from the Board, the committee and chair's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the committee's contributions to the organization.

  A. AMS, Joint Committee on RISM (Barbara Haggh-Huglo)
  B. Archives, Joint Committee with University of Maryland (Gerry Ostrove)
     i. Oral History Subcommittee (Therese Dickman)
  C. MPA/MOLA Joint Committee (George Boziwick)
  D. US RILM Office (Sarah Adams)

XI. Representatives to Other Organizations
The following reports were submitted for review by the Board. In the case in which the representative requested no action from the Board, the organization and the representative's name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board greatly appreciates the representative's contributions to the organization.

  A. ALA (Stephanie Bonjack)
  B. NISO (Mark McKnight)

XII. External Liaisons
A. MOUG (Alan Ringwood)
   The Board discussed the generous offer from MOUG to help defray additional costs of the San Diego Annual Meeting.
   The Board reviewed the report submitted and warmly thanked Alan Ringwood for his efforts.

XIII. Old Business
A. Search Committees
   1. Assistant Convention Manager
      It was moved by Phil Vandermeer, seconded by Lois Kuyper-Rushing and carried unanimously to accept the Search Committee's recommendation of Laura Gayle Green as Assistant Convention Manager.
      Nancy Nuzzo was thanked for her report and for the hard work of her search committee.
   2. Assistant Treasurer/Executive Secretary
      It was moved by Lois Kuyper-Rushing, seconded by Linda Fairtile and carried unanimously to accept the Search Committee’s recommendation of Linda Blair as Assistant Treasurer/Executive Secretary.
      David Gilbert was thanked for his report and for the hard work of his search committee.
   3. NOTES Editor
      It was moved by Paul Cary, seconded by Nancy Lorimer and carried unanimously to accept the Search Committee’s recommendation of Jane Gottlieb as NOTES Editor.
      Dan Zager was thanked for his report and for the efforts of his search committee.
   4. Assistant Web Editor
      It was moved by Phil Vandermeer, seconded by Nancy Lorimer and carried unanimously to reject the Search Committee’s recommendation that all three applicants be given positions of Assistant Web Editor.
      The Board discussed the need for a strategic plan that supports the move to three assistant web editor positions. The possibility of using paid professionals for some portions of the job responsibilities was discussed as a different approach to getting all of the work done and done well.
It was moved by Jennifer Riley, seconded by Paul Cary and carried unanimously to accept the recommendation of the Search Committee as originally charged and appoint Michelle Oswell as Assistant Web Editor.

The Board suggested that the Web Editor request funding, through the regular budget process, to hire any of the other applicants and/or professionals as needed to get the work completed. The formation of a task force to review the strategic direction of the web, consisting of Jon Haupt, Michelle Oswell, Remi Castonguay, Anne Shelly, and possibly others was suggested.

The Board, recognizing the website work as an enormous task, agreed that the new Assistant Web Editor could start immediately rather than wait until the new fiscal year begins.

Jon Haupt and John Andereis were thanked for their report and the thoughtful discussions that it generated.

B.  IAML

The Boards of IAML and MLA met jointly to discuss the folding together of the two organizations. Although much more thought and planning is needed, it was felt it was time to move forward. A task force with members from both Boards will be created to examine the issues, noting that transparency is important to success and both groups noted that there is not clarity about the changes that would result from this joining together. Members of the task force include Michael Rogan, Michael Colby, Ruthann McTyre, Judy Tsou, Bonna Boettcher, and Linda Fairtile. The task force will report at MLA’s Spring Board meeting and at the IAML meeting one week later.

XIV. New Business

A.  Task Force on Annual Meetings Survey

The Board discussed to whom the survey should be sent and it was concluded that it should be sent to the entire membership. The Board also discussed a time line for the survey: The interpreted results should be to the Board by May 19, ahead of the Spring Board meeting. It was suggested that the survey should be posted for two weeks for maximum results. The length of time spent editing the survey is dependant on these mile posts. The survey will be distributed via Survey Monkey. A-R has the capacity for mass e-mailings. They can also make these mass mailings appear to have come from committee chairs or other designated sender(s).

It was moved by Paul Cary, seconded by Nancy Lorimer and carried unanimously that the Annual Meeting Survey be approved subject to editing done in consultation with the Incoming Vice President.

B.  Board “Self-Study” Task Force

The Board reviewed the eight recommendations of the task force. Several of the recommendations are ongoing while others need special attention.

1) Develop robust orientation packet for new Board members: Ongoing. Current new board members are a pilot test.
2) Develop position-specific handbooks: Ongoing. The parliamentarian is working on this.
3) Term length changes for Board members: The parliamentarian should review term lengths and what would be involved with changing them (and to what they might be changed). This should be done by the Spring Board meeting. TO STRATEGIC PLANNING GROUP
4) Meet regularly with independent financial advisor: Ongoing.
5) Re-examine structure of the Board: There is increasing sentiment for longer terms (see #3). Perhaps use of areas of interest and/or experience rather than geographic balance should be the goal in selecting nominees. Constitutional changes would be necessary for some changes. Liza Vick agreed to look at structures of other similar organizations. TO STRATEGIC PLANNING GROUP
6) Explore hiring of Executive Director: TO STRATEGIC PLANNING GROUP
7) Provide transparency with regard to work of the Board: Ongoing. A better job of communicating to the membership that board meetings are open should be done. The current Publicity and Outreach Officer deals with communications from the association outward. Maybe there needs to be an internal communications officer for communications within the membership.
8) Establish mechanism for regular review of committees: Ongoing. Maybe establish a Committee on Committees to help keep the committees on track, share information across committees, make it easier to get helpful reports from them.
The Task Force was wholeheartedly thanked for their wonderful work.

C. Administrative Documents Task Force
The goal of the task force was to determine ways to better maintain and retain accurate administrative structure data. It was felt that keeping paper records is limiting and it was suggested that moving to web based formats was a possibility. These could be limited to the membership only, for the general public, or limited to groups of members. Transparency would be important. Having some of the documents easily updatable would be important. It was suggested that the Board set a policy on who can view which documents with a list of exceptions included. Michael Rogan will work with Jim Zychowicz at A-R Editions on the administrative structure possibilities. He will work with the parliamentarian on the administrative handbook issues. And he will work with the president and reports gatherer and newsletter editor on annual report challenges. The Activities Roster is the most challenging and work on it will be put on hold for the time being.

XV. Adjournment
It was moved by Paul Cary, seconded by Lois Kuyper-Rushing, and carried unanimously to adjourn the meeting at 10:42am.