

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Orlando, Florida February 21-26, 2017

Tuesday, February 21, 2017, 8:40 am – 2:45 pm; Wednesday, February 22, 2017, 9:01 am – 10:37 am; Friday, February 24, 2017, 6:01 pm – 6:47 pm; Saturday, February 25, 2017, 10:42 am - 11:12 am; Sunday, February 26, 2017, 9:03 am – 10:57 am

Present: Paula Hickner, Andrew Justice, Suzanne Eggleston Lovejoy, Mark McKnight, Laura Moody, Michael Rogan (presiding), Darwin Scott, Lisa Shiota (recording), Gerry Szymanski, Hermine Vermeij, Janelle West

Absent: none.

Guests of the Board: incoming Board members: Joe Clark (all sessions), Anna Kijas (08.b, 09.a, 09.e, 13.a, 13.b), and Andy Leach (all sessions); IAML Board members: Barbara Dobbs Mackenzie and Pia Shekter (08.b, 09.a, 09.e, 13.b); Maddie Dietrich (13.b), Kirstin Dougan (09.p), Michelle Hahn (07.f), Wendy Sistrunk (08.b), Diane Steinhaus (08.b), Jim Zychowicz (08.h)

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

The meeting was called to order by President Rogan at 8:40 am. He thanked the incoming Board members for sitting in on the meeting.

Actions prior to Board meeting:

0a. It was moved by Gerry Szymanski and seconded by Lisa Shiota to accept the award recommendations of the Freeman Travel Grant Award Committee. The motion was approved by majority vote.

0b. It was moved by Michael Rogan and seconded by Darwin Scott to approve the Advocacy Task Force Survey as revised. The motion was unanimously approved, with one abstention.

0c. It was moved by Andrew Justice (as Fiscal Officer) to accept the proposal for livestreaming and video rates for the 2017 Orlando annual meeting. The motion was approved. The proposal was later amended, and the amended proposal (moved by Darwin Scott and seconded by Michael Rogan) was approved by majority vote.

0d. It was moved by Andrew Justice and seconded by Hermine Vermeij to accept the Music Library Association Response to Recent United States Executive Orders. The motion was unanimously approved.

01. Approval of Agenda Michael Rogan

It was moved by Mark McKnight and seconded by Lisa Shiota to approve the agenda. The motion was unanimously approved.

02. Recording Secretary's Report Lisa Shiota

It was moved by Andrew Justice and seconded by Laura Moody to approve the minutes from the October 13, 2016 Bloomington-Normal fall meeting. The motion was unanimously approved.

03. Parliamentarian's Report Darwin Scott

Revised charge for the Web Committee (which is no longer chaired by the Web Manager [Katie Buehner] but by a separately appointed chair [Ray Heigemeir]), moved from section V.H.3 (under Publications/MLA Website) to a new location under Committees/Current Committees as VI.H.22. Uncertainties about the wording of the Web Committee charge noted at the fall Board meeting that delayed its adoption at that time are now resolved, below.

It was moved by Darwin Scott to accept the revisions for the charge of the Web Committee in the Administrative Handbook. The motion was unanimously approved.

Previous text:

V.H.3. WEB COMMITTEE [under V.H. MLA Website]

The Web Committee maintains the Association's web site and related online tools. Members of the committee will be assigned functional responsibilities related to the website (or other online tools) for which they are responsible. The committee will solicit and maintain content and work to ensure that systems are functional, and that content is accurate and current. Committee members are responsible for clear, consistent communication with assigned constituencies in MLA (chapters, committees, special officers, the Board, business office), and they ensure that members' needs are being met to the greatest extent possible. The committee works with the Web Manager to advise the Board and the Association in all matters related to published web content and related web-based technologies. It establishes general policies and procedures related to the Association's web presence, formulating policy related to web site design, maintenance, style, and content.

The Web Committee is chaired by the Web Manager. Ex-officio members include an A-R Editions representative and a Board member. Other members include at least three other MLA members with some web design experience or technological skills. (rev. 11/2012)

Revised text and new location in VI.H. with all the other MLA committees:

VI.H.22 WEB COMMITTEE

The Web Committee maintains the Association's website and related online tools. Members of the committee will be assigned functional responsibilities related to the **website** (or other online tools) for which they are responsible. The Committee will solicit and maintain content that is accurate and current. Committee members are responsible for clear, consistent communication with assigned constituencies in MLA (chapters, committees, special officers, the Board, business office), and they ensure that members' needs are being met to the greatest extent possible. The Committee works with the Web Manager to advise the Board and the Association in all matters related to publishing web content and related web-based technologies. It establishes general policies and procedures related to the Association's web presence, formulating policy related to website design, maintenance, style, and content. **(rev. 2/2017)**

Brief Summary of Activities

1. All changes to the Administrative Handbook authorized by the Board at the October Bloomington-Normal meeting have been submitted to Ray Heigemeir for incorporation into the version of the AH on the MLA website.
2. Additions or emendations made in the Administrative Handbook based on Board decisions include the following; those marked * have their before-and-after texts in the Appendix to the Parliamentarian's report.
 - a. Correction and update of positions receiving honoraria as approved by at the October 2016 Board Meeting.*
 - b. Revision of charge for the Resource Sharing and Collection Development Committee as approved at the October 2016 Board Meeting.*

- c. Revision of the Parliamentarian and Assistant Parliamentarian job descriptions regarding maintenance of job descriptions for positions listed in section II.A.4.i of the Administrative Handbook as approved at the October 2016 Board Meeting.*
 - d. Revision of the opening paragraph of the Awards Committees section to reflect when the Board determines the award amounts as approved at the October 2016 Board Meeting.*
 - e. Deleted reference to Users Groups coordinator in Emerging Technologies and Services Committee charge as approved at the October 2016 Board Meeting.*
 - f. Revision of Dena Epstein Award Committee description to reflect Dena's death as approved at the October 2016 Board Meeting.*
 - g. Based on the Board decision at the October Bloomington-Normal meeting, website editor Ray Heigemeir changed the heading "Organizational Structure" on the MLA website to match the referenced link "Administrative Structure" in the Administrative Handbook (http://www.musiclibraryassoc.org/mpage/admin_handbook_IN to <http://www.musiclibraryassoc.org/?page=AdministrativeStruct>)
 - h. Consistent use of web-based words in the Administrative Handbook: Following up on the exchange with Board members and Ray Heigemeir noted in III.B above, all variant spellings of website and related words are now corrected in the AH on Google Docs and the changes have been submitted for updating the web version of the AH. Total web-related emendations: 39. A few changes involved minor fixes of surrounding words to make for a smoother text.
 - i. Section VIII.B. on Interest Groups structure edited to correct ambiguous language (discussed at fall meeting but Board approval not required).
3. Following up on the discussion (without action) at the fall Board meeting of section III.K. of the Parliamentarian's October 11 report regarding the upcoming 2017 appointment of an Open Access Editor (see also the fall Board meeting minutes under 03.) The parliamentarians, working in tandem with Board members and the new editor, will need to add and amend appropriate sections of the Administrative Handbook to reflect the new position, its duties, and its various interactions with the MLA administrative structure, referring all revisions to the Board for approval.

04. Administrative Officer's Report. Paula Hickner

From her report:

BUDGET REPORT

INCOME

As of February 10, 2017, total income was \$314,494.43, which is 72.15% of the budgeted income of \$435,888.00. Expected income includes approximately \$90K in additional *Notes* royalties and \$2K in royalties from MLA's monographic series. These royalties, along with other expected income, should bring the total income for FY17 to around \$410K; this amount is \$25K under the budgeted income.

Dues (1.0)

Dues income is running \$20K under budget. Although we expect new members and renewals throughout the membership year, it is unlikely that we will meet the projected amount.

We were unable to offer the installment plan this year because YourMembership (YM--our membership platform) is currently unable to limit a partial payment to MLA dues only; when members renew and add donations in the same transaction, the system creates an installment plan for the entire amount. Hopefully, future improvements to the software will enable us to offer the installment plan at a later date.

This year we did not begin collecting IAML dues at the same time membership renewal for MLA opened. Because MLA's membership year runs July 1-June 30 and IAML's year runs from January 1-December 31, some members would miss a year of IAML membership or pay for the same membership year twice. For IAML's 2017 membership year, we did not open registration until November 2016. Moving IAML's registration more closely to the beginning of the year to which it applied has helped with confusion on the part of members. We still have some inquiries and a handful of duplicate registrations, but these are fewer in number than in preceding years.

This year we were pleased that several chapters took advantage of integrating their dues collections into YM. Dues for these chapters were collected the same time as those for MLA. Chapter members also had the choice of renewing or joining MLA and that member's chapter or only the chapter. In addition to the Greater New York Chapter, which moved to YM for FY16, the Atlantic, California, Midwest, and Pacific Northwest chapters were added in FY17. As of February 10, MLA has collected \$3,701.00 on behalf of the chapters. Dues collected by mid-August (\$2929.10) have been returned to chapters and the \$771.90 collected since then will be returned after the meeting in Orlando.

Notes (2.01)

Based on royalty projections and increased advertising, *Notes* income is expected to run slightly over budget. Project MUSE royalties continue to be the highest, followed by JSTOR.

Music Cataloging Bulletin (2.03)

MCB subscriptions continue to decline.

Royalties (2.05)

MLA's monographic royalties from our jointly published monographs with A-R Editions for CY16 are \$1,600.85. We haven't yet received a report from Scarecrow, but royalties from Scarecrow publications are projected to be around \$450.

Meetings (3.0)

Registration income for Orlando is at 92% of the budgeted total; however, one to two registrations are received each day and we expect a few walk-ins. We have also begun to receive registrations for live streaming and access to the videos after they are archived. Numbers are currently low (currently 9), but hopefully we will see more registrations when the conference begins.

Overall, income for Orlando is at 89% of the budgeted amount. As mentioned above, registrations continue to come in as well as advertising income and contributions.

Other Income (5.0)

We continue to receive modest amounts from MLA shop at Café Press (5.022) and Amazon Smile (5.023).

EXPENSES

Meeting (10.0)

Many bills for our meeting in Orlando will come in shortly after the conference has ended.

Line 10.012 Program Expense shows -\$4,978.00; this amount includes two voided checks—one from the 2015 meeting and one from the 2016 meeting. The budgeted amount for FY17 is \$6,500.00.

Costs for streaming with V-Cube will be under budget. We received an early-bird discount of \$1,025.00 and an additional discount of \$1,325.00 to compensate for the last part of the Cincinnati business meeting not being captured. These discounts combined to bring the original cost of streaming down from \$7,150.00 to \$4,800.00. As part of the Pan-American regional meeting, MLA has contracted with V-Cube to translate streamed sessions and 3Play Media to provide captioning. These expenses will be paid for with from the Neil Ratliff Outreach Fund.

Jim Zychowicz at our business office was able to negotiate a 50% discount on Guidebook (10.024)—a savings of \$2,500.

Management Services (6.0)

Audit fees (6.019) will be slightly over the budgeted amount of \$14,000.00. SVA served as a consultant to MLA concerning MLA’s role in supporting IAML’s Liesbeth Hoedemaeker-Cohen Fund for IAML Congress Travel.

All other lines are under Management Services are coming in as expected.

Program Expenses (7.0)

Other Member Services (8.0)

Publications (9.0)

Program Expenses (committee projects and travel, board travel, MLA subsidies to other organizations), Other Member Services (organizational dues, publicity); and Publications are also coming in as projected. IAML dues (8.071) for calendar year 2017 are expected to be billed in March.

INVESTMENTS

MLA’s funds at Fidelity and Calvert, which holds our socially-responsible funds, are improving after some losses in 2016.

	October 12, 2016	December 31, 2016
Fidelity	\$ 1,035,772.80	\$ 1,064,227.28
Calvert	\$ 271,692.20	\$ 278,023.19
Total	\$ 1,307,465.00	\$ 1,342,250.47

Award accounts at the end of the CY2016 (December 31, 2016):

Bradley	\$ 5,987.61
Gerboth	\$ 37,110.13
Duckles	\$ 40,414.23
Hill/O’Meara	\$ 11,846.06
Epstein	\$ 59,322.89
Freeman	\$ 54,174.42
Wicker	\$ 17,931.60
Ochs	\$ 61,094.07
RILM	\$ 55,693.44
Ratliff	\$ 72,979.87
Coral Travel	\$ 18,570.63
Diversity	\$ 46,131.00

The Epstein Fund again posted a loss over CY2016 which, according to the donation agreement, means that no money can be issued for the award for 2018.

The Diversity fund, as of February 10, 2017 stands at \$57,639.33 with \$52,709.33 at Fidelity and \$4,930.00 at Calvert.

Other funds as of December 31, 2016:

MLA Fund	\$ 841,361.80
Board Designated Assets	\$ 67,528.72

PUBLICATIONS

MLA received royalties on nine titles published with A-R for a total of \$1,600.85. One new title was published in 2016, *Leonard's Music for the Silent Film* (MLA Index and Bibliography Series, 39). Four new titles are scheduled to be published with A-R in 2017.

Scarecrow sales and royalties have not yet been received.

MEMBERSHIP

Membership continues to drop in MLA. The low membership numbers for IAML are most likely due to moving IAML 2017 membership renewal to the end of 2016 rather than opening IAML's 2017 membership year at the same time as MLA's in June.

Excerpted from MLA Membership Count History 17Jan2017 (see next page):

	2015-2016	2016-17Jan2017
MLA Members		
Regular Member US	446	408
Regular Member non-US	28	24
Institutional Member US	215	197
Institutional Member non-US	78	68
Student Member US	57	56
Student Member non-US	6	1
Retired Member US	28	26
Retired Member non-US	1	1
Sustaining Member US	62	64
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	9
Corporate Member non-US	0	0
Paraprofessional US	52	45
Paraprofessional non-US	0	0
Totals	991	907

IAML Individual	143	44
IAML Institutional	118	7

ELECTION

MLA's recent election was open from November 1 until November 23, 2016. Ballots were sent to 562 eligible members using SurveyMonkey's anonymous ballot capability. Three-hundred and sixty-four responses were received, one of which was invalid, for a response rate of 65%.

Respectfully submitted,
Paula Hickner

Further discussion on the report:

Regarding dues collections: other chapters are considering using the association's YM system as well. As always, income and expenses from the current conference in Orlando will be settled after the meeting.

Michael Rogan expressed concern with the declining of membership. This may be a reflection of the profession as a whole; this appears to corroborate with information from an anecdotal report from a meeting with other affiliate

organizations at the American Library Association (ALA) Midwinter Meeting that membership has been in decline with these organizations as well. Michael emphasized that the association needs to consider what the value of being an MLA member is, and what MLA provides to the library community as a whole. Providing content on music and music librarianship would be paramount. We need to build this content and make it available, and the chapters would be the best way to push this content outward. (see further discussion in Vice President’s report, section 05.)

There has been an idea floating around about creating a new membership category for people who are interested in gaining access to music librarianship content, perhaps because music is one of several responsibilities in their job-- but do not attend annual meetings. Would being an MLA member in this capacity be worthwhile to these people? This needs to be discussed further with the Membership Committee. It was asked if data has been collected about how many people drop their MLA membership when they move out of the specialty or out of the profession entirely, due to a change in jobs or retirement, for example. It is not the current practice to have an exit survey for lapsed members, but it may be a good idea to do so. The Membership Committee had done a study on students, recent graduates and new professionals (report was given to the Board March 2016); a similar study could be done for lapsed members. There needs to be a way to keep people connected to the association, even if they no longer work in music libraries, and the association needs to begin to focus on how to do this.

05. Vice President’s Report. Mark McKnight

From his report:

Since the Board, at the urging of President Rogan, made the decision to begin holding its fall meetings in conjunction with one of the MLA chapter meetings—in this case, the Midwest Chapter meeting in Bloomington, Ill.—it was determined that as I would be attending this meeting it could “count” as the chapter meeting that the VP/PE traditionally attends. In addition to the Board meetings, I did attend all of the sessions and the business meeting of the chapter. This was a special meeting, celebrating the chapter’s 75th anniversary.

At the annual meeting in Orlando I will be meeting with the MLA chapter chairs in our continuing efforts to strengthen our ties at the national level with the regional chapters. Among the issues that we will be discussing is how we can make better use of our membership management software, YM (Your Membership). We will continue our efforts begun in 2015 to encourage the chapters to integrate their membership and renewal processes through YM, and we will discuss other ways the software might help us collaborate, such as with retention and fundraising. We will also again be urging the chapters to take advantage of the chapter grant opportunities the Board provides to support outreach. This past year we received one chapter grant proposal, from the Mountain Plains Chapter for \$500. The purpose was to supplement their travel grant for the following year’s chapter meeting. The chapter plans to offer this award to first-time attendees in order to recruit new members. The Board voted to grant the chapter its request.

As I prepare to begin my term as President following the conclusion of this year’s annual meeting, I want to thank President Rogan for his inspired leadership of our organization during the past two years and especially for his generosity and patient guidance to me while I’ve served as Vice President/President-Elect. He has left big shoes for me to fill.

Further discussion from the report:

The Vice President is the liaison to the MLA chapters. Michael and Mark have had conversations about the role of the chapters in the association, how the Vice President works with the chapters, and what kind of support chapters can expect from the national association. Michael has been underlining the importance of chapters throughout his term with articles in the Newsletter and his remarks at the Midwest Chapter meeting last fall, calling for a “respectful symbiosis” between the chapters and the association. As mentioned in section 04 (Administrative Officer’s report), promoting MLA content at the chapter level is the goal. An example of this promotion has been

the Educational Outreach Program Subcommittee's (EOP) music librarianship workshops at state library association meetings.

Although communications have improved, thanks to the YourMembership (YM) platform, a more formal support structure needs to be created. Providing chapter grants is a good start, but there needs to be more. Questions were raised concerning how to get all chapters to participate in some level of state/regional outreach beyond the music library sphere, not only towards state library associations, but also with library schools. Some direct engagement, such as a workshop or a presentation is necessary, not merely having a table in the exhibits area of a conference. Should this charge be led by an appointed committee, by the Board, or by the President/Vice President? Michael and Mark McKnight will talk about this at the Chapter Chairs meeting at this conference, and the Board members were encouraged to reinforce this message at their respective chapter meetings. Having the Education Committee, EOP, Membership Committee, and the Music Educators Interest Group in on the conversation would be helpful as well.

06. President's Report. Michael Rogan

From his report:

Much of my activity over the past several months has been in preparation for the Annual Conference, and in particular, its Pan-American aspects. A couple of reminders for your schedules:

- Board presence is required at the Donors Reception, Wednesday 2/22, 5:30-7PM on the Mezzanine Balcony (rain location Salon 11)
- Board presence is required at the IAML—Latin American Attendees Reception, Thursday 2/23, 6-8PM in Salon 14.
- IAML's Latin American Forum is on Thursday 2/23, 3:30-4:30PM in Grand Ballroom A.

I have been working to manage the expense of the Pan American outreach so that we can conserve as much of the Ratliff Fund as possible while still hosting a successful program. Cost estimates to date:

Airfare for Ratliff Grant Awardees	\$6,700
Hotel for Ratliff Grant Awardees	\$5,460
IAML—Latin American Reception	\$3,400
Video recording captioning (3Play) (Est. 16 hrs. English + 2 hrs. Spanish)	\$3,000
Translation of captions (English/Spanish)	\$7,560
Estimated Total:	\$26,120

Translation of captions into Brazilian Portuguese may or may not be possible on a comprehensive scale (it's not provided by our existing service contracts), so I hope to discuss this with some of our Brazilian attendees.

In other responsibilities, I have signed contracts for two books: a Technical Report on Music Research Data Management by Amy Jackson and Sean Luyk, and a Technical Report on Outreach for Music Librarians by Scott Stone. I have signed two contracts with ALA to renew our joint webinar series, and to initiate a new e-course project. Due to extraordinary work – done in cooperation with Sandy DiMinno of Experient – by Convention Managers Diane Steinhaus, Wendy Sistrunk, and James Farrington, I have signed contracts with hotels in the Hilton chain for our next five (5!) conferences. (See article in *MLA Newsletter* No. 189.) Also in issue 189 is my equivalent of a Farewell Address, wherein I outline my hopes for the future of MLA.

I owe tremendous thanks to all of you for all the work, thought, care, and dedication you've put into your various roles as Board members. Serving as President of MLA has sometimes been exhausting, sometimes exciting, sometimes anxiety-provoking, but always rewarding. Because of your support I have never doubted that the leadership of this organization would find the right path. My career is deeply indebted to all I have received from MLA, and it has been an honor to be able to give back.

Respectfully submitted,
Michael Rogan

Further discussion on the report:

Michael gave a quick follow-up report at the end of the meeting. The live streaming numbers are lower this year, most likely due to the newly imposed access fees. The total number of viewers cannot be determined by these statistics, as there were some instances of access being purchased for a group of people at an institution. Better numbers may be ascertained by asking participants in the post-conference survey. V-Cube will minimally edit the video recordings and will display slides from the presentations when possible. 3Play Media will provide the captions. Translations into Spanish and Portuguese will be done based on the English captioning, which may require some editing as well.

07. Editors' Reports.

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all instances, the Board is deeply grateful to the editors for their work.

- a. **Basic Manual Series (David Gilbert)** no report received.
- b. **Basic Music Library (Daniel Boomhower)** no report received.
- c. **Copyright Web Site (Marci Cohen)**
- d. **Index and Bibliography Series (Richard Griscom)**
- e. **Music Cataloging Bulletin (Chris Holden)**
- f. **Newsletter (Michelle Hahn)**

Michelle came to the Board meeting to give an update on the Newsletter. The pilot for changing the frequency to six issues per year went well, so she proposed to make this change permanent. **It was moved by Hermine Vermeij and seconded by Lisa Shiota to change the publication schedule of the MLA Newsletter to six issues per year.** The motion was unanimously approved.

With the help of Web Manager Katie Buehner, the Newsletter went through an upgrade to Open Journal Systems (OJS). Although this system makes it easier to publish, the migration of previous HTML-only issues, particularly those from 2012 to 2015, was not successful, particularly with images and formatting. Michelle will try to re-create those issues and convert them to PDF. Moving forward, she will send hard copies to the MLA Archives of previous issues, and all issues published henceforth. She proposed that the Newsletter be published in PDF only. Formatting HTML issues in OJS so that all web browsers would present the same layout has proved challenging. PDF is a more stable format for archiving, and more scalable for differently sized screens to present the intended layout and design. The 2009 MLA Newsletter Task Force Report had recommended HTML as the official format, based on a survey that showed more people read the HTML version over the PDF version. However, the survey did not ask whether people would stop reading the Newsletter if it were available in only one format. Michelle was of the opinion that because people had asked for a printable version, and because current technology allows better readability and navigability of PDF documents in browsers, no one would be concerned what format was made available. In light of the technological changes in the production of the Newsletter, and the need for archiving it, **it was moved by Andrew Justice and seconded by Laura Moody to authorize the production of the Newsletter in PDF only.** The motion was unanimously approved. The Board thanked Michelle for all her work with this publication.

- g. **Notes (Deborah Campana)**
- h. **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 (Diane Steinhaus and Wendy Sistrunk)**

Diane and Wendy came to the start and end of the meeting to give the current status of this year's conference, and to discuss plans for next year. Preliminary numbers show that attendance of the Orlando meeting is slightly less than last year's meeting in Cincinnati (see also the Management Services report at 08.h), but the room block has been exceeded, which will help towards lowering the overall hotel expenses. However, this hotel is unusual in that it was not possible to expand the room block in advance, which resulted in moving people who had tried to book a reservation with the Rosen Plaza to other hotels until the room block could be expanded. This issue needs to be addressed in future contracts. The high rates for Internet access was also a cause for concern for some of the vendors who feature their product online. There are quite a few vendors new to the annual meeting this year—Michael requested that the Board greet them and thank them for coming to this conference.

Laura asked if the Convention Manual includes a policy of non-discriminatory practices in contracts. (See further discussion in 09.n, Planning Committee.) Diane had replied that this is usually part of the contracts they negotiate for, but she welcomed having the language in the manual and will make sure Sandy DiMinno of Experient (a full-service events management company) knows about this update as well.

Plans for the 2018 Portland, OR meeting are ramping up. (see also discussion in 09.p, Program Committee.) The meeting location is the Hilton Portland and Executive Tower. The Convention Managers stressed that this meeting is a month earlier than when annual meetings are usually scheduled—the dates are January 31 – February 4, 2018. The timeline for this conference is therefore set earlier as well: the conference website is scheduled to be up by October 15, and 15 December will be the deadline for early registration. Program chair Leslie Andersen has begun talks with the Pacific Northwest Chapter for suggestion for plenary sessions with a local theme. One idea was to have Edmund Scott, host of the radio program The Score, as possible speaker, as the show is based in Portland.

Other experimental changes to the conference format include using only one ballroom. This will change the schedule so that the exhibitors will be in the ballroom from Wednesday evening to Friday noon, and then Saturday would be available for plenary sessions. Live streaming sessions will continue to be offered; responsibilities for its set-up need to be discussed further. This year, members donated MLA tote bags from previous conferences in lieu of new ones, which was a success and will be suggested again for next year. All tours, with the exception of the traditional organ crawl, will not be handled by the Business Office. Results from the 2018 Portland conference will determine choices for the following conferences. A post-conference survey for this year is forthcoming from the Planning Committee.

Michael thanked the Convention Managers for all their work.

- c. **Development Officer (Susannah Cleveland)** see 09.e.
- d. **Placement Officer (Joe Clark)** see also 12.c.

Joe reported that the archived position descriptions for MLA Special Officers and Editors are now available on the MLA website (<http://www.musiclibraryassoc.org/members/group.aspx?id=120618> and <http://www.musiclibraryassoc.org/?page=Editors>). The next Placement Officer will be in charge of maintaining these descriptions, the Board Parliamentarian will have a link to these descriptions in the Administrative Handbook, and the Web Manager will periodically check these links.

- e. **Publicity and Outreach Officer (Sara Nodine)** no report received.
- f. **Archivist (Sandy Rodriguez)**

- g. **Web Manager (Katie Buehner)**
- h. **Management Services (Jim Zychowicz)**

Jim came to the meeting and stated that membership renewals so far were 91% of last year, and attendance for this year's Orlando conference is close to the attendance recorded for last year's Cincinnati meeting. Things appear to be running smoothly for the conference. Jim offered to create a comparative chart of meeting registration numbers for past years and going forward. The Board agreed that this data would be useful for preparing for future meetings. The Business Office has switched to from Fidelity to First Business Bank for the association's banking, which seems to be working out well.

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 (Alan Asher)**
 - ii. **Bradley inactive**
 - iii. **Epstein (Angela Pratesi)**
 - iv. **Freeman (Rebecca McCallum)**
 - v. **Gerboth (Rebecca Belford)**

The Gerboth Award Committee sent a proposal to expand the eligibility requirements for the award. Historically, the award was designed to support scholarly research in music librarianship for professional librarians. Although the Board was in general agreement of the widening the pool of qualified candidates, there was discussion on the details in the proposal. The Board requested some revisions to the committee at the annual meeting, to which the committee responded with a revised proposal. As such, the Board generally felt that the nature of the award—to further research in music librarianship-- was retained in this revision. **It was moved by Andrew Justice and seconded by Laura Moody to accept the proposal as revised by the Gerboth Award Committee for expanding the eligibility requirements for the award.** The motion was unanimously approved.

The question remained as to what is the distinction between the target candidate for the Gerboth Award and the Carol June Bradley Award, which is also intended for research in music librarianship. This distinction needs to be made, not only for potential applicants and the awards committees, but also for potential donors in order to continue to fund the awards.

- vi. **Publications: Duckles, Hill, O'Meara (Renee McBride)** no report received.
- vii. **Coral IAML Travel Grant inactive**
- b. **Archives and Special Collections (Matthew Snyder)**
- c. **Cataloging and Metadata (Tracey Snyder)**
- d. **Career Development and Services (Ana Dubnjakovic)**
- e. **Development (Susannah Cleveland)**

The fundraising goal of \$50,000 for the Diversity Scholarship Award has been reached, thanks in part to the challenge grants offered by Judy Tsou and Michael Colby. The Development Committee asked what happens to the Diversity Scholarship Subcommittee, now that the goal has been achieved. Michael had asked Susannah and incoming chair Lindsay Hansen if the subcommittee could be re-formed as a working group, and is waiting for their reply. Recommendation for the amount, eligibility requirements, and related benefits associated with the new scholarship will be given at the Board's spring meeting in Middleton.

- f. **Diversity (Joy Doan)**

g. Education (Lisa Hooper)

Michael led a discussion about the increased responsibilities that are developing for the Education Committee and the Educational Outreach Program Subcommittee (EOP). He has been in conversations with Dan Freeman of ALA's e-publications department. The MLA webinars have been going well, and they would like to expand these to become online e-courses. EOP reached out to Sonia Archer-Capuzzo, who has developed online course content for music librarianship before, to create courses for this venture. She has expressed interest in doing so.

Michael expressed concern over the leadership and activity of this committee. EOP's chair, Grover Baker, will be stepping down after this meeting. The Education Committee does not appear to have good communications with EOP, nor is it active in communicating with other committees or forging partnerships with related library organizations. Their members are few in number and all will be rotating off at the same time, providing no continuity for the committee.

Given their charge, which is to provide "continuing education for music librarianship, and outreach education to those whose responsibilities include music, and to other audiences external to MLA," this committee is well poised to provide the mechanisms to push content to the greater library community (see also discussions in 04 and 05). Michael asked the Board for ways to make the Education Committee more aware of the expansion of their responsibilities, and to be proactive in this very important work for the association. One idea brought forth was to have defined roles for the committee members on different aspects of outreach and internal programming, yet have clear channels for communication among themselves to discuss programs that can be pushed to more than one audience. Michael stressed that providing this service is a critical step for the association—the Board needs to take the initiative in giving guidance, but the Education Committee needs to now step up to the challenge and execute it.

- h. Emerging Technologies and Services (Jonathan Manton)**
- i. Finance (Andrew Justice)**

1. Research Awards

- a. BAR The Finance Committee recommends that the Gerboth award be funded at \$1,560 for FY18 (2017-2018).** (Reminder: awards, except Epstein, 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. See "Rolling award fund calculations for 2018.xlsx" for calculations.) Last year: \$1,475. The motion was unanimously approved.
- b.** There is no BAR for Bradley for FY18 since that fund was suspended after the 2014 annual meeting, with a fundraising campaign to be initiated to bring the fund to \$25,000 by 2019, at which point MLA would resume granting the award.
- c.** There is no BAR for Epstein for FY18, as the fund has not recovered enough to offer it. The formula is different from our other awards; Epstein requires that we use 75% of the income from the year. Since 2016 posted a loss, there is no income for the 2018 award.

2. Publication Awards

- a. BAR The Finance Committee recommends that the Duckles award be funded at \$700 for FY18 (2017-2018).** Same as last year. The motion was unanimously approved.
- b. BAR The Finance Committee recommends that the Hill award be funded at \$300 for FY18 (2017-2018).** Same as last year. The motion was unanimously approved.

- c. **BAR The Finance Committee recommends that the O'Meara award be funded at \$230 for FY18 (2017-2018).** \$225 last year. The motion was unanimously approved.

3. Travel & Outreach Grants

- a. **BAR The Finance Committee recommends that the Coral IAML travel grant be funded at \$650 for FY18 (2017-2018).** \$800 in FY16, awarded every other year. The motion was unanimously approved.
- b. **BAR The Finance Committee recommends that the Freeman travel grant be funded at \$2,300 for FY18 (2017-2018).** \$2,200 last year. The motion was unanimously approved.

4. Achievement Awards

- a. **BAR The Finance Committee recommends that the Papakhian Special Achievement award be funded at \$500 for FY18 (2017-2018).** Same as last year, funded by the operating budget and not an endowment. The motion was unanimously approved.

5. Endowments

- a. **BAR The Finance Committee recommends use of Wicker endowment not to exceed \$800 for FY18 (2017-2018).** \$750 last year, partially funds First-Time Attendees reception. The motion was unanimously approved.
- b. **BAR The Finance Committee recommends use of Ochs/Notes endowment not to exceed \$2,300 for FY18 (2017-2018).** \$2,000 last year, supports Notes luncheon and other events subject to the discretion of the *Notes* editor. The motion was unanimously approved.
- c. **BAR The Finance Committee recommends use of the US RILM endowment not to exceed \$2,300 for FY18 (2017-2018).** \$2,000 last year, supports MLA's \$10K subsidy to RILM. The motion was unanimously approved.
- d. **BAR The Finance Committee recommends use of the MLA Fund not to exceed \$35,000 for FY18 (2017-2018).** \$35,000 last year, average of December 31 value of fund over past three calendar years. Up to 5% of that average or \$25,000 (whichever is greater) may be used to support the operating budget if necessary. The motion was unanimously approved.

- j. **Legislation (Tammy Ravas)**
- k. **Membership (Jason Imbesi)**
- l. **Nominating (Damian Iseminger)** no report received.
- m. **Oral History (Robert DeLand)**
- n. **Planning (Laura Moody)**

The Planning Committee drafted and further revised a Board policy statement for non-discrimination in conference contracts.

In concert with our affiliate organization the American Library Association, the Music Library Association supports aligning our contractual obligations with our stated policies on discrimination in contracts. To this end, an updated policy will be added to the Music Library Association's Convention Managers Handbook. The policy is as follows:

There shall be no discrimination, including that based on race, origin, color, sex, sexual orientation or identity, creed or disability, in the use of any facilities used by the Music Library Association. This policy shall become a part of MLA contracts for the use of space. The MLA will avoid entering, whenever

possible, into convention center contracts with organizations and legal bodies in cities, counties, or states that by law discriminate against gay, lesbian, bisexual or transgender people.

It was moved by Hermine Vermeij and seconded by Andrew Justice to approve the non-discrimination policy statement for conference contracts. The motion was unanimously approved.

- o. Preservation (Maristella Feustle)**
- p. Program (Kirstin Dougan)**

Kirstin came to the meeting to report on how things were shaping up for the conference, and to give suggestions for programming next year's Portland, OR meeting. Publishing information about the program takes four forms: online on the MLA website via the YourMembership platform, online in PDF, the Guidebook app, and the printed program from the Business Office. Converting the committee's spreadsheet grid to public views has been time-consuming. Now that Guidebook can be viewed as a website in addition to the app, this erases the need of creating it on the MLA website, making the process a little easier. YM remains the platform for processing registrations, however. It was unknown whether Guidebook could produce a printable version of the program. There has been some discussion as to whether to get rid of the printed program. On one hand, the additional proofreading done by A-R Editions is helpful. On the other hand, printed programs cannot be updated on the fly the way Guidebook can. Advertising is also a concern—the traditional model is for vendors to purchase space on the printed program. They can now also purchase space in Guidebook. A new advertising model would need to be created for a PDF program if future Program Committees decide to go this route.

Kirstin noted the complexities in scheduling the annual meeting. There is no master document from which to refer for the length of particular sessions, such as poster sessions; programs from previous years are consulted, which are not consistent. Although the committee does the work on selecting sessions, the schedule itself falls mainly to the chair because the planning is so complicated. There is a lot of coordination involved among the Program Chair, the Convention Managers, and the hotel.

Some suggestions she put forth to consider involve scheduling the sessions for the Cataloging and Metadata Committee (CMC). As the largest committee in the association, they have many meetings and sessions for the committee and their subcommittees. They have insisted that none of their sessions conflict with each other, which has been a source of frustration for the Program Committee. It was noted that the committee gets a lot of work accomplished not only at the annual meetings, but throughout the year as well. It was generally agreed that non-conflicting times for all their meetings and sessions should not be an expectation. There was a suggestion of scheduling their business meetings in advance of the conference, but it would conflict with the Music Users OCLC Group (MOUG) meetings, which are traditionally scheduled then.

The 2018 Portland meeting will be particularly challenging to program because of the experiment to reduce our conference footprint, in order to save money on the rooms we request to use. For example, only one ballroom will be made available for both exhibits and plenary sessions. It was suggested that a task force in advance of the Program Committee's work be created to analyze potential concerns for next year's meeting, which would include the Board Planning and Reports Officer, a representative of CMC, a former Board Member, and a former Program Chair as its members.

Kirstin requested that folks provide her feedback during the conference so that she can note them for future Program Committee considerations.

- q. Public Libraries (Laurie Bailey)**
- r. Public Services (Sara Manus)**
- s. Publications (Bonna Boettcher)**

The Publications Committee requested that the Board approve the SHERPA/RoMEO agreement for *Notes*. (See information at <http://www.sherpa.ac.uk/romeo/index.php>) The agreement outlines the association's relationship with its authors, and addresses what authors may or may not do to archive their work as published in *Notes*. **It was moved by Andrew Justice and seconded by Hermine Vermeij to approve the SHERPA/RoMEO agreement for *Notes*.** The motion was unanimously approved. The Committee suggested that the association's lawyer review the author and reviewer agreements to make sure they align with the SHERPA/RoMEO agreement.

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

The Web Committee made a request for money for the paid subscription to Feedwind, which embeds blog feeds into the MLA website. They are currently using the free version, which is being phased out by the product's company. **It was moved by Suzanne Eggleston Lovejoy and seconded by Andrew Justice to approve payment for a paid subscription to Feedwind.** The motion was unanimously approved.

10. Joint Committees

- a. **AMS, Joint Committee on RISM (Jim Cassaro)** no report received.
- b. **MPA/MOLA Joint Committee (Elizabeth Davis)** no report received.
- c. **US RILM Office (Pamela Starr)** no report received.

11. Representatives to Other Organizations

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

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

12. Old Business

- a. **2017 IAML Regional Congress** see discussions in 04, 05, 08.b, 08.h, 09.p.
- b. **Broude Trust**
- c. **Survey of Personnel Characteristics**

Joe Clark stated that the survey has been completed and analysis of the data has begun. Joe and Jon Saucedo will present their findings in a poster session at this meeting, the raw data will be posted on the MLA website, and an article in *Notes* is forthcoming. Joe mentioned that he would like to do a full presentation at some point as well. He asked the Board whether there was specific data they would like to see. It was generally agreed that a comparative analysis from the previous years when the survey was given would be helpful. Michael expressed that he would like to see an action plan develop from the results of the survey, not just a report. The Membership Committee would be one of the groups who could benefit from the data; other committees would be invited to look at the data and encouraged to help develop a strategic plan based on the information gathered from the survey.

13. New Business

- a. **Search Committees**

It was moved by Andrew Justice and seconded by Hermine Vermeij to move into executive session. The motion was unanimously approved. The Board went into executive session to discuss the recommendations by the search committees.

It was moved by Andrew Justice and seconded by Lisa Shiota to move out of Executive Session. The motion was unanimously approved.

The Board voted on the candidate for the Open Access Editor position. The candidate was approved by majority vote, with one opposed and one abstention.

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

The Board unanimously approved the recommendation made by the Index & Bibliography Series Editor search committee.

The Board unanimously approved the recommendation made by the MLA Archivist search committee.

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

b. Other business

Maddie Dietrich of Old Dominion University was invited to speak to the Board, by her request. She asked the Board to consider expanding the definition of diversity as it applies to the association. This issue was first brought to her attention with the ARL/MLA Diversity and Inclusion Initiative (DII) program, which recruited racial and ethnic minorities to the profession. The data from the 2009 Survey of Personnel Characteristics was used in part to establish this program. Maddie stated that no data was collected about gender identity in this survey. She had attempted to address this in the 2016 survey by proposing questions that would collect data on gender identity, and had asked to participate in the plenary session on diversity at the 2016 Cincinnati meeting. She was told by the chair of the Diversity Committee that there was some concern that thoughts on gender identity weren't received unanimously by that committee.

Maddie asked that the language concerning diversity be re-examined and changed throughout the association's website. For example, the wording of the Freeman Travel Grant states, "At least one grant will be awarded to an individual from an underrepresented racial or ethnic minority group... as defined by the US Labor Department's Executive Order 11246." The association's Diversity Committee and Diversity Scholarship Committee also appear to focus on racial and ethnic minorities. She felt that by not including transgender people as a minority group, that she and others who identify as transgender feel disenfranchised and unwelcomed. She would like to see more language concerning intersectionality by the association.

Maddie and Holling Smith-Borne had given a presentation at this year's conference, entitled "Best Practices for Being an Ally to Transgender and Gender Non-Conforming Individuals in a Library Environment." She was encouraged by the support and open discussion generated from this session, and felt that the association can be an inclusive and welcoming institution.

Michael thanked Maddie for bringing this matter to the Board's attention. He mentioned that the ARL/MLA DII was funded by the Institute of Museum and Library Services (IMLS), and that the Association of Research Libraries (ARL) and IMLS were responsible for the wording of this grant requirement. Now that the association's own diversity scholarship has been fully funded, the association can stipulate the requirements for the award. He pointed to the association's Non-Discrimination and Anti-Harassment Policy (<http://www.musiclibraryassoc.org/?nondiscrimination>), which includes language on gender identity and expression. It was noted that the latest amendment to Executive Order 11246 (#13762, adopted in 2014-https://www.dol.gov/ofccp/regs/compliance/ca_11246.htm) does mention gender identity, and should be cited. He assured that the Board will address the matter of more inclusive language on the association's website.

In further discussions, Michael asked the Planning Committee to take charge in going through the website and identifying inconsistencies in language and proposing changes where necessary. Michael reminded the Board that statements by the association should be made in areas that affect our constituencies. Similarly noted and discussed, language involving professional and paraprofessional status should be reviewed and clarified as well.

14. Adjournment

The spring Board meeting will be held on May 24-25, 2017, at A-R Editions offices in Middleton, Wisconsin. Since recent meetings have been proceeding ahead of schedule, in part due to communications online, it was suggested that the spring meeting be shortened by one day. Michael thanked the Board for a great meeting and conference. The Board thanked Michael for his time as president.

IAML President Barbara Mackenzie expressed her appreciation to the Board for a successful inaugural Pan American Regional meeting. A gavel from IAML was given as a gift.

The gavels were passed to incoming president, Mark McKnight.

The meeting was adjourned at 10:57 am.

APPENDIX I: New Policies Adopted by the Board

The livestreaming and video rates for the 2017 Orlando annual meeting were approved. (0c)
The Music Library Association Response to Recent United States Executive Orders was approved. (0d)
Revisions for the charge of the Web Committee in the Administrative Handbook were approved. (03)
The publication schedule of the MLA Newsletter was changed to six issues per year. (07.f)
The production of the MLA Newsletter was changed to be in PDF only. (07.f)
The eligibility requirements for the Gerboth Award were expanded. (09.a.v)
The Non-Discrimination Policy for Conference Contracts was approved. (09.p)
The SHERPA/RoMEO agreement for *Notes* was approved. (09.s)