

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Portland, Oregon January 30-February 4, 2018

Tuesday, January 30, 2018 8:32 am – 5:09 pm; Wednesday, January 31, 2018 8:49 am – 9:06 am; Saturday, February 3, 2018 10:33 am – 11:12 am

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

Absent: Anna Kijas (09.a.vii, 09.i only)

Guests of the Board: incoming Board members (all sections): Susannah Cleveland, Bruce Evans, Beth Iseminger, Misti Shaw (except 13.d, 13.e); Leslie Andersen (09.p), Deborah Campana (07.g), Michelle Hahn (07.f), Wendy Sistrunk (08.b), Diane Steinhaus (08.b), Melissa Wertheimer (08.f)

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 8:32 am. He thanked the incoming Board members for sitting in on the meeting.

Actions prior to Board meeting:

0a. It was moved by Michael Rogan and seconded by Suzanne Eggleston Lovejoy to accept the slate submitted by the Nominating Committee for the FY2017-2018 ballot. The motion was unanimously approved.

0b. It was moved by Michael Rogan and seconded by Lisa Shiota to accept the recommendations of the Freeman Travel Grant Award Committee. The motion was unanimously approved.

0c. It was moved by Lisa Shiota and seconded by Anna Kijas to approve the current Non-Discrimination and Anti-Harassment Policy as revised and renamed "Music Library Association Code of Conduct." The motion was unanimously approved.

0d. It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to endorse the December 18, 2017 statement in support of Net Neutrality as amended. The motion was unanimously approved.

0e. It was moved by Michael Rogan and seconded by Suzanne Eggleston Lovejoy to approve the recommendation of Katie Buehner, Joy Doan, and Andi Beckendorf, to lift the paywall on the session "Diversity & Inclusion Through the Lens of Librarianship" in order to create a broad environment for engagement outside of the 2018 Portland conference space. The motion was unanimously approved.

01. Approval of Agenda Mark McKnight

It was moved by Michael Rogan and seconded by Anna Kijas to approve the agenda. The motion was unanimously approved.

02. Recording Secretary's Report Lisa Shiota

It was moved by Joe Clark and seconded by Michael Rogan to approve the minutes from the October 14-15, 2017 New Orleans fall meeting. The motion was unanimously approved.

Lisa expressed appreciation to the Board for her four years of service, and the Board thanked Lisa for all her work as Recording Secretary.

03. Parliamentarian's Report Suzanne Eggleston Lovejoy

Suzanne noted that there are two versions of the Administrative Handbook: a Google documents version, which the Parliamentarian and Assistant Parliamentarian have direct access to edit; and the public web version at http://www.musiclibraryassoc.org/BlankCustom.asp?page=admin_handbook_IN, in which the Parliamentarian sends any changes to the Web Manager. In addition, the Parliamentarians need to be aware of changes to the Administrative Structure, which is a spreadsheet maintained by various Board members.

It was moved by Michael Rogan and seconded by Hermine Vermeij to approve the changes to the Administrative Handbook. The changes are detailed below. The motion was unanimously approved. The Board thanked Suzanne for her work as Parliamentarian.

Changes approved (in **bold**):

II.E.13.c. REVISION OF THE ADMINISTRATIVE HANDBOOK

...The Parliamentarian incorporates revisions and new changes into the Handbook within one month of the issuance of the final minutes from each Board meeting and submits the complete revised text in electronic form to the ~~Web Manager~~ **Web Committee chair**.

VI.H.23. DIVERSITY COMMITTEE

... The Chair will also serve ex officio on ~~the Development Committee's Subcommittee on Diversity Scholarships~~ **the Diversity Scholarship Awards Committee**, the Membership Committee, and the Career Development and Services Committee. (approved 6/2014; added 5/2017; rev 1/2018)

VI.H.9.f. DIVERSITY SCHOLARSHIP AWARDS COMMITTEE

... The Diversity Scholarship Awards Committee consists of three members, with staggered three-year terms, appointed by the President. The chair rotates each year to the member beginning the third year of his or her term. All members must be personal members. **The Chair of the Diversity Committee serves ex officio on the committee. ... rev. 1/2018)**

VI.H.8.b. CONFERENCE MENTORING PROGRAM (entire section added 1/2018)

The purpose of the Conference Mentoring Program is to offer first-time attendees the opportunity to be paired with a mentor during the annual meeting. The Coordinator is appointed for a four-year term, and serves ex officio on the Career Development and Services Committee. The Coordinator will solicit applications from first-timers and prospective mentors and match them based on their professional interests prior to the conference. The Coordinator will work with the New Members Forum Co-Coordinators in planning for mentors and mentees to meet each other as early as possible at the annual meeting, preferably before the opening reception. Mentors will answer questions about the structure of MLA, the purposes of the conference, and how those purposes are carried out in the various forums; attend a session, interest group, poster session, or exhibits with their mentee; perform introductions to people at the conference; and perhaps share coffee or a meal together. Mentors can further assist first-time attendees by being friendly and supportive contacts shortly before, throughout, and after the annual meeting. (Approved 1994)

The following changes (in **bold**) were previously approved by the Board and made to the Administrative Handbook:

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

... Priority is given to a member attending ~~his or her~~ their first or second IAML conference and who has not received this award in a previous year. ...

Appendix B.: MUSIC LIBRARY ASSOCIATION CODE OF CONDUCT (entire appendix added 1/2018)

Our Values

The Music Library Association (MLA) stands with other library organizations in its opposition to any persons or groups who espouse racism, hatred, bigotry, and violence of any kind. The MLA is committed to developing and maintaining communities of practice that are inclusive, diverse, equitable, and that encourage the free exchange of ideas and information.^[1] The MLA (including its chapters) holds professional meetings to provide its membership with an opportunity to engage, continue to learn, build professional networks, and discover new and interesting developments in music librarianship and beyond.

Code of Conduct

The MLA is committed to providing all participants – national and chapter members, other attendees, speakers, exhibitors, staff, and volunteers – an inclusive and welcoming conference or event experience that is free from all forms of harassment. Activities that may constitute harassment include, but are not limited to, offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, race, religion, age, national origin (ancestry), pregnancy, childbirth, or related medical conditions, or other group identity; as well as actions such as deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Discussion or critical examination of viewpoints, as well as the use of sexual imagery or language, may not, by itself, and in the context of professional discourse, constitute harassing or hostile behavior.

The MLA does not tolerate harassment of MLA community members in any form. All participants at any MLA events are expected to adhere to the Code of Conduct. If you are being harassed, notice that someone else is being harassed, or have any concerns, please contact a member of the MLA staff, Board, or a designated volunteer immediately. All reports and conversations will be handled in confidence. Conference staff will assist participants in contacting hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment.

Participants at the MLA conference or any other MLA-sponsored events who are asked to stop the harassing behavior are expected to comply immediately. Participants who violate this Code of Conduct may be warned, expelled from the event, or have their membership suspended.

^[1] <https://www.diglib.org/about/code-of-conduct/>

Codes of conduct from the [American Library Association](#) and [Digital Library Federation](#), in particular were used as a model for this document. The MLA Board would like to thank the Planning Committee for work on this document.

Removed the MLA Non-Discrimination and Anti-Harassment Policy below, now superseded by the Code of Conduct.

Appendix B: MLA NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY (added 11/2013)

The Music Library Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity and expression, physical appearance, body size, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all of our members, staff, volunteers,

subcontractors, and vendors. Further, we are dedicated to providing a harassment-free conference experience and do not tolerate harassment of conference participants in any form.

Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, age, national origin (ancestry), disability, marital status, or military status in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.

Exhibitors in the exhibit hall, sponsor or vendor booths, or similar activities are also subject to the anti-harassment policy.

If a participant engages in harassing behavior, the conference organizers may take any action they deem appropriate, including warning the offender or expulsion from the conference with no refund. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the conference staff immediately.

Conference staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. Your attendance is valued. All participants are expected to follow these guidelines at all conference venues and conference-related social events.

04. Administrative Officer's Report Janelle West

From her report:

BUDGET REPORT

INCOME

As of January 11, 2018, total income was \$340,993.84, which is 81.27% of the budgeted income of \$419,559.00. As the year progresses, we can expect additional income of around \$50K from *Notes* royalties, as well as modest additional amounts from advertising. These additional amounts would bring FY18 income to around \$395K, which is 6% under the budgeted amount.

Dues (1.0 & 1.2)

As of January 11, dues income was \$137,570.00, which is 90% of the budgeted income of \$152,766.00. This includes both MLA and IAML dues numbers. Isolating MLA dues yields a slightly brighter outlook, with an income of \$123,260.00, or 92% of the anticipated \$133,460.00. IAML dues income will likely increase from the current amount of \$14,310.00, as the 2018 membership year has only just begun. While a majority of IAML dues are returned to IAML, the portion retained by MLA will help to bolster total dues income.

\$5,816.00 in Chapter dues has been received on behalf of seven chapters. So far, \$4,430.00 has been returned to the chapters. These amounts do not match numbers in the corresponding budgets lines (1.2 & 8.072) because remittance of chapter dues is now being recorded as a balance sheet liability (i.e., deducted from the income lines rather than the expense line). Final FY18 payments will be made to the chapters in the spring.

Sales (2.0)

The Budget vs. Actuals report displays *Notes* advertising income (2.012) as \$16,802.50; however, the report was generated pre- invoice clean-up, and actual income received is closer to \$9,000.00. Similarly, income received from online advertising (2.06) is around \$3,300.00 rather than \$4,950.00. MLA has received \$49,860.40 in *Notes* royalties (2.014), most of which is from ProjectMUSE. Significant additional royalties are anticipated from JSTOR

and ProjectMUSE. Of interest, \$350.00 in *Notes* Royalties – Other (2.0147) came from ACT, Inc. for use of an excerpt in their test (shout out to Jim Zychowicz for negotiating that amount!). MCB subscriptions (2.03) are 5.5% below budget at \$5,670.00, consistent with the pattern of decline seen in recent years.

Non-*Notes* royalties (2.05) reflect \$1,969.48 from ALA publications. An additional \$1,223.48 will arrive in the spring for MLA's jointly published monographs with A-R Editions, Inc.

Meetings (3.0)

As of January 11, income for Portland was at 90.92% of the budgeted amount. Conference registration income was \$80,546.00, which is 91.02% of the anticipated amount. Final numbers will be available soon after the meeting.

MLA has received \$7,025.00 in Meeting Contributions (3.014), including \$1,000.00 from SEMLA for MLA Big Band expenses.

Other Income (5.0)

So far in FY18, MLA has received two checks from the Amazon Smile program, totaling \$117.40.

EXPENSES

Meeting (10.0)

Expenses for speakers' honoraria and travel, initially budgeted at \$2,000.00 and subsequently bumped to \$2,600.00, is now projected to come in closer to \$1,550.00. Other expenses are so far meeting expectations, though most bills for the meeting will come in after the conference has ended.

Chapter Support (11.03)

Chapter Support is \$500.00 over budget for this fiscal year, due to the awarding of three Chapter Grants. The additional grant was approved by the Board via e-mail in June.

Management Services (6.0)

An additional \$750.00 not yet reflected in the budget has been paid in legal fees to Goldman & Minton, P.C. for review of the SHERPA/RoMEO agreement. This brings the total paid in legal fees for FY18 to \$1,650.00.

Other management expenses are coming in as expected.

Program Expenses (7.0)

As previously reported, \$5,289.64 in Cataloging & Metadata Committee expenses (7.021) is from travel in FY17, and \$85.37 in MLA Shop Expense (7.034) is from the Orlando meeting.

Other Member Services (8.0)

NISO dues (8.031) increased from \$520.00 in 2017 to \$535.00 in 2018, and Survey Monkey is increasing its subscription price from \$250 to \$288.

Publications (9.0)

A \$500.00 honorarium was paid to Jean Harden for the publication of her book, *Music Description and Access: Solving the Puzzle of Cataloging*.

Other publication expense lines are coming in as expected.

INVESTMENTS

Fund totals as last reported for September 30, 2017, and for December 31, 2017:

	Sept. 30, 2017	Dec. 31, 2017
Fidelity	\$ 1,212,883.12	\$ 1,229,087.26
Calvert	\$ 300,553.38	\$ 314,400.02
Total	\$ 1,513,436.50	\$ 1,543,487.28

Award accounts at the end of the CY2017, Q4 (including CY Q4 donations):

Bradley	\$ 7,634.61
Gerboth	\$ 39,400.13
Duckles	\$ 43,279.23
Hill/O'Meara	\$ 11,607.06
Epstein	\$ 65,851.89
Freeman	\$ 54,785.42
Wicker	\$ 18,252.60
Ochs	\$ 61,843.18
RILM	\$ 57,288.71
Ratliff	\$ 51,736.80
Coral Travel	\$ 19,372.63
Diversity	\$ 62,283.33

The Epstein Fund posted a gain in CY17, so granting of the award may resume in FY19.

Approved award amounts for FY19:

Research	
Gerboth	\$ 1,650.00
Epstein	\$ 4,850.00
Publication	
Duckles	\$ 1,800.00
Hill	\$ 300.00
O'Meara	\$ 230.00
Travel/Outreach	
Freeman	\$ 2,400.00
Diversity	\$ 2,400.00
Achievement	
Papakhian	\$ 500.00
Endowments	
Wicker	\$ 800.00
Ochs/Notes	\$ 2,450.00
RILM	\$ 2,400.00
MLA Fund	\$ 43,000.00

Other fund totals:

MLA Fund	\$ 973,972.98
Board Designated Assets	\$ 79,043.71

PUBLICATIONS

MLA will receive \$1,223.48 in CY17 royalties for titles published with A-R. This amount reflects 12 titles sold, 168 total units. The 2017 sales report from Scarecrow has not yet been received.

Jean Harden's book, *Music Description and Access: Solving the Puzzle of Cataloging* (MLA Technical Reports 34), was published in November and accounts for the majority of 2017 sales. Publication of Kathleen Abromeit's *Music Information Literacy* (BM) is imminent, and Conor/Ritter/Christensen's *Music Information Literacy for Instructors* (TR) is in revised proofs. Four additional titles are also on track for publication in the coming year.

MEMBERSHIP

Total membership as of January 18 is at 87.5% of last year's final total. While we can anticipate more renewals before the end of the membership year, it is likely we will see a decline from FY17 totals.

IAML 2018 numbers are predictably low, as we're only a month into the membership year.

	FY17	FY18- 18Jan18
MLA Members		
Regular Member US	433	390
Regular Member non-US	28	23
Institutional Member US	205	168
Institutional Member non-US	71	64
Student Member US	65	54
Student Member non-US	1	1
Retired Member US	26	33
Retired Member non-US	1	1
Sustaining Member US	65	50
Sustaining Member non-US	0	0
Associate Member US	0	0
Associate Member non-US	1	1
Corporate Patron US	6	5
Corporate Patron non-US	1	1
Corporate Member US	10	5
Corporate Member non-US	0	0
Paraprofessional US	46	44
Paraprofessional non-US	1	0
Totals	960	840
	CY17	CY18
IAML Individual	117	59
IAML Institutional	98	83

ELECTION

MLA recently held elections for President-Elect, Recording Secretary, and three Members-at-Large. Voting was open from November 1st until November 22nd, 2017. Of the 501 ballots sent to eligible members using SurveyMonkey's anonymous ballot capability, 322 responses were received, for a response rate of 64%.

Respectfully submitted,
Janelle West

Further discussion on the report:

Updates to the report: conference registration for the 2018 Portland meeting as of January 25, 2018 has increased to 94.6% of the budgeted amount, or \$83,726. As of January 26, 10 people have registered for live streaming access, and 13 for the archived videos. Michael Rogan spearheaded efforts to sign up last year's conference attendees from Latin America for live and archival streaming for this year's conference. Janelle noted that Michael could be reimbursed for his efforts via the Ratliff fund.

The decrease in speaker honoraria requests was due to one speaker declining the honorarium, and one speaker backing out of the engagement.

Pronoun preference ribbons and photo permissions are new to the conference this year. According to the Business Office, 46% of the conference registrants requested a pronoun preference ribbon; of those, 31% requested she/her, 14% he/him, 1% fill in the blank. For photo permissions, 78% of the registrants gave permission for photos to be taken of themselves, 18% requested that they be asked first, and 4% did not wish their photos to be taken at the conference. There will be designated areas of the meeting space where photos will be taken and signs will be displayed in these areas.

Janelle noted that the Investments Subcommittee will be discussing whether to move all of the association's investments to Fidelity or Vanguard. In the past, Fidelity did not offer the option for socially responsible funds, so those accounts were initially created at Calvert. Fidelity now offers socially responsible investments, but as unmanaged accounts; managed accounts would require a fee, which may or may not be worth paying. Any movement of investment accounts will require Board approval first.

Our association's web platform, yourmembership.com (YM), has an annual Xperience conference to which the association sends a representative. The Xperience conference has expanded this year to include the other products within the larger Community Brands company. It was suggested to contact YM's headquarters and try to arrange a meeting with them directly in order to ask questions specific to our account. If YM is willing to meet, it was suggested that funds that had been allocated to attending the Xperience conference could be used for the incoming Assistant Administrative Officer to go to YM.

05. Past President's Report. Michael Rogan

From his report:

With the bulk of my chapter-liaison responsibilities completed by the Fall Board Meeting, I have had fewer and fewer things to do... must be time for "out with the old, and in with the new"!! (Welcome, Susannah!)

I of course have remained available to President McKnight for consultation and advice, but his accomplished leadership has required only an occasional phone call or email.

These are all good signs that the Association is in capable hands and that our work is progressing forward smoothly. I wish to express my appreciation to Mark and to all the members of the MLA Board; it has been an

honor and a pleasure to serve with you. I have benefited from knowing and working with each of you, and deeply appreciate all that you do for the Association.

Respectfully submitted,
Michael J. Rogan

Further discussion on the report:
The Board thanked Michael for all his time served on the Board.

06. President's Report. Mark McKnight

From his report:

As the committee appointment season approaches, I have enjoyed that peaceful period in the year in which all current committee assignments are up-to-date. At the same time, I have begun the renewal process by identifying outgoing committee and subcommittee chairs (with Michael Rogan's help) and getting the new chairs in place. They include Education (Lisa Hooper, outgoing; Sonia Archer-Capuzzo, incoming); Legislation (Tammy Ravas, outgoing; Kyra Folk-Farber, incoming); Preservation (Maristella Feustle, outgoing; Treshani Perera, incoming); Public Libraries (Laurie Bailey, outgoing; Kristie Nelsen, incoming); Publications (Bonna Boettcher, outgoing; Liza Vick, incoming); Reference & Access Subcommittee (Erin Conor, outgoing; Anne Shelley, incoming); Reference Sources Subcommittee (Laurie Sampsel, outgoing; Donna Arnold, incoming).

Two new public documents were prepared and disseminated this past fall. I would like to thank Board member Anna Kijas for drafting the text of the Music Library Association Statement on Net Neutrality (posted on December 21, 2017), in cooperation with other Board members and Open Access Editor Kathleen DeLaurenti. In addition, I am grateful to the Planning and Reports Committee, led by Chair Gerry Szymanski, with assistance from Anna Kijas, for updating the Anti-Harassment and Nondiscrimination Policy (renamed the Music Library Association Code of Conduct).

In November *Notes* editor Deborah Campana, assistant editor Anne Shelley and I consulted with MLA's legal counsel, Kathryn Goldman, on an issue related to our plans to register *Notes* with SHERPA/RoMEO (S/R), a service that facilitates copyright and archiving policies for academic journals. *Notes* staff is currently reviewing revisions suggested by Ms. Goldman (see Board Report 07.g.).

Finally, on behalf of the remaining and incoming members of the Board, let me express my profound gratitude to the outgoing Board members: Past President Michael Rogan; Recording Secretary Lisa Shiota; Assistant Administrative Officer Paula Hickner; and Board members Suzanne Lovejoy, Gerry Szymanski, and Hermine Vermeij. At the risk of using a well-worn cliché, it has truly been an honor serving with you; but more than that, it has also been enlightening, deeply rewarding, and fun!

Respectfully submitted,
Mark McKnight

Further discussion on the report:

Mark brought up discussion points concerning a few Interest Groups (see also under 09.n Planning Committee, for further conversation on Interest Group renewals). Kathleen DeLaurenti stepped down as Small Academic Libraries Interest Group Coordinator when she assumed the role as Open Access Editor. This Interest Group is approved through 2018 and is not scheduled to meet at the 2018 Portland annual meeting. If they receive the requisite six letters, then he can then ask for a volunteer to be the coordinator.

Because of the earlier-than-usual date for this annual meeting, it is possible that some letters of support for other Interest Groups did not get sent in time for renewal. It was suggested that the deadline for these letters in the Administrative Handbook be changed to a rolling date.

Mark received communication from the Paraprofessional Interest Group that they would like to become a committee. Per Article VI, Sections A and B of the association's constitution, the President appoints the chair and members of committees, the Board writes the charge of the committee in consultation with its members, and the committee "shall be responsible to the Board of Directors, which will delegate such powers and functions to them as the Board finds desirable for carrying out the objectives of the Association." As a committee, they would then be responsible for submitting Board reports in support of their work. It was suggested that if the Paraprofessional Interest Group members were instead part of a committee, they would have better justification to their respective institutions to receive funding to attend annual meetings.

It was noted that the Music Library Students and Emerging Professionals Interest Group (MLSTEP) has a slightly different structure than other Interest Groups in that they have an advisor, Tim Sestrick, from the Career Development and Services Committee (CDS). This Interest Group experiences high turnover as students graduate from their library school programs. Having an advisor helps with maintaining continuity as a group, but it was posited that perhaps they could be more stable as a subcommittee of CDS.

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 (Kathy Abromeit)**
- b. Basic Music Library (Daniel Boomhower)**

Dan Boomhower requested in his report for the Board to consider giving the volume editors of the *Basic Music Library* honoraria upon receipt of each volume's royalties. Per the minutes of the 2010 San Diego meeting (section VII.B), the Board had approved that "upon publication of the Basic Music Library, 4th edition, the editor will receive an honorarium of \$1000 and the associate editors will each receive an honorarium of \$750." Because of budgetary allocations, the Board discussed parsing them out over two fiscal years.

- c. Copyright Website (Marci Cohen)**
- d. Index and Bibliography Series (Maristella Feustle)**
- e. Music Cataloging Bulletin (Chris Holden)**
- f. Newsletter (Michelle Hahn)**

Michelle came to the meeting to discuss her Board Action Required (BAR) requests. She noted that the Music OCLC Users Group (MOUG) Newsletter prints a statement in their issues that says, "Communications concerning the contents of the Newsletter and materials for publication should be addressed to the Editor.... Permission is granted to copy and disseminate information contained herein, provided the source is acknowledged." She proposed to add similar language to the MLA Newsletter to allow for its content to be freely distributed. It was suggested to use one of the Creative Commons licenses and put the license and logo in the Newsletter. Another suggestion was to create a preferred citation format for Newsletter content and print that within the issues. Michelle will draft the language and submit it to the Board for a vote.

Michelle's second proposal involves the association's other channels of disseminating information. MLA has a blog and Facebook and Twitter accounts, which have been the responsibility of the Publicity and Outreach Officer. She had spoken with Sara Nodine, the current Publicity and Outreach Officer (who is stepping down this term), and Sara had mentioned that it had been difficult to maintain those accounts in addition to her other duties. Michelle proposed to add the social media accounts to her purview so that it would be easy to share content from the Newsletter to those accounts, and in expanding her role, to change her title to something like "Informal

Publications Editor.” The Board felt that this would be a good direction for the association to take in order to keep up with the technology available and to publicize what we do to a broader audience. It was advised that Michelle talk with the rest of the Publications Committee as well.

Michelle reported that during her remaining two years of her term, the 200th issue of the Newsletter will be published. She plans to ask for funding to travel to the MLA Archives and get older issues scanned in PDF/A format and made available online. She will also propose to be an ex officio member of the Web Committee.

Prior to the annual meeting this year, she had put out an off-cycle Newsletter issue which interviewed various members, of different levels of experience, about how to have a successful meeting. The Board generally agreed that this was a great idea, and encouraged her to repeat this for future years.

The Board thanked Michelle for her extraordinary efforts, especially in light of last year’s accident, in working on the Newsletter and proactively searching for other ways to communicate with the membership. A small token of appreciation was presented.

g. Notes (Deborah Campana)

Debbie came to the meeting to report that the mechanisms are now in place to offer to members the option to request an online-only subscription of *Notes* during the next membership renewal cycle, beginning with volume 73. (See the minutes from May-June 2014 Middleton meeting, 09.q, for previous discussion.) The Business Office can handle keeping track of subscription formats, and the interface for the electronic version will include the front matter and advertisements for every issue. **It was moved by Suzanne Eggleston Lovejoy and seconded by Michael Rogan to approve the option of an online-only subscription to *Notes* for members for the next membership renewal cycle, beginning with the September 2018 issue.** The motion was unanimously approved.

Debbie also noted that they are currently reviewing comments from the association’s legal counsel concerning author agreements for the SHERPA/RoMEO profile for open access.

Mark thanked Debbie for coming to the meeting.

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

Kathleen reported that she has continued conversations with Ron Broude concerning the Broude Trust, which she feels has been going well. The Board is in support of the continuation of these conversations.

Kathleen requested support to form a task force to discuss open access collaborations with the music associations within the American Council of Learned Societies (ACLS); namely, the American Musicological Society (AMS), the Society for Ethnomusicology (SEM), the Society for Music Theory (SAM), and the Society for American Music (SAM). The Board was unclear as to the intentions and expectations for this task force, and whether this would be a task force of only MLA members or with members of the other associations.

Lastly, Kathleen proposed the creation of an official MLA group on the Humanities Commons website, a subgroup within it for conference presentations, and guidelines for contributions to this subgroup. It was suggested that this be a one-year pilot project, the results of which would be submitted as a report to the Board. **It was moved by Suzanne Eggleston Lovejoy, with a friendly amendment by Mark McKnight, and seconded by Michael Rogan to endorse a one-year pilot project of an official MLA group on the Humanities Commons website, with a subgroup for conference presentations.** The motion was unanimously approved.

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 meeting. They requested an amendment to the Convention Refund Policy in the Administrative Handbook (III.B.3). The policy currently reads:

A refund of conference registration fees (including pre-conference workshops) is issued at the discretion of the Convention Manager and only for emergency situations. Refunds will not be given for unused banquet tickets, if applicable. If a refund request is approved, 20% of the conference registration fees will be deducted and retained by MLA to cover transaction costs and initial expenses. Tours and concert ticket refunds are dependent on the policies of the third-party providers. This policy supersedes all former policies concerning refunds of conference registration fees. (3/16)

The proposed amendment would add the following: Refund requests must be submitted in writing by the last day of the meeting; MLA will respond to refund requests no later than 30 days after the end of the event.

It was suggested that the contact information for the Business Office be added to the meeting registration page for future meetings.

It was moved by Michael Rogan and seconded by Joe Clark to amend the Convention Refund Policy as proposed by the Convention Managers. The motion was unanimously approved.

Diane and Wendy reported that there were two new vendor events at this year's meeting: a breakfast hosted by Medici.tv and a lunch reception by Bloomsbury Publishing. It was noted that although these events helped to meet the catering minimum for the hotel contract, there could be other ways for vendors to help subsidize the meeting, such as sponsoring receptions or the MLA Big Band. The association's 501(c)(3) non-profit status requires an educational component for meeting events; they cannot be solely for product promotion. A brainstorming session with vendors for future events was suggested.

There are also two new vendors: MusicaNote from South Korea, and qwest.tv (co-founded by Quincy Jones) from France. It was suggested that an orientation session for new vendors be created.

As the plenary sessions are on Saturday this year, the official welcome for meeting participants will need to be done at the opening reception. The reception is partially sponsored by Michelle Hahn and her family, as a thank you for the support last year due to Michelle's accident at the Orlando meeting.

Diane and Wendy said that they have a summit meeting with Hilton at this year's conference. They relayed Hilton's appreciation for the 5-year contract with them, which will allow for the locations to communicate with each other to let them know what the association expects for meetings.

Wendy will assume the Convention Manager position this year. She asked that any questions or concerns about the upcoming 2019 St. Louis meeting be directed to her.

Mark thanked Diane and Wendy for all their work.

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

- e. **Publicity and Outreach Officer (Sara Nodine)**
- f. **Archivist (Melissa Wertheimer)**

Melissa was invited to speak at the meeting. She stated that she had completed a collection-level finding aid for the MLA Archives and the finding aids for record groups IV (Oral Histories) and VI (*Notes*), all of which are now available on the University of Maryland website. At this year's annual meeting, she will present at a session devoted to the Archives.

In her report, she had asked how to obtain copies of two titles from the MLA Index and Bibliography series (No. 29 and 30) that are missing in the collection. Scarecrow Press during the time of publication had given rights back to the authors, so it was suggested to contact Open Access Editor Kathleen DeLaurenti about communications with those authors. It was suggested she contact Rowman & Littlefield, which is the parent company of the publisher Scarecrow Press, for archival copies.

The Board had questions about which Board documents, particularly those in the Dropbox account, should be sent to the Archives. She said that any relevant documents to Board meetings would be welcome, including Board reports, and referred to the 2016 Guidelines for Transfer of Official Documents.

- g. **Web Manager (Katie Buehner)** under 09.u.
- h. **Management Services (Jim Zychowicz)**

Jim requested that for the 2019 annual meeting, the reduced rate registration be made as reimbursement for participants after the meeting instead of an option on the meeting registration form. Apparently for this year's meeting, some participants were notified that they received the reduced rate after they had already registered. The Board was not aware of previous years in which this was a problem, so it may be just a by-product of the earlier meeting dates for this year. It was also noted that providing reimbursements afterwards is more cumbersome than dealing with the reduced rate up front. It was suggested that the call for participants start earlier so that a final list could be sent to the Business Office well in advance, possibly around the same deadline times as other travel grant awards. It may also help if the Board knew how many openings at any given meeting are available for this rate, so that it can be included when determining the budget. However, the Reduced Registration budget wouldn't come from the coordinator, which is now part of the Membership Committee (see May 2017 Middleton meeting minutes, section 09.k); it may come from the Convention Managers.

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 (Jacey Kepich)**
 - ii. **Bradley** inactive
 - iii. **Epstein (Marci Cohen)**
 - iv. **Freeman (Kyra Folk-Farber)**
 - v. **Gerboth (Rebecca Littman)** no report received.
 - vi. **Publications: Duckles, Hill, O'Meara (Alan Karass)**
 - vii. **Coral IAML Travel Grant (John Shepard)**

The Board received a recommendation and supporting documents for an awardee for the Lenore F. Coral IAML Travel Grant. The awardee will receive support to attend the July 2018 International Association of Music Libraries, Archives and Documentation Centres (IAML) annual congress to be held in Leipzig, Germany. **It was moved by Michael Rogan and seconded by Joe Clark to approve the recommendation by the Coral IAML Travel Grant Committee.** The motion was approved by majority vote.

viii. **Diversity Scholarship (Michael Colby)**

- b. **Archives and Special Collections (Adriana Cuervo)**
- c. **Cataloging and Metadata (Tracey Snyder)**
- d. **Career Development and Services (Ana Dubnjakovic)**
- e. **Development (Lindsay Brown)**
- f. **Diversity (Joy Doan)**
- g. **Education (Lisa Hooper)**
- h. **Emerging Technologies and Services (Jonathan Manton)**
- i. **Finance (Hermine Vermeij)**

Hermine stated that this is the second year in which all award amounts are set at the winter meeting. (See minutes from June 2016, section 09.i, for further explanation.) In general, all the fund awards are doing well this year, with the exception of the Carol June Bradley Fund. It will be the Board's decision in 2019 whether to extend the waiting period before making it active again or to award the remaining amount in the fund and close the account. It has been suggested previously to do a targeted campaign to fundraise for the award, although there have been questions on how to effectively advertise this campaign. It has also been suggested that the award could be better used as a subvention towards completing publications.

The Epstein Fund has a different formula from the other awards on how to use its money (see below). It is based on its income instead of its interest, which makes it less predictable as to whether the award can be given from year to year. This year, the fund has done well and the award can be given. It was mentioned that the Investments Subcommittee may want to discuss changes in how to determine the award amount for Epstein, which requires a conversation with Epstein estate.

A recommendation was made to change the proposed award amount for Duckles from \$1,800 to \$750, in order to be more aligned with the other publications awards.

The Fiscal Policies Handbook is in the process of being updated. Mark thanked Hermine and the committee for their work.

1. Research Awards

a. **BAR The Finance Committee recommends that the Gerboth award be funded at \$1,650 for FY19 (2018-2019).** (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: \$1,560. The motion was approved by majority vote.

b. There is no BAR for Bradley for FY19 (2018-2019), 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. It is now 2018, and the Bradley fund has a balance of \$7,635.

c. **BAR The Finance Committee recommends that the Epstein award be funded at \$4,850 for FY19 (2018-2019).** The formula is different from our other awards; Epstein requires that we use 75% of the income from the year. Last year: there was no income, so the award was not issued. The motion was approved by majority vote.

2. Publication Awards

a. **BAR The Finance Committee recommends that the Duckles award be funded at \$750 for FY19 (2018-2019).** Last year: \$700. The motion was approved by majority vote.

b. BAR The Finance Committee recommends that the Hill award be funded at \$300 for FY19 (2018-2019). Same as last year. The motion was approved by majority vote.

c. BAR The Finance Committee recommends that the O'Meara award be funded at \$230 for FY19 (2018-2019). Same as last year. The motion was approved by majority vote.

3. Travel & Outreach Grants

a. There is no BAR for the Coral IAML travel grant for FY19 (2018-2019), because the award is only issued in even years. FY18: \$650

b. BAR The Finance Committee recommends that the Freeman travel grant be funded at \$2,400 for FY19 (2018-2019). Last year: \$2,300. The motion was approved by majority vote.

c. BAR The Finance Committee recommends that the Diversity Scholarship be funded at \$2,400 for FY19 (2018-2019). Last year: \$2,250. This will be the second year of the scholarship's existence, so the award is calculated according to 4.5% of the two-year average of the fund. It will continue to be calculated according to the number of years of the scholarship's existence that year until FY22 (five years), when it will follow the standard five-year average formula. The motion was approved by majority vote.

4. Achievement Awards

a. BAR The Finance Committee recommends that the Papakhian Special Achievement award be funded at \$500 for FY19 (2018-2019). Same as last year, funded by the operating budget and not an endowment. The motion was approved by majority vote.

5. Endowments

a. BAR The Finance Committee recommends use of Wicker endowment not to exceed \$800 for FY19 (2018-2019). Same as last year, partially funds First-Time Attendees reception. The motion was approved by majority vote.

b. BAR The Finance Committee recommends use of Ochs/Notes endowment not to exceed \$2,450 for FY19 (2018-2019). \$2,300 last year, supports *Notes* luncheon and other events subject to the discretion of the *Notes* editor. The motion was approved by majority vote.

c. BAR The Finance Committee recommends use of the US RILM endowment not to exceed \$2,400 for FY19 (2018-2019). \$2,300 last year, supports MLA's \$10K subsidy to RILM. The motion was approved by majority vote.

d. BAR The Finance Committee recommends use of the MLA Fund not to exceed \$43,000 for FY19 (2018-2019). \$35,000 last year, which is the 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 approved by majority vote.

- j. Legislation (Tammy Ravas)**
- k. Membership (Mallory Sajewski)** no report received.
- l. Nominating (Andrew Justice)** no report received.
- m. Oral History (Therese Dickman)** no report received.
- n. Planning (Gerry Szymanski)**

Assistant Planning and Reports Officer Andy Leach reported that prior to the meeting, he had sent out a call via the MLA-L list for letters of support to renew nine Interest Groups. Six letters of support are required in order to allow

the Interest Group to continue. Of the nine, three of Interest Groups did not receive enough letters of support and therefore will not be continuing: Performing Arts, Social Responsibilities, and Women in Music. There is no follow-up for non-support; however, these groups are meeting in Portland and will be notified of their status. If they wish to restart, they will need to get support letters. (see also section 06 President for other Interest Groups concerns, and 13.e for the follow-up.)

Gerry reminded the Board that the post-conference survey will be sent after the conference, and he solicited the members for questions we should ask. One big question that will require feedback is the new program format of having the plenary sessions all on Saturday, towards the end of the conference.

- o. Preservation (Maristella Feustle)**
- p. Program (Leslie Andersen)**

Leslie Andersen came to the meeting to discuss consideration by the Board for a conference program planning tool. This has been suggested by previous Program Chairs. The planning for the annual meeting program is very labor-intensive and requires information from presenters, committee chairs, and interest group coordinators, as well as information about the hotel room space and A/V equipment from the Convention Managers. The committee has a spreadsheet to map out a program, keeping in mind scheduling conflicts. The end products are a printed program (with index), conference website, and a Guidebook app. When changes need to be made, they must be done one-by-one on each format by different people. The committee would like to find a tool that can plan a program from beginning to end. Some tools that were mentioned were Sched, ConfTool, and Cadmium CD.

More research needs to be done on what products are available. It would be worth it to pay for a product that best meets our needs, as we plan a program every year. It was estimated that 2020 would be the earliest date to implement a new product.

Mark thanked Leslie and the Program Committee for all their work.

- q. Public Libraries (Laurie Bailey)**
- r. Public Services (Sara Manus)**
- s. Publications (Bonna Boettcher)**
- t. Resource Sharing and Collection Development (Mike Duffy)**
- u. Web (Ray Heigemeir)**

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 (Jane Gottlieb)**

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

It was moved by Suzanne Eggleston Lovejoy, and seconded by Hermine Vermeij to go into executive session. The motion was unanimously approved. The Board discussed the reappointments. Janelle, as a Special Officer, was not present for this portion of the meeting.

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

Actions decided during executive session:

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint the Administrative Officer for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint the Advertising Manager for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Anna Kijas to reappoint the Assistant Convention Manager for another term. The motion was unanimously approved. Per the Convention Manual, the Assistant Convention Manager moves into the Convention Manager position after the second term as assistant.

It was moved by Suzanne Eggleston Lovejoy and seconded by Joe Clark to reappoint the Development Officer for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Andy Leach to reappoint the MLA Archivist for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Lisa Shiota to reappoint the Placement Officer for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint the Web Manager for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Michael Rogan to reappoint the Basic Manual Series Editor for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Michael Rogan to reappoint the Copyright Website Editor for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Michael Rogan to reappoint the Index & Bibliography Series Editor for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint the Music Cataloging Bulletin Editor for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to reappoint the Newsletter Editor for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Michael Rogan to reappoint the *Notes* Editor for another term. The motion was unanimously approved.

It was moved by Suzanne Eggleston Lovejoy and seconded by Anna Kijas to reappoint the Technical Reports & Monographs in Music Series Editor for another term. The motion was unanimously approved.

c. Honoraria for creating e-courses and webinars

In her duties as Fiscal Officer, Hermine has been updating the Fiscal Policies Handbook. One question had arisen concerning the honoraria for e-courses and webinars. At the May 2017 meeting in Middleton (see minutes, 09.g), the Board approved remuneration for instructors of e-courses, and at the May 2015 Middleton meeting (09.g.i), remuneration for instructors of webinars. However, there was no stipulation for creators of e-courses or webinars. A person who had developed the content for the course(s) may not be the same person who teaches it. ALA Editions, who hosts our webinars and e-courses, makes a distinction between paying content creators and instructors. Hermine stated that the money from ALA Editions (currently \$1000) for the developer of an e-course could be considered as a passthrough.

It was moved by Hermine Vermeij, with a friendly amendment by Michael Rogan, and seconded by Suzanne Eggleston Lovejoy to pass through the amount that ALA Editions pays MLA for the development and

implementation of e-courses to the developer of that e-course. The motion was unanimously approved. \$500 for instructors as previously approved would remain the same. A major revision of a course would be considered development. MLA currently receives 35% of income from course registration from ALA Editions.

13. New Business

a. Establish institutional rate for livestreaming annual meeting sessions

Web Manager Katie Buehner recommended that the Board establish a separate conference livestreaming rate for institutions. **It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to establish a conference livestreaming rate for institutions.** The motion was unanimously approved. The amount itself will be set during the budget meeting at the Spring 2018 Board meeting in Middleton. It was noted that there will also be a discussion to waive this fee for individuals for the 2019 St. Louis meeting (see October 2017 New Orleans meeting minutes, section 08.b.)

b. Climate Survey for membership

A survey about how the MLA membership views the association was proposed by Susannah Cleveland. LibQUAL and ClimateQUAL surveys by the Association of Research Libraries (ARL) are assessments tools for libraries; there doesn't appear to be a similar instrument for associations. It would be ideal to find someone who is currently doing this research, and to find a data analyst consultant. If possible, it would be good to have preliminary findings from this survey by 2019, in order to prepare for 2020's strategic plan. Mark asked Susannah to be chair of the task force to research developing a survey instrument and creating a timeline for implementation and analysis.

c. Response to potential closing of music libraries

It was brought to the attention of the Board that the music library at the University of Texas at Austin may be moved from its present location to a storage facility, in order to make room for another program. This move is in the talking stage at the moment and has not been finalized. It was asked whether the Board should issue an official statement to the university, or make a statement advocating for music libraries more generally.

It was noted that the association's Music Library Advocacy Task Force presented a session at this year's annual meeting and is scheduled to deliver a report to the Board soon. The Board strongly recommended the Task Force to supply recommendations and an outline for implementation in the report.

d. Search Committee Reports

It was moved by Lisa Shiota and seconded by Suzanne Eggleston Lovejoy to go into executive session. The motion was unanimously approved. The Board discussed the search committee reports.

It was moved by Suzanne Eggleston Lovejoy and seconded by Lisa Shiota to go out of executive session. The motion was unanimously approved.

Actions decided during executive session:

It was moved by Michael Rogan and seconded by Suzanne Eggleston Lovejoy to approve the recommendation of the Assistant Administrative Officer Search Committee. The motion was unanimously approved.

It was moved by Michael Rogan and seconded by Hermine Vermeij to approve the recommendation of the Assistant Convention Manager Search Committee. The motion was unanimously approved.

The search for Publicity and Outreach Officer is pending.

e. Other Business

Gerboth Award

At the February 2017 Orlando meeting (see minutes, section 09.a.v), the Board requested the Gerboth Award committee to rewrite the eligibility requirements for applicants to allow paraprofessionals to apply. The language submitted, though approved at that meeting, still seemed a little confusing (May 2017 Middleton minutes, section 03). Michael Rogan rewrote the language so that it was easier to read. The Board felt that this did not require another vote since the substance of the language did not change.

Interest Group Renewals

(See also sections 06 and 09.n for discussion at this meeting.) Gerry reported that at this annual meeting, he had notified the coordinators for the Performing Arts, Social Responsibility, and Women in Music Interest Groups that they did not receive the necessary number of letters of support to renew their groups. Responsibility for encouraging renewal letters falls on the coordinator of the Interest Group. It was noted that Women in Music have an active blog (<http://mlawomenblog.blogspot.com/>) whose content is fed into the MLA blog. It was posited that perhaps it could exist independently of the association's blog.

Future Board Meetings

The Board has been invited to the joint meeting of the New England (NEMLA) and New York State-Ontario (NYSO) chapters of MLA and the Quebec chapter of the Canadian Association of Music Libraries, Archives and Documentation Centres (CAML). This meeting will take place in October.

14. Adjournment

It was moved by Suzanne Eggleston Lovejoy and seconded by Hermine Vermeij to adjourn the meeting at 11:12 am. The motion was unanimously approved. Mark thanked the outgoing Board members for their service. The next meeting will be May 15-16, 2018 at the MLA Business Office at A-R Editions in Middleton, Wisconsin.

APPENDIX I: New Policies Adopted by the Board

The Non-Discrimination and Anti-Harassment Policy was revised and renamed “Music Library Association Code of Conduct.” (0c)

The December 18, 2017 statement in support of Net Neutrality was endorsed. (0d)

The option of an online-only subscription to *Notes* for members for the next membership renewal cycle, beginning with the September 2018 issue, was approved. (07.g)

The Convention Refund Policy was amended. (08.b)

An honorarium for the developer of an e-course is to be considered a passthrough from ALA Editions in the budget. (12.c)

An institutional rate for conference livestreaming was established. (13.a)