

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
St. Louis, MO February 19-23, 2019

Tuesday, February 19, 2019 9:09 am to 3:31 pm; Wednesday, February 20, 2019 9:10 am to 12:30 pm.

Present: Joe Clark, Susannah Cleveland, Bruce Evans, Beth Iseminger, Anna Kijas, Andy Leach, Mark McKnight (presiding), Tracey Rudnick, Misti Shaw (recording), Rachel Fox Von Swearingen, Janelle West.

Guests of the Board: incoming Board members Anne Shelley and Jon Saucedo (all sections except executive sessions in 12a and 12b); incoming Board member Kimmy Szeto (all sections except 00, 02, 03, 04, 05, 06, 09.n, 09.j, due to late arrival, and executive sessions in 12.a and 12.b); Wendy Sistrunk and Andrew Justice (08.b); Katie Buehner (08.g); and Alan Karass (13.g)

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

The meeting was called to order by President McKnight at 9:09 am. He thanked the incoming Board members for sitting in on the meeting.

Actions prior to Board meeting:

0a. It was moved by Susannah and seconded by Misti to approve the Preservation Committee's Survey on Quality of Binding and Physical Condition in Books and Scores. The motion was unanimously approved.

0b. It was moved by Misti and seconded by Bruce to approve the MLA climate survey. The motion was approved with one abstention.

0c. It was moved by Misti and seconded by Joe to approve the Open Access Popular Song Anthology proposal. The motion was unanimously approved.

01. Approval of Agenda Mark McKnight

It was moved by Joe Clark and seconded by Bruce Evans to approve the agenda. The motion was unanimously approved.

02. Recording Secretary's Report Misti Shaw

It was moved by Misti Shaw and seconded by Beth Iseminger to approve the minutes from the November 10, 2018 Montreal fall meeting. The motion was unanimously approved.

03. Parliamentarian's Report Joe Clark

The following changes to the administrative handbook were already approved by the Board, but are presented here for the record. Changes previously approved appear in **bold** or ~~strikethrough~~.

Role of Assistant Planning and Reports Officer on Program Committee (13f from Fall 2018 Board meeting)

VI.H.6.b. MEMBERSHIP

The Program Committee consists of six regular members; two members will be newly appointed each year for three-year terms; of these two, one will chair the committee the following year. In addition, there are the following ex-officio members: the liaison from the board (**the Planning and Reports Officer**), a representative of the Education Committee, and the Convention Manager. Regular members shall serve through the end of the annual meeting for which they were appointed. The Program Chair works closely with the chair of the Education Committee. (rev. 4/2009) (rev. 12/2013) (rev. 5/2014) (rev. 3/2016) (rev. 1/2019)

II.E.11. PLANNING AND REPORTS OFFICER AND ASSISTANT PLANNING AND REPORTS OFFICER

One newly elected member-at-large is appointed by the President to collect the annual reports of special officers, committee chairs, and representatives to other organizations. The reports are published in the *MLA Newsletter* issue prior to the annual meeting, and are available for distribution at the annual meeting of the Association. The Planning and Reports Officer will serve as a liaison between the Board and the next annual meeting's Program Committee. ~~The Assistant Planning and Reports Officer remains on the Program Committee through the end of the last Meeting of their term of office.~~ The Assistant Planning and Reports Officer will act as the liaison between the Board and interest group coordinators, including receipt of letters supporting an interest group's renewal, and will schedule a meeting with coordinators. The Planning and Reports Officer chairs and the Assistant Planning and Reports Officer is an ex-officio member of the Planning Committee. (rev. 2/2013) (rev. 9/2013) (rev. 9/2016) (rev. 1/2019)

MLA advocacy committee charge – approved via email 8/20/2018

VI.H.24 MUSIC LIBRARY ADVOCACY COMMITTEE

VI.H.24.a CHARGE

This committee supports both individual and Association-wide efforts to promote music library resources, advocate for our users, and communicate the value of staff expertise.

The Music Library Advocacy Committee

- Maintains an online clearinghouse of user-submitted advocacy resources
- Supports the Newsletter Editor in managing the online Advocacy Forum
- Creates new materials, subject to Board approval, that convey MLA's positions on advocacy topics (e.g. a brochure on "Why we need music librarians")
- Collaborates with other MLA committees and groups to develop resources supporting music library advocacy (e.g. Education Committee, for advocacy training; Web Committee, for online advocacy resources; committees and roundtables representing various types of music libraries, to help address specific advocacy needs)
- Acts as a resource and sounding board for MLA leadership when the opportunity arises for official responses to advocacy-related issues
- Works with outside organizations that have an interest in music library advocacy. The Chair of the Music Library Advocacy Committee serves as a liaison to IAML's Advocacy Committee (IAML membership is encouraged but not required) (approved 8/2018, added 1/2019)

VI.H.24.b MEMBERSHIP

The Music Library Advocacy Committee consists of two ex officio members (the Newsletter Editor and the Publicity and Outreach Officer) and four to six appointed members. One of the appointed members serves as Chair. As much as possible, committee membership should reflect the breadth of music library types represented in MLA as a whole.

All members serve four-year terms. However, in order to establish continuity in the committee, initial terms will be staggered, with two members serving a two-year term, two serving a three-year term, and two (including the chair) serving a four-year term. (approved 8/2018, added 1/2019)

III.D. PUBLICITY & OUTREACH OFFICER (rev. 4/2014)

The Publicity & Outreach Officer promotes the interests and activities of the Association by cultivating an overarching vision of promotion and outreach for MLA, then coordinating and overseeing MLA's presence, both in person at the Association's Annual Meeting and other conferences, and through electronic and print venues. The Publicity & Outreach Officer works closely with the chairs of the Awards, Development, Education, Program, Publications, and Web committees, and the MLA Newsletter editor. The Publicity & Outreach Officer is an ex-officio member of the Membership Committee **and the Music Library Advocacy Committee**. The Publicity & Outreach Officer reports to the President and the Board of Directors and prepares relevant budgets and reports. (rev. 2/2017; rev. 6/2018; rev. 1/2019)

Interests and activities to promote include (but are not limited) to the following:

- publicize the purposes and activities of MLA
- announce applications for and results of MLA awards
- advertise MLA publications

- publicize future meetings
- announce official MLA advocacy statements
- inform about current issues which affect the profession
- cover worldwide news events concerning music libraries
- share interesting and entertaining items of musical interest
- promote music libraries
- present music librarianship as an attractive career choice.

The Publicity & Outreach Officer coordinates the Association's organizational liaisons, provides publicity materials for outreach events, and pursues avenues for increasing the Association's visibility to underrepresented groups. The Publicity & Outreach Officer or the Advertising Manager distributes artwork when MLA purchases advertising space or uses exchange advertising space to promote its publications. Copies of the Association's recruitment brochures are sent to individuals and organizations upon request, or when the Publicity & Outreach Officer thinks it advisable.

The Publicity & Outreach Officer coordinates and oversees MLA's presence on multiple social media platforms as they are deemed significant and relevant --not only to MLA's membership, but also to a wider audience outside the Association. The Publicity & Outreach Officer will delegate, monitor and advise the activities of each platform's working team.

The Publicity & Outreach Officer receives gratis MLA regular membership and MLA annual meeting early-regular-member registration.

[From June 2016 meeting – remove 'associate' category as determined would occur in the May-June 2014 meeting when *Notes* became available as an online-only subscription; from Nov. 2018: add early career membership category.]

II.A.5.c. FISCAL DUTIES

1) Dues. Membership dues (regular, paraprofessional/non-salaried/part-time, sustaining, student, **early career**, ~~associate~~, retired, corporate, and institutional membership categories) are set by the Board. (rev. 5/2013) (rev. 1/2019)

Further discussion: Rachel updated the Board on her efforts to compile and review liaison and ex-officio positions within MLA's organization in order to make recommendations about clarifying the roles of those who have liaison and ex-officio appointments.

04. Administrative Officer's Report Janelle West

From her report:

BUDGET REPORT

(see 04.b. P&L_Budget_vs_Actual_30Jan2019)

INCOME

As of January 30, 2019, total income was \$337,705.84, which is 76.7% of the budgeted income of \$440,288.00.

Dues (1.0 & 1.2)

As of January 30, dues income was \$136,860.00, which is 89.03% of the \$153,720.00 budget. This includes both MLA and IAML dues. Dues income for MLA alone was \$130,595.00, or 95.62% of the anticipated \$136,570.00.

\$4,926.00 in Chapter dues has been received on behalf of seven chapters. \$4,068.00 has been paid back to the chapters, with the remainder to be paid at the end of FY19.

Sales (2.0)

The budget report shows *Notes* advertising income (2.012) as \$20,941.00; this amount includes both sales receipts and invoiced amounts. Actual sales as of January 30 totaled \$12,703.00. As of the same date, online advertising (2.06) had generated \$3,300.00 in sales.

MLA has received \$46,227.21 in *Notes* royalties (2.014), most of which is from ProjectMUSE. Totals for ProjectMUSE and JSTOR should double by the end of the fiscal year, which will help total *Notes* royalties meet or exceed the budgeted amount.

MCB subscriptions (2.03) have yielded \$5,775.00 in income. This is 96.25% of the \$6,000.00 anticipated in the budget.

Non-*Notes* royalties (2.05) include \$381.37 received from Scarecrow Press for CY2017 royalties, which were received too late in the year to be applied to FY2017-2018. CY2018 royalties *should* arrive in March or April, which would allow them to be posted to this fiscal year. In the early spring, we will receive \$6,239.49 in CY2018 royalties from MLA's joint publications with A-R Editions, Inc. This far exceeds the budgeted amount of \$2,500.00. MLA has also earned \$6,968.32 in royalties from ALA-MLA collaborations. \$3,929.62 of this is likely from BML sales, though a detailed sales report has not been received. The remaining \$3,038.70 is from webinars, some of which has been paid out to the presenters.

Meetings (3.0)

As of January 30, income for St. Louis was \$114,589.00, or 82.89% of the budgeted amount. This includes MOUG and Preconference income. Annual Meeting registration income was \$75,860.00, which is 85.01% of the anticipated amount. Thanks to the hard-working CMs, exhibit income has exceeded budget projections, coming in at \$22,935.00. Final numbers will be available soon after the meeting.

MLA has received \$1,525.00 in Meeting Contributions (3.014), \$1,500.00 of which came from an anonymous donor toward travel reimbursement for one of the outside speakers. An additional \$2,500.00 has been pledged toward costs associated with the opening reception.

Other Income (5.0)

So far in FY2019, MLA has received a total of \$138.62 from the Amazon Smile program.

EXPENSES

As of January 30, 2019, total expenses were \$162,272.75, which is 33.53% of the budgeted \$484,017.00.

Meeting (10.0)

The majority of meeting expenses, most notably catering and equipment costs, will be invoiced and paid after the conference has ended. As mentioned in the Fall report, the \$5,000.00 currently in the catering line (10.018) reflects the deposit paid to the Union Station Hilton. Wendy Sistrunk has been closely monitoring catering costs, with an eye toward keeping costs at or under budget.

Program expenses are coming in under the \$5,000.00 budget at \$2,800.00 (not yet reflected in the budget report). This includes \$1,800.00 in speaker honoraria (not including preconference speakers) and \$1,000.00 in travel reimbursement (not including \$1,500.00 in reimbursement funded by an anonymous donor).

A \$3,000.00 deposit has been paid to V-Cube for streaming services. This is not yet reflected in the budget report.

Opting for Sched instead of the Guidebook app has saved MLA \$1,630.00.

Awards Issued (12.0)

The Diversity Scholarship Award and Freeman Travel Grant have been awarded to their recipients. Checks for the remaining FY2018-2019 awards have been prepared and will be granted to awardees during the MLA Business Meeting.

Management Services (6.0)

\$2,545.00 was paid to the AON Association in December for MLA's 2019 Directors & Officers Insurance. This is a \$21.00 increase over last year.

The \$300.00 MLA Archives processing subvention was only recently paid and is not yet reflected in the budget report.

Program Expenses (7.0)

Earlier this month, \$4,412.22 in reimbursements was paid for CMC travel to ALA Midwinter. An additional \$999.78 was paid for Legislation travel to ALA Midwinter. These amounts are not reflected in the budget report.

Other Member Services (8.0)

NISO dues (8.031) increased for the second year in a row, from \$535.00 in 2018 to \$550.00 in 2019.

Publications (9.0)

A \$500.00 honorarium was paid to Katie Buehner and Andrew Justice for the publication of their book, *A Music Librarian's Guide to Creating Videos and Podcasts* (TR36). Honoraria have yet to be paid for three other 2018 titles.

The subscription rates for Survey Monkey have increased for the second year in a row, from \$288.00 in 2018 to \$336.00 in 2019.

INVESTMENTS

CY2018 Q4 saw a combined loss of \$109,886.61 across accounts, proving an abysmal end to a volatile investment year. Overall for 2018, Calvert and Fidelity accounts lost a total of \$65,954.31, with only the Fidelity MM account posting a gain (\$1,147.38). The MLA Fund sustained a loss of \$56,375.76, while the awards accounts lost \$10,725.93.

Fund totals for September 30, 2018, and for December 31, 2018:

	Sept. 30, 2018	Dec. 31, 2018
Fidelity	\$ 1,256,873.92	\$ 1,176,503.18
Calvert	\$ 329,812.53	\$ 303,861.14
Total	\$ 1,586,686.45	\$ 1,480,364.32

Award accounts at the end of the CY2018, Q4 (including CY2018 Q4 donations):

Bradley	\$ 8,059.61
Gerboth	\$ 36,891.13
Duckles	\$ 41,548.23
Hill/O'Meara	\$ 10,855.06
Epstein	\$ 59,951.89
Freeman	\$ 51,741.42
Wicker	\$ 17,049.60
Ochs	\$ 58,307.82
RILM	\$ 54,744.09
Ratliff	\$ 50,565.27
Coral Travel	\$ 18,978.63
Diversity	\$ 62,427.33
MLA PPL Travel	\$ 30,802.00

Other fund totals:

MLA Fund	\$ 921,676.15
Board Designated Assets	\$ 84,041.09

In January, \$20,000.00 was transferred from Fidelity MM-Board Designated Assets to the Fidelity temporarily restricted account. As discussed at the Fall meeting, the funds were surplus from the IAML NYC meeting, intended to support a future US IAML meeting. The purpose of the funds remains the same, and a new subline was created in the TR account to reflect this (1248.4--IAML-US Meeting Fund).

\$49,051.09 (as of December 31, 2018) still resides in the Austerity Budget Support subline of the Fidelity money market account. Eventually, the funds should be moved to a growth-oriented account, and this will be addressed in tandem with a Board discussion on use of the MLA Fund.

PUBLICATIONS

2018 was a successful year for MLA publications. The authors, series editors, and Jim Zychowicz deserve much gratitude for their diligent efforts, and the membership is to be thanked for their continued support. MLA will receive \$6,239.49 in royalties on 16 titles co-published with A-R Editions, reflecting 951 total units sold. The 2018 sales report from Scarecrow has not yet been received.

Four new titles account for the majority of 2018 sales. These titles are: *Ideas, Strategies, and Scenarios in Music Information Literacy*, edited by Kathleen Abromeit (BM10); *An Index to Music in Selected Historical Anthologies of Western Art Music*, by Mara Parker (IB40); *Information Literacy in Music: An Instructor's Companion*, edited by Beth Christensen, Erin Conor and Marian Ritter (TR35); and *A Music Librarian's Guide to Creating Videos and Podcasts*, by Katie Buehner and Andrew Justice (TR36). Jean Harden's 2017 publication, *Music Description and Access: Solving the Puzzle of Cataloging* (TR34), has continued to contribute significantly to overall sales.

Four new titles are on track for publication in 2019.

MEMBERSHIP

Total membership as of January 30 is at 89.27% of last year's final total. While we can anticipate more renewals before the end of the membership year, it appears we may see a decline from FY2017-2018 totals.

IAML 2019 numbers are predictably low, as we're only a month into the membership year; however, since the membership report was run, there has been a significant number of IAML institutional renewals.

	FY18	FY19-30Jan19
MLA Members		
Regular Member US	419	403
Regular Member non-US	23	22
Institutional Member US	182	160
Institutional Member non-US	69	62
Student Member US	65	53
Student Member non-US	1	4
Retired Member US	35	35
Retired Member non-US	1	3
Sustaining Member US	50	56
Sustaining Member non-US	0	0
Associate Member US	1	N/A
Associate Member non-US	0	N/A
Corporate Patron US	5	6
Corporate Patron non-US	1	1
Corporate Member US	5	4
Corporate Member non-US	0	0
Paraprofessional US	47	46
Paraprofessional non-US	0	2
Totals	960	857
	CY18	CY19
IAML Individual	79	61
IAML Institutional	86	7

ELECTION

MLA held elections in November for three Members-at-Large to serve 2019-2021. Voting was open from November 12 through November 30, 2018. 527 ballots were sent to eligible members using SurveyMonkey's anonymous ballot capability. 359 responses were received, all valid, for a response rate of 68%.

ASSISTANT ADMINISTRATIVE OFFICER

- The Assistant Administrative Officer (AAO, Tracey Rudnick) substantially updated the New Board Members Packet in November in consultation with incoming President Susannah Cleveland, and "onboarded" incoming board members.
- She handled RFPs for ongoing honoraria, business office's fees, and board travel.
- She updated the Administrative Structure in YM and listservs on an ongoing basis and assisted the president with appointment and thank-you letters. She implemented a mail-merge process for appointment/thank-you letters, and is now adjusting data and workflows to remove steps.
- She extracted, edited, and formatted the annual snapshot of the Administrative Structure (to be deposited in the MLA Archives), and removed or cleaned up several older appointments in YM.
- The AAO provided information and testing feedback to Web Manager Katie Buehner regarding the workflows and data used when updating Administrative Structure, as part of Buehner's exploration of WordPress as an alternative web platform for MLA content.
- The AAO assembled a summary of board actions relating to use of the Ratliff fund.
- The AAO drafted an insert (board review pending) for the Fiscal Policies Handbook that more visibly documents the current use of complimentary hotel rooms and the conference hotel master account, and she gathered some background information to inform board discussion and budget setting.
- The AAO found, annotated, and shared older documents that gave direction to previous MLA boards regarding investments; annotations noted where goals have been met or circumstances changed.
- The AAO answered questions for people, and participated in selected discussions across MLA that involve the AO's (e.g., OA initiatives, convention). She continued AO Handbook updates.
- Other previously reported projects are still pending.

Respectfully submitted,
Janelle West

Further discussion on the report:

Janelle shared a request from Treshani Perera and Sandy Rodriguez, co-leaders of the St. Louis pre-conference workshop on Cultural Competency Training for Librarians. Sandy and Treshani have asked if excess income from their workshop can be deposited into MLA's Diversity Scholarship fund. The Board discussed the request.

BAR: It was moved by Joe and seconded by Bruce to approve the proposal to allocate any surplus funds from the Cultural Competency preconference to the MLA Diversity scholarship. The motion unanimously passed.

Janelle answered questions about how the convention budget is looking, and she reported that exhibit fee revenue is good this year, hotel security was cheaper than usual, and that advertising revenue is up, but we don't yet know how the St. Louis conference budget will conclude.

Mark and the rest of the Board thanked Janelle for her hard work.

05. Vice President's Report. Susannah Cleveland

Summarizing from her report:

Following up our discussions in Montreal:

I spoke with Development Officer, Lindsay Brown, about the future of the Carol June Bradley Award. She is going to work with the Development Committee to put together a proposal for broadening focus of the Bradley Award and perhaps combining funding with the Gerboth Award (probably after St. Louis, because I didn't get in touch until later than would have been fair).

Lindsay and I also discussed the idea of a Vendor Relations Subcommittee, and she's going to work with the rest of the Development Committee on another proposal for that. She already has some great ideas for making this better. I've started gathering feedback from other potential stakeholders for that group; responses so far have been mixed, and I'll share them all with Lindsay.

I forwarded thoughts about expansion of the Legislation Committee to encompass social justice issues to committee chair, Kyra Folk-Farber, and asked them to consider whether such an expansion seems reasonable for that group and to provide feedback for the idea at our spring board meeting.

I've asked Katie Buehner to prepare a one-sheet overview of the equipment and technical requirements for the streaming set up that we approved as a chapter grant to the Midwest Chapter last spring. I will share this with the chapter chairs ahead of the St. Louis and talk with them about it in the chapter-chair meeting there, in case they want to consider funding for this as part of the chapter grants this coming year.

Additional discussion:

Susannah gave an update about the Mountain Plains chapter's Chapter Grant, stating that they have not yet been able to schedule their oral history interview, but their previously approved funding request will be available when they are ready.

Susannah also provided an update about the MLA climate survey. Survey results cannot be shared until they are coded in order to protect privacy and anonymity. Susannah reminded us that any requests for raw data must be prepared by survey administrators Mark Puente and Kawanna Bright. Susannah looks forward to summarizing preliminary survey results at the Saturday plenary session. (Notes and slides from plenary available here: https://docs.google.com/document/d/1nJk55ZX24WqxG_5zStVP-LjZK-Td_7zCX4ZD0IMAGK8)

06. President's Report. Mark McKnight

From his report:

The majority of my activities since our fall meeting in Montreal have been involved with preparing for our 2019 Annual Meeting and winter Board meeting in St. Louis. In Montreal Susannah Cleveland and I met with Ronald Broude to work out details for our acquisition of the Broude Trust materials. The proposal is currently in the hands of our legal counsel, Kathryn Goldman, and Mr. Broude's attorney. I am hopeful that we will have the agreement to vote on by the time we meet in St. Louis. Susannah and I also worked with Liza Vick, Publications Committee Chair, and Kathleen DeLaurenti, Open Access Editor, to hash out details for the open-access Public Domain Songbook. The Board has now voted to approve this proposal and we will look forward to seeing the results of this initiative.

I signed two contracts with ALA Publishing, one for developers of MLA webinars, and one for developers of MLA eCourses, following revisions suggested by the Board during our fall meeting. These were negotiated on our behalf by Sonia Archer-Capuzzo, chair of the Education Committee.

I also signed a publication agreement for a new volume in the Index and Bibliography Series, edited by Maristella Feustle. The volume's working title is *Heavy Metal: A Guide to Resources*, by Sonia Archer-Capuzzo and Guy Capuzzo.

As I prepare to pass the gavel to Vice President/President-Elect Susannah Cleveland, let me express my profound appreciation for the opportunity to serve as MLA's president for the past two years. It has been an honor to work with such dedicated Board members, past and present. I look forward to my remaining time on the Board in my new role as Past President.

Respectfully submitted,
Mark McKnight

07. Editors' Reports.

The Board reviewed all reports received. Commentary follows for the only report discussed during the meeting, Open Access (07.i). In all instances, the Board is deeply grateful to the editors for their work.

- a. Basic Manual Series (Kathy Abromeit)**
- b. Basic Music Library (Daniel Boomhower)**
- c. Copyright Website (Marci Cohen)**

- d. Index and Bibliography Series (Maristella Feustle)**
- e. Music Cataloging Bulletin (Chris Holden)**
- f. Newsletter (Michelle Hahn)**
- g. Notes (Deborah Campana)**
- h. Open Access (Kathleen DeLaurenti)**

The Board discussed Kathleen's proposal that MLA pursue an initiative to make Scarecrow co-published titles available via open access (see 07.h. Editors--Open Access February 2019_addendum.docx). After conferring with counsel Kathryn Goldman, Kathleen has determined that MLA owns the copyright for all 45 of its Scarecrow titles.

The Board discussed the many considerations required before deciding on a path forward or making a motion for a vote. Who will do the bulk of the work? How will this news and the steps required be communicated to authors? If authors have identified typos or mistakes, can they be corrected before being made available? Is the Humanities Commons the best platform for these titles? The Board looks forward to exploring these and additional questions, and receiving a more detailed plan, before holding a vote.

i. Technical Reports (Jon 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 officers' contributions to the organization.

- a. Advertising Manager (Scott Stone)**
- b. Convention Managers (Wendy Sistrunk and Andrew Justice)**

Wendy and Andrew came to the meeting and delivered their report to the Board in person. Mark thanked Wendy and Andrew for all their hard work. Wendy acknowledged there are many "chefs" for a stew, but they've all worked well to make sure everything is ready and covered.

Wendy noted that we received a discount on A/V costs for this conference, which is wonderful. We also oversold our guest room block. There were 395 registrants and 33 exhibitor registrants, which is good. Also, we handily reached our catering minimum when we counted vendor meals.

Wendy offered to answer questions from the Board. Mark asked about our double room situation for Norfolk conference hotel in Virginia. Not to worry, says Wendy; our liaison will help us ensure we have enough double rooms, and that the hotel is equipped to handle splitting a room's bill upon checkout. Wendy adds that the Norfolk hotel is beautiful and new, with lots of lovely art. Norfolk is generally walkable and accessible.

- c. Development Officer (Lindsay Brown)**
- d. Placement Officer (Sara Outhier)**

- e. Publicity and Outreach Officer (Lisa Shiota)**
- f. Archivist (Melissa Wertheimer)**
- g. Web Manager (Katie Buehner)**

Katie gave an update about moving the public components of the site from YourMembership (YM) to Wordpress. She showed the Board a mock-up of a few website pages and what they would look like, to better help us see what the differences would be between YM and Wordpress pages. Katie noted that she would share these mock-ups at her conference session.

Katie offered to answer questions. The Board asked questions about security, and Katie noted that MLA will keep YM for its financial needs for security-related reasons. When asked about committees who want redesigned web pages in Wordpress, Katie stated that Web committee members will be available to assist anyone who needs help, though the majority of the move to Wordpress is simply a migration of existing content. When members asked about issues of accessibility, Katie responded that Wordpress offers us the ability to improve accessibility right from the beginning, though she also plans to review published content (including PDFs) to see if any can be revised or optimized for better accessibility.

The Board agreed that it is important for MLA members to provide feedback about this potential change before voting to approve the migration to Wordpress.

Mark thanked Katie for all of her efforts.

h. Management Services (Jim Zychowicz)

Jim discussed the publishing activities of A-R and MLA. Last year was an incredible year for title sales. The Technical Reports series, in particular, had a great year and shows promise for another good year. Jim gave updates for upcoming titles that sound promising, and expressed appreciation for the hard work and regular year-round communication of MLA series editors.

Jim offered to answer questions from the Board. He was asked to clarify information about membership lists and the revenue generated from selling them. He was also asked how his office can accommodate opt-outs for members when it comes to conference mailing lists. When asked about possible alternatives to YM when it comes to the financial needs, Jim responded that he could begin exploring possibilities after the St. Louis conference.

Finally, Jim states that Janelle is one of the finest Administrative Officers that he has ever worked with. He noted that it says a lot about MLA as an organization that our financial transactions are so well documented and organized. This will facilitate a quicker and better organized audit.

The Board thanked Jim for his visit and for his and his office's work.

09. Committee Reports

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

- a. Awards (Various)**
 - i. Best of Chapters (Leslie McCall)**
 - ii. Bradley** inactive
 - iii. Epstein (Rahni Kennedy)**
 - iv. Freeman (Andy Leach)**
 - v. Gerboth (Sonia Archer-Capuzzo)**
 - vi. Publications: Duckles, Hill, O'Meara (Sandy Rodriguez)**
 - vii. Coral IAML Travel Grant** inactive
 - viii. Diversity Scholarship (Patrick Sifuentes)**

- b. Archives and Special Collections (Adriana Cuervo)**

From her report:

Board action required

The MLA Working Group for Archival Description of Music Materials is pleased to report the formal submission of a proposal to the Society of American Archivists (SAA) Publications Board for co-publication with MLA of Archival Description of Notated Music. We expect to hear from SAA about the proposal by the second week of March. Kathleen DeLaurenti has continued to participate in discussion of publication outcomes and has been very helpful as we work through the publications process. Our best-case outcome includes a free PDF publication available online both via MLA's open-access publications platform and through the SAA Bookstore. Additionally, we hope to offer print-on-demand copies through the SAA Bookstore. Should our proposal be accepted, we expect some negotiation to occur about the terms of the collaboration, and the Working Group will follow up with the MLA Board on final approval of the arrangements and partnership at that point. If SAA declines to co-publish, we will proceed with an MLA-sponsored, open-access publication in collaboration with Kathleen.

In terms of SAA endorsement, the Working Group is also pleased to report that it has submitted the DACS supplement for a second round of reviews by the SAA Standards Committee and the Technical-Subcommittee for Describing Archives: A Content Standard (TS-DACS). If the review is successful, the Standards Committee will recommend endorsement to the SAA Council, which must vote to endorse the supplement for it to become an officially SAA-endorsed external standard. We anticipate that the review process for endorsement will most likely extend beyond the review for publication, and the Working Group will keep the MLA Board informed of the status of endorsement as we know more.

The revisions we made to pursue SAA endorsement were substantial. Based on TS-DACS' recommendations, Chapter 4 has been excerpted and revised as a standalone document, "Guidelines for Archival Description of Notated Music, A Supplement to Describing Archives: A

Content Standard." The Working Group agreed on this approach after TS-DACS initially requested extensive revisions to limit the full document exclusively to content directly related to DACS (i.e., Chapter 4). The Working Group suggested that the publication continue in its full form, with additional select revisions based on TS-DACS' feedback, and that the endorsement be limited to Chapter 4, with revisions incorporating all of TS-DACS' requested edits. TS-DACS agreed, so if it is endorsed, it would be included in the SAA Standards Portal online. The excerpted Guidelines would be maintained by the MLA Archives and Special Collections Committee and hosted via the MLA open-access publications platform. As part of the revisions, the full document title has been shortened to Archival Description of Notated Music (ADNM), but the content in Chapter 4 will be the same as in the Guidelines, with the exception of a limited amount of text explaining the endorsement.

Members of the Working Group have discussed the possibility of an unanticipated lengthy review process and/or that SAA may decline endorsement without further significant revisions. Working Group members agree that if these scenarios come to pass, depending on the length of the delay or requested revisions, the Group would like to pursue co-publication with SAA without formal endorsement from Council. The Working Group's 2016 charge was to create the supplement, which is very nearly complete, so Group members are at the end of the project's timeline. Should the endorsement process require more sustained engagement, the Working Group hopes that the MLA Archives and Special Collections Committee could step in to assume responsibility for possible additional negotiations/revisions.

As part of the SAA endorsement process, we have learned that receiving official endorsement from the sponsoring outside organization (i.e., MLA) is expected, so the Working Group requests that the MLA Board please vote to endorse both the Guidelines and ADNM during its upcoming business meeting, if possible.

BAR: It was moved by Beth and seconded by Susannah that MLA endorse the Archival Description of Notated Music (ADNM) and Guidelines, prepared by the Working Group for Description of Archival Materials of the Archives and Special Collections committee. The motion unanimously passed.

c. Career Development and Services (Ana Dubnjakovic)

The Board discussed the CDS draft Core Competencies document.

BAR: It was moved by Rachel and seconded by Joe to approve the core competencies document from the Career Development and Services committee. The motion unanimously passed.

- d. Cataloging and Metadata (Tracey Snyder)**
- e. Development (Lindsay Brown)**
- f. Diversity (Joy Doan)**
- g. Education (Sonia Archer-Capuzzo)**

- h. **Emerging Technologies and Services (Jonathan Manton)**
- i. **Finance (Anna Kijas)**

1. Fiscal Policies Handbook and Administrative Handbook Updates

A. BAR The Finance committee recommends a policy update that will affect Fiscal Policies Handbook section 8.a. Convention Budget. Changes/additions made in bold.

“The Program Committee may request travel, lodging, and honoraria for **invited** plenary session speakers who are not MLA members during the annual meeting. In some circumstances, MLA may offer travel and lodging to **invited** non-MLA speakers at non-plenary program sessions. Any requests are to be made for the Spring Board meeting and become part of the Convention budget. These requests should be made through the Convention Managers. (Minutes, 12/2013, 2)”

It was moved by Anna and seconded by Bruce to approve the updated language in section 8a to add the word “invited” to that language. The motion was unanimously approved.

B. BAR The Finance committee recommends an update to the Fiscal Policies Handbook as noted below to reflect MLA’s current practice regarding master account and complimentary guest rooms. Additions are in underline. Update corresponding sections in Administrative Handbook, Convention Manual, and Nominating Committee Handbook as appropriate. Note that this is not a new practice or perk. This vote formally acknowledges and documents a practice that has been in place for some years. The board may revisit the use of complimentary and master account room funding at a future date. (Master Account and Complimentary Rooms updates assembled by T. Rudnick 1/22/2019.)

Fiscal Policies Handbook:

Section 4. EXPENSES

4.d Travel expenses for officers and representatives

. . . . Except as noted in section 8h below (Master Account and Complimentary Hotel Rooms), Board lodging and per diem for the winter Board meeting will only be funded for the days prior to the beginning of the conference (Board minutes, 06/2012, 09.g). MLA will not cover transportation to and from the meeting (Board minutes, 05/2013, 09.g). (Section 8h and the Convention Manual address additional complimentary rooms for which some officers may be eligible.)

Section 8. CONVENTIONS

8.h Master Account and Complimentary Guest Rooms

[NEW SECTION; underlining omitted for readability]

MLA generally receives some complimentary hotel room nights at the annual meeting as part of hotel contract negotiations. For example, in a recent contract, for every 40 guest rooms booked, MLA received one comped room. The number of complimentary nights varies each year,

depending on the contract and the number of booked rooms. MLA generally earns 22 to 26 free nights. MLA also occasionally receives additional "staff" rooms at a lower rate than what attendees are paying.

The complimentary rooms are applied to guest rooms that are placed on the MLA's master account with the hotel. (A master account consolidates all of a hotel's product and services billing for the organization. Being on the master account simply means that MLA will pay the bill for that room.)

The Convention Manual specifies whose guest rooms are placed on the master account, and the Convention Manager adds those individuals to the account. Any complimentary rooms will be applied toward the master account rooms, and MLA pays for those not comped. Individuals on the list can ask to *not* be added to the master account (and forego the complimentary and paid-for nights), or can indicate that their institutions will pay for any room nights that are not complimentary. In either case, they should do so before the convention; it is difficult for the Convention Managers to resolve issues or make changes after the convention.

It was moved by Andy and seconded by Joe to update the Fiscal Policies Handbook to reflect current practice regarding master account and complimentary guest rooms. The motion was unanimously approved.

C. BAR The Finance committee recommends an update to the Fiscal Policies Handbook to include the following as a continuation of the aforementioned section 8.h (Master Account and Complimentary Guest Rooms). Update corresponding sections in the same above handbooks as appropriate.

The Convention Manager's current working list is as follows:

Rooms placed on master account and billed to MLA (if not comped): President (if not in complimentary suite per contract), Past Pres./Pres. Elect, Administrative Officer, Assistant Administrative Officer, Convention Manager, Assistant Convention Manager.

These people get discounted rooms or upgrades as available: Recording Secretary, Web Manager, Program Chair, Notes Editor, Development Officer, and past Convention Manager (because of much work done on current conference).

Add these if possible for discounts: Ad Manager, Publicity Officers, MLA Business Office representative.

It was moved by Joe and seconded by Bruce to update the Fiscal Policies Handbook to include the new language as a continuation of the aforementioned section 8.h (Master Account and Complimentary Guest Rooms); update corresponding sections in the same above handbooks as appropriate. The motion was unanimously approved.

2. Research Awards

a. **BAR The Finance Committee recommends that the Gerboth award be funded at \$1680 for FY20 (2019-2020).** (Reminder: awards, except Epstein, and, temporarily, Diversity, are based on a formula of spending not to exceed 4.5% of the assets in each fund, calculated by averaging the December 31 value of the fund over the past five calendar years.) Last year: \$1,650. The motion was approved by majority vote.

b. **There is no BAR for Bradley for FY20 (2019-20).** The fund's future is currently under consideration.

c. **There is no BAR for the Epstein award for FY20 (2019-2020).** There is no award this year, because the fund had negative earnings. This formula is different from the other awards in that it requires that we use 75% of the income from the year. Last year: \$4,850.

3. Publication Awards

a. **BAR The Finance Committee recommends that the Duckles award be funded at \$800 for FY20 (2019-2020).** Last year: \$750. The motion was approved by unanimous vote.

b. **BAR The Finance Committee recommends that the Hill award be funded at \$300 for FY20 (2019-2020).** Same as last year. The motion was approved by unanimous vote.

c. **BAR The Finance Committee recommends that the O'Meara award be funded at \$225 for FY20 (2019-2020).** Last year: \$230. The motion was approved by unanimous vote.

3. Travel & Outreach Grants

BAR The Finance committee recommends that the Coral IAML grant be funded at \$840 for FY20 (2019-2020). This grant was not issued for FY19 as it is only granted in even fiscal years. The motion was approved by unanimous vote.

BAR The Finance committee recommends that the Kevin Freeman Travel grant be funded at \$2,400 for FY20 (2019-2020). Last year: \$2,400. The motion was approved by unanimous vote.

BAR The Finance committee recommends that the Diversity Scholarship be funded at \$2,500 for FY20 (2019-2020). Last year: \$2,400. This award is calculated according to 4.5% of a three-year average of the fund. It will continue to be calculated according to the number of years of the scholarship's existence from that year until FY22 (five years), when it will follow the standard five-year average formula. The motion was approved by unanimous vote.

There is no BAR for MLA Paraprofessional/Public Librarian Travel grant for FY20 (2019-20). The fund will be seeded with \$25,000 from an anonymous donor and will begin calculating when it reaches endowment.

4. Achievement Awards

BAR The Finance committee recommends that the Papakhian Special Achievement award be funded at \$500 for FY20 (2019-2020). Last year: \$500. Funded by the operating budget and not an endowment. The motion was approved by unanimous vote.

5. Endowments

BAR The Finance committee recommends use of the Wicker endowment not to exceed \$800 for FY20 (2019-2020). Last year: \$800. Partially funds the First-Time Attendees reception. The motion was approved by unanimous vote.

BAR The Finance committee recommends use of the Ochs/Notes endowment not to exceed \$2500 for FY20 (2019-2020). Last year: \$2,450. This supports to Notes luncheon and other events subject to the discretion of the *Notes* editor. The motion was approved by unanimous vote.

BAR The Finance committee recommends use of the US RILM endowment not to exceed \$2400 for FY20 (2019-2020). Last year: \$2,400. Supports MLA's \$10,000 subsidy to RILM. The motion was approved by unanimous vote.

BAR The Finance committee recommends use of the MLA Fund not to exceed \$45,000 for FY20 (2019-2020). Last year: \$43,000. This is the average of December 31 value of fund over past three calendar years. Up to 5% of that average for \$25,000 (whichever is greater) may be used to support the operating budget if necessary. The motion was approved by unanimous vote.

Anna thanked everyone for their work on finance committee

- j. **Legislation (Kyra Folk-Farber)**
- k. **Membership (Mallory Sajewski)** no report received.
- l. **Nominating (Mary Brower)** no report received.
- m. **Oral History (Therese Dickman)** no report received.
- n. **Planning (Andy Leach)**

Andy is happy to report that all interest groups got all their letters of interest in, so all those groups will be renewed.

- o. **Preservation (Treshani Perera)**
- p. **Program (Anne Shelley)**
- q. **Public Libraries (Kristine E. Nelsen)**
- r. **Public Services (Sara Manus)**
- s. **Publications (Liza Vick)**

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

10. Joint Committees

- a. **AMS, Joint Committee on RISM** no report received.
- b. **MPA/MOLA Joint Committee (Jane Gottlieb)** no report received.
- c. **US RILM Office (Bonna Boettcher)** no report received.

11. Representatives to Other Organizations

The Board reviewed all reports received, and is very grateful for the representatives' contributions to the organization.

- a. **MOUG (Ann Shaffer)**
- b. **NISO (Nara Newcomer)**

12. Old Business

- a. **Special Officers Reappointments**
- b. **Editors Reappointments**

It was moved by Rachel and seconded by Andy to move into executive session. The motion was unanimously approved. The Board discussed the reappointments. As special officers, Janelle West and Tracey Rudnick were not present for this portion of the meeting.

It was moved by Joe and seconded by Bruce to go out of executive session. The motion was unanimously approved.

Actions decided during executive session:

It was moved by Rachel and seconded by Andy to appoint the incoming Administrative Officer for a first year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to appoint the incoming Assistant Administrative Officer for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Convention Manager for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Assistant Convention Manager for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Development Officer for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the MLA Archivist for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Placement Officer for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Web Manager for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Basic Manual Series editor for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Copyright Website editor for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Index and Bibliography Series editor for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Music Cataloging Bulletin editor for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Newsletter editor for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Notes editor for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Open Access editor for a year. The motion was unanimously approved.

It was moved by Rachel and seconded by Andy to reappoint the Technical Reports and Monographs in Music Series editor a year. The motion was unanimously approved.

13. New Business

a. Subvention to National Recording Preservation Foundation

The Board discussed the proposal from Jim Farrington and Maristella Feustle (the MLA reps to the National Recording Preservation Board) to make a contribution to the National Recording Preservation Board. The contribution would total \$5,000, and would be structured as giving 1,000 dollars each year for five years. This contribution might send a strong signal to other academic organizations within NRPB that recording preservation activities are worth supporting.

BAR: It was moved by Susannah and seconded by Beth to give \$1,000 a year for five years to the National Recordings Preservation Board. The motion unanimously passed.

b. Purpose of MLA fund, Austerity Budget Line

Assistant Administrative Officer Tracey Rudnick reviewed the MLA Fund with the board, to provide broader contexts to keep in mind when budgeting, emergency planning, setting development goals, and communicating fund goals/status others. She shared 2012 reports by past President Jerry McBride and past Administrative Officer Paul Cary regarding goals and growth strategies for the MLA Fund. Tracey added annotations to indicate whether goals were achieved. Tracey prepared investment spreadsheets showing ten-year growth (some based on information provided by Pat Wall, MLA Business Office) and explained how to read the information.

The goal of earlier boards had been to build the fund until it totaled twice MLA's operating budget so it can sustain the Association in case of two catastrophic years. The board avoided using the fund in FY14, FY15, and FY16 so it could grow. In FY18 and FY19, budget planning

relied on the fund to avoid deficits, but substantial deficits did not materialize, and regular operating reserves covered any minor deficits. The MLA Fund is now at twice MLA's operating budget, though it was noted that MLA's operating budget is also smaller now, especially after the elimination of most honoraria. Future board discussion: keep raising the fund, or adjust goals and uses?

(More specifics: in FY11, expenses were \$549,560. The fund's value was \$583,465 June 30, 2011. In FY19 budgeted operating expenses are \$485,217, including the convention and awards funded by endowments. The MLA Fund was \$922,231 as of 12/31/2018.)

A question arose as to whether MLA has a threshold to trigger transfer of large surpluses to the MLA Fund or other higher-yield fund (rather than leaving it in operating reserves or a money market fund). Answer: no. It is case by case. The question came during discussion of an "Austerity Fund" money market account that is holding surplus funds pending decision making. The Board discussed options for how to proceed with the Austerity Fund.

Closing, Tracey gave hearty thanks to Janelle for the enormous amount of work she does as the Administrative Officer.

c. Data/Membership List Sharing

The Board discussed whether MLA should still continue to sell the data of members, such as registration data. Tracey updated the Board on her work to create a Privacy Statement for MLA. It will be a good idea to confer with our legal counsel to ensure we use a good approach. We will also need to solicit feedback on this topic from Jim at A-R.

d. Blacklight Interest group

BAR: It was moved by Andy and seconded by Bruce to allow the Blacklight Interest group to have rules consistent with System User groups. The motion was unanimously approved.

e. Conference Roommate Clearinghouse Coordinator Program

In the past, the roommate clearinghouse was voluntarily led and managed, apart from MLA. Some members have come to rely on this service, and if a volunteer resigns, it might leave members in the lurch. Just like with the Reduced Registration program, it would be good to have the clearinghouse coordinator be an ex-officio member of the Membership committee.

BAR: It was moved by Susannah and seconded by Rachel to place the roommate clearinghouse program under the Membership committee's domain. The motion was unanimously approved.

f. Annual Report Editing Responsibilities (Misti Shaw)

Misti summarized for the Board the series of events that led to her volunteering to compile the MLA Annual Report. She would like to hand off this work to someone else. The Board discussed

the possibility of compiling reports in a web format so that the workload for the compiler is dramatically lessened.

g. Music Librarianship Online Course proposal (Karass/Rogan)

Alan came to the meeting and discussed a proposal of a music librarianship online course, to be joint administered and/or sponsored by MLA. The Board asked many questions about the proposal, and asked Alan to consider soliciting feedback and involvement from all stakeholders (including relevant MLA committees and interest groups).

Mark thanked Alan for visiting and answering questions about the proposal.

h. Search Committees

i. Advertising Officer (Ertz)

It was moved by Misti and seconded by Susannah to move into executive session. The motion was unanimously approved. The Board went into executive session to discuss the recommendations by the search committee.

It was moved by Misti and seconded by Susannah to move out of executive session. The motion was unanimously approved.

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

14. Adjournment

It was moved by Bruce and seconded by Joe to adjourn the meeting at 12.30 pm. The motion was unanimously approved. Mark thanked the outgoing Board members for their service. The next meeting will be May 14-16, 2019 at the MLA Business Office at A-R Editions in Middleton, Wisconsin.

APPENDIX I: New Policies Adopted by the Board

MLA endorses the Archival Description of Notated Music (ADNM) and Guidelines, prepared by the Working Group for Description of Archival Materials of the Archives and Special Collections committee. 09b.

The Core Competencies document from the Career Development and Services committee was approved. 09c.

It was decided that MLA will give 1,000 dollars per year for five years to the National Recordings Preservation Board. 13a.

It was decided that the Blacklight Interest group will have rules consistent with other MLA System User groups. 13d.

It was decided that the roommate clearinghouse program will be placed under the Membership committee's domain. 13e.