MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors

Includes:
Motions passed via email outside of Board meetings
April 2022 and May 2022 Monthly Meetings
Spring 2022 Board Meeting: Part 1 (May) and Part 2 (June)

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Motions passed via email, outside the context of Board meetings

0a. The Finance Committee recommends budgeting up to $10,000 in the current fiscal year for legal counsel to pursue a Uniform Domain-Name Dispute-Resolution Policy (UDRP) complaint to gain ownership of the domain musiclibraryassociation.org.

Efforts to address the issue of someone using the email address jason@musiclibraryassociation.org to spam MLA members and institutions so far have been ineffective. The Finance Committee recommends that MLA budges up to $10,000 to pursue a Uniform Domain-Name Dispute-Resolution Policy. Liza consulted with MLA’s general counsel who suggested taking this action in order to obtain ownership of the domain and prevent situations like this from happening again.

The motion passed.

0b. To approve the annual post-conference survey (2022) as drafted by Program Chair and Planning Committee, for dissemination to membership.

Scott provided a draft of the survey to the Board for discussion before distributing it to the membership.
The motion passed.

0c. It was moved by Scott and seconded by Marci to start biennial elections (by the membership, beginning fall 2022) of an MLA-L mediator review panel consisting of three members (one of whom should be a student) to annually evaluate the performance of the MLA-L mediator; the panel reports to the membership.

Liza met with Bruce Evans (Chair of the Nominating Committee) to determine the terms for the MLA-L mediator review panel: members serve 2-year terms; chair serves three years; each panel can choose its own chair (one member shall be a student member). During the first cycle the chair serves as chair first and then a member, and after that the pattern reverses (so that a member rises to chair in their third year, similar to awards committees). The aim is for a first-panel call for nominations this summer. For the inaugural cycle, the Nom Comm support person can help choose the chair to avoid inordinate delays. This panel reports to the membership rather than to the board.

Nom Comm will help run the election this first time (but does not vet candidates) and will help them select their own chair. Afterwards the panel facilitates elections for their successors every 2 years, with the help of a designated member of the Nominating Committee (who isn’t chair). They should coordinate with the CFO who will set up the ballot every other fall in non-Presidential years (combined with the regular fall board elections). After the initial year, they’ll designate their own chairs. They report their evaluation through the board and the renewal or non-renewal shall be announced at the annual business meeting (remediation and all other details will be kept private). The first panel should compile a handbook of guidelines to pass along to successors and we should debrief after the first year(s) to see how well it’s working.

For further background reading for the mediator roles, see June 2020 (09) and October 2020 (13.a). You’ll find the MLA-L moving under MLA auspices in Feb 2020 (12c).

The motion passed.

Email Discussion Regarding Number of Candidates on the Ballot and Town Halls for Board Nominees

During the board recruitment town hall there were two questions that came from participants:

- Why is there a limit on the number of candidates that can run for each position? Why do they have to be curated by the Board?

- Can MLA host candidate town halls, with Q&A?

The Board agreed that there does not need to be a limit on the number of candidates that the Nominating puts forward on a ballot.

Also, the Board would like to clarify that we only approve the slate of candidates. The Nominating Committee is responsible for curating the slate.

The Board considered the option of a “meet the candidates” town hall but decided that it would favor skills that are irrelevant to service on the board while potentially penalizing traits such as deliberative/slow thinking that may be beneficial. It could also dissuade people from running for election. In addition, members-at-large roles aren’t assigned until after the election, which would
make it difficult for them to respond to questions regarding the work they intend to engage with as a board member.

0d. It was moved by Marci and seconded by Paula to approve the Notes editor’s survey, to be printed in the journal, distributed directly to MLA members, and to listservs as follows: MLA-L, AMS, SEM, SMT, IAM, and IMS. 

The motion passed.

0e. It was moved by Kristi and seconded by Ray to approve the Membership Committee’s draft survey for dissemination to former members in July, 2022 (regarding reasons for leaving). 

The motion passed.

0f. It was moved by Kristi and seconded by Veronica to approve the Membership Committee’s draft survey for dissemination to current members in July, 2022 (regarding value of membership). 

The motion passed.

0g. It was moved by Ray and seconded by Veronica to approve an ongoing annual meeting task force (2023 and future years as needed). 

The motion passed.
April MLA Board Monthly Meeting - April 11
April 11th: 1:30-3:00 pm ET/12:30-2:00pm CT/10:30 am-12:00pm PT


Absent: Scott Stone

Guests of the Board: None

01. Call to order: The meeting was called to order at 10:33am PT

02. Approval of Agenda
   Marci moved, Kristi seconded to approve the agenda. The motion passed.

03. Diversity Statement

The Diversity Committee provided a draft of the Diversity Statement they crafted for feedback and approval from the Board. Board members commented that this is a very well-written, deep, and thorough statement and the efforts put into creating this document are very much appreciated. The terminology and definitions are very thoughtful and intentional. The Board offered some minor edits, which the authors are welcome to adopt or reject.

It was moved by Marci and seconded by Ray to accept the Diversity Statement Working Group’s proposed statement (with minor adjustments) and post this diversity statement on the MLA website, to be revisited annually.

The motion passed.

04. Additional Recommendations to the Board

The Board discussed the Diversity Committee’s “Additional Recommendations to the Board” document.

- Regular reviewing and updating the Diversity Statement: There was agreement that the Diversity Statement should be reviewed annually.
- Revising the Code of Conduct: The Board discussed who is responsible for revising the Code of Conduct. It will likely be a combination of the IDEA Committee and the Planning Committee. The Board also discussed the possibility of retaining an Ombudsperson so that members have someone to reach out to outside the organization.
- Engaging with indigenous knowledge and culture creators: This is a very important and exciting idea. The Program Committee and Convention Managers could be tasked with reaching out to local indigenous groups in preparation for the annual conference.
could also occur at the chapter level. Crafting a Land Acknowledgement may take time and require feedback from various indigenous groups. Funding may need to be set aside for these efforts.

- Reviewing MLA’s investments: CFO Cribbs provided a report on MLA’s investments (see below). She recommends making sure our terminology around investments is clear for members and that we need to come up with criteria for evaluating our investments. Coming up with criteria will likely be complicated because there are many ways to evaluate and prioritize.

Summary for April 11, 2022 Board meeting
Elizabeth Cribbs, MLA CFO and Chair of Investments Subcommittee

Notes: this is meant to be used in conjunction with “02.a.Additional recommendations to Board.pdf” document.

IDEA recommendations and Investments Subcommittee intersection

One of the most significant topics that the Investments subcommittee discussed at our meetings on March 8th and March 30th was the fact that the term "Socially responsible" investing is at least somewhat misleading.

Our socially responsible funds are currently invested at Calvert in a managed fund (CSIFX). In FY21 roughly 22% of the donated funds went to socially responsible accounts. Overall, the socially responsible fund amounts make up about 25% of MLA’s invested funds.

Marci already sent out some of the background of the history of socially responsible investing, so I won’t go into that right now. Please see that email for more background. I do want to say that the current Calvert fund that we have our investments in is a good one: it performs well, and is rated a 4-star rated choice by Morningstar among ESG funds - those purporting to pay attention to environmental, social, and governance criteria in their investment choices. It has below-average fees (.93%), is 60/40 stocks to bonds, and invests primarily in U.S. large cap stocks.

There were two problems that the Investments Subcommittee identified. The first is that Calvert is beholden to its investors and shareholders to make money, which means that it has to take trades from companies performing well to be competitive, and those might or might not be aligned with socially responsible values. The second problem that the Investments Subcommittee touched on involves the nebulosity of the ESG definition itself. Beyond that loose definition of ESG investments we don't have a specific meaning or measurable criteria even within the investing world for what constitutes a good ESG investment or a bad ESG investment, and that makes it all the more difficult to measure whether this type of investing fulfills the criteria alluded to in the Diversity Committee's additional recommendations.

Previous Investments Subcommittees, AOs, and Boards have all discussed this and wrestled with these ideas, problems, and possible solutions. We’re the latest.

I have a few recommendations:
The first thing we can do is make sure that our terminology is clear with our membership. While our messaging needs to be careful we do owe our members clarity, and these steps are a good start.

We also need to establish criteria with which to evaluate our current holdings. This is not going to be easy: we've got some multiple possible ways to evaluate (strong on diverse boards and leadership? ethical labor practices? environmentally sustainable business practices? support for women?). What do we want to focus on?

While we're working on these things, I will talk with the Fidelity and Calvert folks about options for managing our funds in ways that align with our values and criteria. Previous AOs, including Tracey, and Pat Wall have explored this in the past and I will as well, but right now unfortunately there aren't a lot of managed funds that meet the risk and investment profile that works for MLA. If we ventured too far from our managed funds we'd have to go to individually managed funds, and I don't think the CFOs have the time or the ability to make a situation like that work. But, Fidelity and Calvert are aware of the desire to have these profiles and they're working on them.

I'll also ask both of these about the potential for divesting from funds that don't align with our values and see what is possible.

*Note: The “Additional Recommendations” were discussed further in Part 2 of the Board Meeting under 10.f.*

05. Adjournment
It was moved by Kristi and seconded by Marci to adjourn the meeting.
The motion passed.
May Monthly Board Meeting - May 9th

May 9th: 11:30am PST/12:30pm MST/1:30pm CST/2:30pm EST


Absent: Elizabeth Uchimura

Guests of the Board: Lisa Shiota

1. Call to Order - Liza called the meeting to order at 11:31 am PST.

2. Approve Agenda
   It was moved by Marci and seconded by Kristi to approve the agenda.
   The motion passed

3. Publicity and Outreach Officer Search Committee Recommendation
   It was moved by Kristi and seconded by Ray to go into executive session.
   The motion passed.

   It was moved by Scott and seconded by Katie to appoint Jacey Kepich as a temporary Publicity and Outreach Officer (until a successor to Lisa Shiota can be identified).

   The motion passed.

   It was moved by Ray and seconded by Kristi to come out of Executive Session.
   The motion passed.

4. Adjournment
   It was moved by Marci and seconded by Katie to adjourn the meeting.
   The motion passed.
PART 1: MLA Spring Board Meetings - May 13 and May 23

May 13th: 9am EDT / 10am CDT / 11am MDT / 12pm PDT
May 23th: 2-6 pm EDT / 1-5 pm CDT / 12-4 pm MDT / 11am-3pm PDT


Guests of the Board: Andrew Justice, Sylvia Yang

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

01. Call to order
It was moved by Ray and seconded by Marci to approve the agenda for the Spring board meetings.

The motion passed.

02. Finance

Fiscal Officer Marci Cohen and CFO Elizabeth Cribbs presented an overview of the budget documents. There is a projected net loss of $35,000 for FY23, which can easily be covered with the MLA Fund. We have been budgeting very conservatively: low on income and high on expenses. Budget losses have not materialized. Based on last year, there will likely not be a significant financial loss next year.

Dues this year have been very stable. There has been growth in the student and retiree numbers, which matches trends in demographics.

The following Board Action Required (BARS) were voted on:

BAR 1: The Finance Committee recommends the retention of the Emergency Circumstances category (first introduced for FY21) for FY23.

The motion passed.

BAR 2: The Finance Committee recommends that the dues for the Emergency Circumstances membership category will be set at a fixed rate of $24 for FY23.
BAR 3: The Finance Committee recommends MLA member dues are set for the following amounts for FY23.

<table>
<thead>
<tr>
<th>Category</th>
<th>FY22 Dues</th>
<th>FY23 Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Member</td>
<td>$140</td>
<td>$140</td>
</tr>
<tr>
<td>Institutional Member US</td>
<td>$175</td>
<td>$175</td>
</tr>
<tr>
<td>Institutional Member non-US</td>
<td>$185</td>
<td>$185</td>
</tr>
<tr>
<td>Students</td>
<td>$65</td>
<td>$65</td>
</tr>
<tr>
<td>Retired</td>
<td>$105</td>
<td>$105</td>
</tr>
<tr>
<td>Sustaining</td>
<td>$280</td>
<td>$280</td>
</tr>
<tr>
<td>Corporate Patron</td>
<td>$790</td>
<td>$790</td>
</tr>
<tr>
<td>Corporate Member</td>
<td>$490</td>
<td>$490</td>
</tr>
<tr>
<td>Paraprofessional/Hourly/Part-time</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>Early Career Member</td>
<td>$105</td>
<td>$105</td>
</tr>
<tr>
<td>Emergency Circumstances [temporary for FY22]</td>
<td>$24</td>
<td>$24</td>
</tr>
</tbody>
</table>

The motion passed.

BAR 4: The Finance Committee recommends IAML-US member dues stay the same for CY23. The amounts are $80 for individual and $115 for institutional Members.

The motion passed.
BAR 5: The Finance Committee recommends that MLA set honoraria at the following amounts for FY23; gratis [convention] registration also noted here. All gratis memberships include regular MLA membership and early registration for the annual meeting.

<table>
<thead>
<tr>
<th>Position</th>
<th>Honoraria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Manager</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Archivist</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Assistant Chief Financial Officer</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Assistant Convention Manager</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Assistant Membership Management Officer</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Asst. Web Manager</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>$1400 + gratis membership/convention registration</td>
</tr>
<tr>
<td>Convention Manager</td>
<td>$1400 + gratis membership/convention registration</td>
</tr>
<tr>
<td>Copyright Website Editor</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Development Officer</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Diversity Scholarship (2 in FY23)</td>
<td>gratis memberships/convention registrations</td>
</tr>
<tr>
<td>Position</td>
<td>Benefits</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Honorary members</td>
<td>gratis membership</td>
</tr>
<tr>
<td>Kevin Freeman Travel Grant</td>
<td>gratis convention registration</td>
</tr>
<tr>
<td>MCB Editor</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Membership Management Officer</td>
<td>$1400 + gratis membership/convention registration</td>
</tr>
<tr>
<td>MLA-L Assistant Mediator</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>MLA-L Mediator</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>Newsletter Editor</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>NOTES Assistant Editor A</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>NOTES Assistant Editor B (for e-vendors)</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>NOTES Assistant Editor C</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>NOTES Book Review Editor</td>
<td>gratis membership/convention registration</td>
</tr>
<tr>
<td>NOTES Editor</td>
<td>$1400 + gratis membership/convention registration</td>
</tr>
<tr>
<td>NOTES Music Editor</td>
<td>gratis membership/convention registration</td>
</tr>
</tbody>
</table>
Open Access Editor | gratis membership/convention registration
---|---
Paraprofessional/Public Libraries Travel Grant | gratis membership (in following year)/convention registration
Placement Officer | gratis membership/convention registration
Publicity Officer | gratis membership/convention registration
Web Manager | $1400 + gratis membership/convention registration

The motion passed.

**BAR 6:** The Finance Committee recommends a total amount of Dependent Care vouchers for MLA’s 2023 annual meeting of $2,000 with a cap of $200 per recipient. (This does not replace reasonable accommodations set forth by the Americans with Disabilities Act that would normally be provided by the Association upon request.) Recipients may be in-person or virtual attendees.

The motion passed.

**BAR 7a:** The Finance Committee recommends that convention registration rates be set for the 2023 Annual Meeting, as follows.

<table>
<thead>
<tr>
<th>Hybrid</th>
<th>FY22</th>
<th>FY23</th>
<th>Fully Virtual</th>
<th>FY22</th>
<th>FY23</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member - MLA &amp; TLA</td>
<td>$250</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Early registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Member - Early career; paraprofessional/hourly/part-time; retired</td>
<td>Non-Member - Early registration</td>
<td>Member - Reduced for work</td>
<td>Non-Member - Accompanying person</td>
<td>Member - Individual regular registration</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td></td>
<td>$195</td>
<td>$195</td>
<td>$140</td>
<td>$125</td>
<td>$370</td>
</tr>
<tr>
<td>Non-Member - Early registration</td>
<td>$350</td>
<td>$350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member - Reduced for work</td>
<td>$140</td>
<td>$140</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Member - Accompanying person</td>
<td>$125</td>
<td>$125</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member - Individual regular registration</td>
<td>$370</td>
<td>$370</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Member - Individual regular registration</td>
<td>$470</td>
<td>$470</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member - MLA &amp; TLA Student; financial hardship</td>
<td>$80</td>
<td>$80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single day</td>
<td>$125</td>
<td>$125</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Streaming Only</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member - MLA &amp; TLA Streaming Individual</td>
<td>$100</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member: Streaming--Early career, parapro, hourly, part-time, retired</td>
<td>$50</td>
<td>$195</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member - MLA &amp; TLA Streaming--Student member</td>
<td>$25</td>
<td>$80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonmember - Streaming</td>
<td>$150</td>
<td>$350</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The hybrid convention model is significantly more expensive, particularly due to costs related to technology. The Finance Committee recommends keeping the in-person registration rates the same and increasing the fully virtual registration rates significantly, which will help offset the costs of the conference.

The motion passed.

**BAR 7b: The Finance Committee recommends that the convention registration rate for the pilot streaming registration - institutional be set for $500 for the 2023 Annual Meeting.**

For the previous conference, there were inquiries about an institutional rate for virtual attendance, particularly related to cataloging.

The motion passed.

**BAR 8: The Finance Committee recommends that exhibitor registration rates and convention advertising rates for FY23 be set as follows.**

<table>
<thead>
<tr>
<th></th>
<th>FY22 (in person)</th>
<th>FY22 (virtual)</th>
<th>FY23 (in person)</th>
<th>FY23 (virtual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit table - Regular</td>
<td>$550.00</td>
<td>$275.00</td>
<td>$650</td>
<td>$325</td>
</tr>
<tr>
<td>Exhibit table - Corporate patron</td>
<td>$440.00</td>
<td>$220.00</td>
<td>$520</td>
<td>$260</td>
</tr>
<tr>
<td>Exhibit table - Corporate member</td>
<td>$495.00</td>
<td>$248.00</td>
<td>$582*</td>
<td>$293</td>
</tr>
<tr>
<td></td>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
<td>4th</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Full-page ad</td>
<td>$200.00</td>
<td>$150.00</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Half-page ad</td>
<td>$200.00</td>
<td>$100.00</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Covers</td>
<td>$400.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sched ads</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Conf website, About/Reg/Loc pages</td>
<td>varies</td>
<td>$200.00</td>
<td>varies</td>
<td>varies</td>
</tr>
<tr>
<td>Attendees e-mail list rental</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

The motion passed.

*NOTE: The Exhibit Table – Corporate member rate was modified from $582 to $585 by the Finance Committee and approved by the board via email. The motion can be found under 0i. in the Fall 2022 meeting minutes.*

**BAR 9:** The Finance Committee recommends the approval of the FY23 convention budget. Although the convention is expected to be hybrid, the budget includes full contingency for a virtual-only convention.

The motion passed.

**BAR 10:** The Finance Committee recommends rescinding the May 2019 vote combining the Gerboth and Bradley Award Funds.

The plan was to combine the two funds, but they were never officially merged because the documents could not be located at this time regarding the terms for each fund. Therefore the Finance Committee suggests that the Board rescind this BAR. The documents should be in the archives but the MLA Archivist hasn’t had the time to do an exhaustive search due to a lack of finding aids. To date, the President’s attempts to contact the Gerboth family were not successful. It was a good idea at the time, but did not turn out as planned.

The motion passed.
BAR 11: The Finance Committee recommends retaining the remaining $83.73 of unused OA songbook donations for use with other open access projects. The funds exceeding the project expenses were not specified for use.

The motion passed.

BAR 12: The Finance Committee recommends approval of fiscal year 2023 budget.

The motion passed.

BAR 13: The Finance Committee recommends the approval of a $5,400 expenditure from the FY22 operating budget to 3Play Media for FY22 to provide captioning for the 2022 conference videos.

CFO Cribbs confirmed that the funds to pay 3Play Media for the captioning of the videos can come out of the budget surplus for FY22.

The motion passed.

BAR 14: The Finance Committee recommends allowing outgoing ACFO Tracey Rudnick to retain the laptop that MLA purchased for her with no repayment due to the depreciation and low resale value.

Background: This is to codify a precedent set with previous AOs.

The motion passed.

BAR 15: The Finance Committee recommends that, as a fiscal policy, outgoing ACFOs at their completion of their full ACFO/CFO term be allowed to retain the laptop that MLA purchased for them with no repayment due to the depreciation and low resale value.

This is a kind gesture to recognize how much work is required of the ACFO/CFO. If a future ACFO/CFO is unable to complete their full term, the laptop will go to the newly appointed ACFO/CFO.

The motion passed.

03. Old Business
a. Convention Managers visit (Salt Lake City conference contract)

It was moved by Scott and seconded by Marci to move into executive session.
The motion passed.

The Convention Managers and Board members discussed various details related to the Salt Lake City contract, including moving Salt Lake City to 2026, exploring an alternative to Remo, and continuing the Conference Task Force.

It was moved by Marci and seconded by Scott to leave Executive Session.
The motion passed.

b. Publicity and Outreach Officer Search (cont’d)
c. Bradley and Gerboth funds status
d. Moving Calvert under Fidelity
   This item was postponed to Fall 2022.
e. Email lists rentals/sales
This was discussed in the June meetings (13.e.)

04. New Business
a. Planning Committee

Scott offered a preview of the Planning Committee’s discussions:
- Results of the conference survey
- Assessing/tracking the strategic plan
- Student voting rights
- MLA sponsored internships
- The future of the student/early career board representative, including whether or not they should be a voting member or appointed
- Shifting dues to a sliding scale
- Continue to increase support for mid-career members
- The Committee Recruitment Task Force Report

b. IAML President conference registration

It was moved by Marci and seconded by Kristi to offer the IAML President gratis conference registration for MLA’s annual meetings.

This is a budget neutral item because it often supports someone who would not have attended the conference otherwise.

The motion passed.
c. Gift agreement (pending response from counsel)

This item was postponed.
PART 2: MLA Spring Board Meetings - June 7, 10, 14, and 23

June 7th: 4:00-6:00pm EDT/3:00-5:00pm CDT/2:00-4:00pm MDT/1:00-3:00pm PDT
June 10th: 12:00-2:00pm EDT/11:00am-1:00pm CDT/10:00am-12:00pm MDT/9:00-11:00am PDT
June 14th: 12:00-4:00pm EDT/11:00am-3:00pm CDT/10:00am-02:00pm MDT/9:00am-1:00pm PDT
June 23th: 2:00-6:00pm EDT/1:00-05:00pm CDT/12:00-4:00pm MDT/11:00am-3:00pm PDT


Guests of the Board: Erin Conor

01. Approval of Agenda
It was moved by Marci and seconded by Katie to approve the agenda for the meeting.

The motion passed.

02. Recording Secretary’s Report (Wells)
   a. Approval of [last meeting’s] minutes
   It was moved by Marci and seconded by Ray to approve the minutes of the Winter meeting.

The Motion passed.

03. Parliamentarian’s Report (Bergland)
Kristi presented the Parliamentarian’s Report. She and Ray have been working on administrative structure maintenance, including administrative structure updates in YourMembership and updates to the website performed by the Web Committee. The report lists the following changes to the website, which had previously been voted on:
   ● Replacement of the titles “Administrative Officer” and “Assistant Administrative Office” with “Chief Financial Officer” and “Assistant Chief Financial Officer,” respectively throughout the Administrative Handbook.
   ● Revision and addition of language throughout the Administrative Handbook to reflect the creation of new positions “Membership Management Officer / Assistant Membership Management Officer” and the new division of responsibilities between Membership Management Officer / Assistant Membership Management Officer and Chief and Assistant Financial Officer roles.
   ● Revision of language in various sections to reflect change in appointments responsibilities moving from Parliamentarians to Membership Management Officers.
   ● Revision of section VII,F Chapter Grants to include fuller guidance on chapter grant proposals.
   ● Revision of language in VI.H.10 Cataloging and Metadata Committee to more accurately reflect liaison relationships of subcommittee chairs.
● Revision of language in II.A.4.c to reflect the MLA membership vote in favor of revising the Constitution and Bylaws to allow virtual MLA Board meetings.
● Revision of language in section VI.H.3 to reflect the establishment of the Professional Development Workshops Subcommittee, including the committee charge in section VI.H.3.c
● Revision of section VI.H.23 Diversity Committee to include a charge for the Equity and Inclusion Subcommittee in VI.H.23.b.

More changes to the Administrative Handbook and the Bylaws will be coming soon.

04. Chief Financial Officer Report (Cribbs)

CFO Cribbs provided the following report:

Chief Financial Officer’s Report – for 2022 Spring board meeting (Zoom, née Middleton)
Submitted by Elizabeth Cribb, May 17, 2022
Note: CFO may amend any errors this report after submission, using strikeout or brackets.

Board Action Required: none requested. All items have been referred to the Finance Committee.

For Discussion: any topics in this report for which board members have questions, concerns, or desire review.

See: 04_CFO_i_BalanceSheet_FY22_to_2022.05.05.xlsx
     04_CFO_ii_Budget_vs_Actual_FY22_to_2022.05.05.xlsx
     04_CFO_iii_InvestmentsReport_CY2022_Q1_Jan-Mar-2022.xlsx
     04_CFO_iv_CONFIDENTIAL_Membership_Report_to_2022.05.05.xlsx
     Other reports available upon request.

BUDGET REPORT FY2021 (YTD through May 5, 2022)
Accountings below are selective, not comprehensive.

INCOME
As of May 5, 2022, MLA’s total income was $321,865.39, which is 83.99% of the budgeted income of $383,200.00.

Dues (1.0) and Membership – MLA and IAML
As CFO Cribbs mentioned in previous CFO and AO reports, the board budgeted for a similar rate of membership renewal income this fiscal year as last fiscal year to acknowledge the continuing economic impact of COVID. Additionally, to try to ease the monetary impact of individuals having economic difficulties during the COVID pandemic, the board voted to continue offering the temporary Emergency Circumstances Member category ($24.00). As of May 5, 2022, FY22 dues income was $133,731.00, which is 104.92% of the budgeted $127,460.00. This includes MLA and IAML dues and compares similarly to the income collected by May 6, 2021, which was $133,791.00.

MLA dues alone are at $120,786.00, which is $3,556.00 more than the budgeted $117,230.00. All of the individual categories of membership except for the Emergency Circumstances category are at or above 80% of their budgeted amounts, and four of the seven individual categories are above 90%. Institutional memberships are at 110.27% of the budgeted amount, and Corporate Patrons and Members are both at 100% of their budgeted amounts. For FY22, 14 people selected the Emergency Circumstances membership category, and that number of Emergency Circumstances members decreased significantly from the 28 people who selected the Emergency Circumstances membership rate in FY21. Their total $336.00 only reached 56% of the budgeted $600.00 for FY22.

IAML CY2022 YTD dues income is at $12,945.00, which is 127% more than the budgeted $10,230.00. Final income for CY2021 remains at $13,540.00, which was 101% of the budgeted $13,390.00. CY2022 currently has 63 individual IAML members and 57 institutional IAML members.

**MLA Paid Memberships FY22 YTD through May 5, 2022 (excluding IAML)**

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<thead>
<tr>
<th></th>
<th>No.</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>566</td>
<td>$ 77,901.00</td>
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<tr>
<td>Student</td>
<td>93</td>
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<tr>
<td>Corporate</td>
<td>7</td>
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<tr>
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<td>181</td>
<td>$ 32,210.00$[1]</td>
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<tr>
<td></td>
<td>847</td>
<td>$ 120,786.00</td>
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<tr>
<td>MLA Members (Paid)</td>
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<td>FY20</td>
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<td>------</td>
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<tr>
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<td>417</td>
<td>362</td>
</tr>
<tr>
<td>Regular Member non-US</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>*US and Non-US categories merged starting FY21, except for institutional. Figures include FY22 gratis for 12 Individual, 0 Student, 7 Sustaining ($140 gratis, paid $140), and 0 Paraprofessional ($140 gratis, paid $140). Total counts may not match income when multiplied out, due to refunds in progress, or other accounting adjustments. Totals do not include an additional minimum 18 Honorary Members (gratis) known to be living, and a few more of uncertain status. (Sources: QuickBooks report pulled and amended by Cribbs; list of honorary members.)</td>
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<tr>
<td>Institutional Member US</td>
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<td>Paraprofessional non-US</td>
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<td>3</td>
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<tr>
<td>Early Career Member (new FY20)</td>
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</tr>
</tbody>
</table>

*US and Non-US categories merged starting FY21, except for institutional. Figures include FY22 gratis for 12 Individual, 0 Student, 7 Sustaining ($140 gratis, paid $140), and 0 Paraprofessional ($140 gratis, paid $140). Total counts may not match income when multiplied out, due to refunds in progress, or other accounting adjustments. Totals do not include an additional minimum 18 Honorary Members (gratis) known to be living, and a few more of uncertain status. (Sources: QuickBooks report pulled and amended by Cribbs; list of honorary members.)
Dues (1.2) – Chapters

As noted in the Fall 2021 AO report, MLA remitted $5,365.00 in collected chapter dues back to all ten chapters in September 2021. (MLA does not take any deductions.) Since then, MLA has received $1,944.00 in additional dues and plans to remit that amount in the late spring, along with any additional dues.

Sales (2.0)

Notes advertising income through May 5, 2022, is $15,890.00, which is 84.75% of the budgeted $18,750.00 (2.012). For comparison’s sake, as of May 6, 2021, the income for FY21 was $14,246.00.

A total of $86,590.82 has been received from Notes e-vendors YTD and applied to FY22 (2.014). This includes a Project MUSE revenue payment of $68,379.87 that MLA received in May 2022 for royalties from CY2021. Because this payment is for a time period that crosses through both FY21 and FY22, MLA applied $40,000.00 of the $68,379.87 backwards for FY21 (for Jan-Jun
That $40,000.00 amount does not get applied to the current fiscal year. MLA applied the balance of the Project MUSE deposit, $28,379.87, to FY22 (July-Dec 2021). MLA is crediting $35,000.00 as a placeholder for FY22 revenue in advance of the CY2022 deposit we will receive in 2023 for FY22 (Jan-Jun 2022) and FY23 (July-Dec 2022). For FY22, the original $28,379.87 applied from the received payment and the $35,000.00 amount credited for FY22 bring the total deposit credited to MLA for FY22 to $63,379.87 (2.0146). This amount is 89.02% of the $71,200.00 originally projected for FY22.

An Ithaka (JSTOR) revenue payment of $15,385.96 (for CY2021) was received in March 2022. $7,500.00 of this payment was applied backwards to FY21 (Jan-Jun 2021) and the balance ($7,885.96) was applied to FY22 (July-Dec 2021). $7,644.00 was credited to MLA as a placeholder for FY22 in advance of the CY2022 deposit we will receive in 2023, bringing the total amount credited for FY22 to $15,529.96 (2.0145).

As of May 5, 2022, Music Cataloging Bulletin (MCB) subscriptions yielded $5,460.00 in income (105% of the budgeted $5,200.00) (2.031). For comparison’s sake, as of May 13, 2021, Music Cataloging Bulletin subscriptions yielded $5,425.00 and eventually reached $5,495.00 by the end of FY21. This subscription income meets the amount of income budgeted for the fiscal year but continues the last fiscal year’s overall decline in subscriptions.

MLA has received $5,027.95 (251.4% of the budgeted $2,000.00 income) from MLA’s joint publications with A-R Editions (2.052), and it has also brought in $204.29 in CY2021 royalties from Scarecrow/Rowman & Littlefield (2.051). MLA has also received $6,271.03 in CY2021 royalties to date ($4,771.03 more than budgeted) from ALA for royalties from the sales of the Basic Music Library monographs (2.0531). This higher-than-expected amount of royalty income comes mostly from the sales of the titles published in 2021, namely Alice Carli’s revised edition of Binding and Care of Music; Sonia Archer-Capuzzo and Guy Capuzzo’s Metaldata: A Bibliography of Heavy Metal Resources; and Jessica Payette’s Choreographic Music: Writings in American Arts Periodicals, 1914–1993. ALA/MLA income is largely derived from the sales of A Basic Music Library, vol. 3, also published in 2021.

No more income from ALA/MLA e-courses or webinars has been credited since the $700.00 received and reported on in the Winter 2022 CFO report for webinar Accessible Music Library Instruction for the Visually Impaired taught by Christina Ebersohl on September 15, 2021 (2.0533). However, MLA expects to receive at least $1,400.00 from two more ALA/MLA e-courses that will finish before the fiscal year concludes, plus income from participants who purchase the bundle of e-courses and webinars focusing on music cataloging. That series of e-courses and webinars will bridge the FY22 and FY23 fiscal years and provide income for both.

MLA has received $9,925.00 in online advertising income so far in FY22 (2.06), which is 118.86% of the $8,350.00 budgeted amount.
Meetings (3.0)

As was noted in the Winter 2022 CFO report, the MLA board approved the annual meeting budget income lines in May 2021 based on the supposition that MLA would plan and execute a hybrid in-person/virtual conference. However, on January 21, 2022, the MLA board voted to move to an entirely virtual 2022 annual meeting. MLA’s 2022 annual meeting was therefore held virtually in early March of 2022. The final total meeting income was $52,332.50 (3.01), which was 46.23% of the budgeted income of $113,205.00 and does not include the $3,670.00 previously reported as income from member donations given to offset the REI Groundwater Diversity workshop held virtually on November 11, 2021 (3.0214).

Here are some income highlights: Final income received for original in-person registrations totaled $10,440.00 (3.011) and final income received for original streaming registrations totaled $31,185.00 (3.0113). All persons who originally registered and paid for the in-person conference mode were offered a refund consisting of the difference between the in-person registration cost and the streaming registration cost. Exhibit fees brought in $4,702.50 (3.012), which is $1,677.50 more than the $3,025.00 received in FY21. Nineteen people contributed $2,585.00 in individual conference donations (3.0142), most of which came through declining the offered difference between the conference registration mode rates. MLA is very thankful for their kindness. MOUG’s generous $1,000.00 subvention brought the total conference contributions up to $3,585.00 (3.014). Program advertising and rentals of the convention email list added to the conference-related income at $1,260.00 (3.017) and $1,160.00 (3.0191), respectively.

Other Income (5.0):

Amazon Smile has brought in $165.43 in FY22 YTD. This year, the board voted in Fall 2021 to direct all proceeds from the Giving Tuesday 2021 auction, the 2022 annual meeting silent auction, and the Bonfire conference swag sales campaign to the Diversity Scholarship fund (1240.2). Accordingly, the $299.60 collected in Bidding Owl from the Giving Tuesday campaign in November 2021, the $502.20 collected in Bidding Owl from the silent auction during the 2022 annual meeting, and the $177.52 collected from the conference merchandise sold through the Bonfire platform will be directed to the Diversity Scholarship fund. The total amount raised from all three campaigns directed to the Diversity Scholarship fund was $979.32.

EXPENSES

As of May 5, 2022, total expenses were $263,582.01, which is 55.39% of the budgeted $475,880.00. For comparison’s sake, on May 6, 2021, the total expenses were $237,765.04, which as 72.74% of the budgeted $326,856.10.
Meeting (10.0)

As was previously reported in the Winter 2022 CFO report and as with the Meetings income area (3.0), the MLA board approved meeting expense budget lines (10.0) in May 2021 based on the supposition that MLA would plan and execute a hybrid conference. As mentioned above, on January 21, 2022, the MLA board voted to move to an entirely virtual 2022 annual meeting format. Because of this, when the MLA 2022 annual meeting was held in March 2022, the total expenses, $22,138.65, comprised only 15.88% of the expected $139,410.00 originally budgeted (10.0). This includes the already-reported $5,000.00 expense for the Racial Equity Institute (REI) Groundwater workshop (10.0211) held on November 11, 2021. This workshop was not connected to the other conference expenses. The adjusted total minus that $5,000.00 for the REI Groundwater workshop is $17,138.65, which is 12.29% of the originally budgeted $139,410.00.

Some expenses are still being processed, but the income received from the conference will most likely exceed expenses from the conference with the help of generous donations from MLA members. Significant conference expenses include $500.00 paid as honoraria to each of the two guest speakers, Dorothy Berry and Imani Mosley (10.012); $3,200.00 paid for the Remo conference session, social session, and exhibitor app (10.0155); a $5,000.00 deposit previously paid in 2021 to the Salt Lake City Hilton (10.018); $842.65 for Zoom (YTD, 10.023); $999.00 paid for Sched (10.024); and $4,870.00 in gratis conference registrations (10.03). One Dependent Care voucher was applied for and awarded, totaling $27.00 (10.04).

As of this date expenses for caption writing have not yet been incurred but may still happen during this fiscal year. Additionally, the MLA board is currently working on a possible rebooking in Salt Lake City for an annual meeting in the future, and the details of this arrangement are still in flux. The 2022 Fall CFO report will have the details for these events once they are finalized.

Miscellaneous (11.0)

$9,264.34 in investment advisory fees have been paid in FY22 to date, out of an estimated $12,000.00. This amount does not include advisory fees paid out for 2022 Q1 or Q2, and the amount paid during this fiscal year is high since one payment, for 2021 Q2, was booked to FY22 rather than FY21. Bank and credit card fees are currently at $9,730.14, which is 77.84% of the budgeted $12,500.00 (11.04).

Awards Issued (12.0)

Checks for the publications awards (Duckles, Hill, and O'Meara) totaling $1,530.00 were mailed to recipients in March 2022. No Emergency Relief Fund awards have been awarded this fiscal YTD aside from the $500.00 single award recorded in the AO Fall 2021 report, leaving the
balance of the Emergency Relief Fund at $9,385.00 (12.11). The total amount expended for awards for FY22 is $23,263.00, or 70.48% of the $33,005.00 budgeted.

Management Services (6.0)
For FY22, $142,225.59 of the budgeted amount of $179,880.00 (79.07%) has been expended. The amount of expense allotted for this section of the budget is higher than FY21’s $131,637.00 total amount budgeted, reflecting the hope that increased travel would become possible in FY22.

A significant portion of the expense incurred so far has been for A-R Edition’s monthly business office service fees ($61,965.00 YTD out of a budgeted $82,620.00, or 75% of the budgeted amount) (6.0141). There were additional expenses for A-R programming, shipping, and supplies as well. For administrative web site hosting and maintenance, $7,957.63 out of a budgeted $9,225.00, or 86.26% of the budgeted amount, has been expended (6.0121). The majority of this expense went to the recent YM renewal fee and the cost for add-on Rest API protocol for YM (costs of $5,769.75 and $1,569.75, respectively, with a credit of $556.90 given for FY21’s overpayment. The adjusted total for both YM items is $6,782.60). Audit and tax filing fees have cost $13,377.68 out of the budgeted $13,950.00, or 95.9% of the budgeted amount (6.0191). MLA also paid the final balance owed to DeEtta Jones & Associates for consulting services related to strategic planning, so the full $36,000.00 amount budgeted for that expense has been used (6.056).

$1,304.18 out of the budgeted $1,975.00 in the Presidential discretionary fund (6.0582) has been expended, largely for costs related to framing FY21 MLA Citation awards and the calligraphy and framing of the MLA Citation award given in FY22. MLA has also spent $2,500.00 out of the eventual $5,000.00 total as a down payment to Mark Puente and Maurini Strub for planning, administering, and analyzing the 2022 MLA Climate Assessment study that will commence soon (6.062). The remaining half of the payment owed will be paid in FY23 after MLA has taken possession of the final deliverables. Finally, MLA also used $3,900.00 to purchase gift cards for attendees of the donors’ reception that took place on March 2nd, 2022, during the 2022 MLA Annual Meeting (6.103).

MLA expects to incur up to an additional $10,000.00 in legal fees (6.0192) beyond the legal fees already paid and reported on so far this fiscal year ($2,337.50) due to the Uniform Domain-Name Dispute-Resolution Policy complaint that our attorney is compiling and filing on behalf of MLA to solve our “Jason” spam problem. Should this paperwork and filing prove successful, the owner of the domain that has been spamming us would be required to surrender the domain to our organization, so this expense has the potential to solve our “Jason” problem.

Program Expenses (7.0)
To date, $12,825.00 out of the budgeted $21,400.00 (59.93%) has been expended. The only new expense in this area is $325.00 paid for the Cataloging and Metadata Committee’s (CMC) subscription to Classification Web. MLA has not yet paid expenses for CMC or the Legislation Committee’s travel for FY22, but those expenses will likely occur before the fiscal year closes.

Other Member Services (Including Organizational Dues) (8.0)

FY22 expenditures for Other Member Services are currently at $5,288.82 of the $10,695.00 budgeted (49.45%). The only new expense within this area is MLA’s ALA membership, paid in February 2022 ($150.00, from 8.033). MLA has not yet remitted dues to IAML for the first part of CY2022; this will be done in late May/early June and will be reported on in the Fall 2022 CFO report.

Publications (9.0)

$38,849.65, or 59.46% of the total $65,340.00 amount budgeted, has been expended in FY22 so far. $1,802.70 has been paid out of the Royalties expense line (9.023), and that amount is 139.74% of the total $1,290.00 originally budgeted. $1,058.00 of this total was used for a royalty payment owed to an author, and $744.70 of this amount was expended to pay for nearly all of the remaining Scarecrow/Rowman & Littlefield royalties still owed and additional one-time payments equaling royalties accumulated between CY2016-2020. The payments made for the Scarecrow/Rowman & Littlefield authors and editors were a one-time expense, and MLA is grateful for all of the authors and editors who participated in this process.

MLA expended $28,209.40 of the allotted $42,120.00 in the total Notes Office budget lines so far (9.06). Within this section of the budget, postage has cost $509.50 FY22 to date (9.06214), and Notes-related printing costs have taken $26,039.90 of the $35,000.00 amount allotted this fiscal year (9.063). More expenses will be incurred as the Notes staff finishes the final section of volume 78 this year.

MLA has paid $7,487.55 of the $8,080.00 allotted for MLA Website expenses this fiscal year (9.08). $768.55 of this amount has gone to renew MLA’s two Survey Monkey accounts (9.0832), and $5,319.00 of the $5,960.00 allotted for Website development – Other expenses (9.0833) has been expended for a Gravity Forms plugin subscription ($259.00) and various Reclaim hosting expenses ($5,060.00 total for Reclaim).

MLA has not paid any more honoraria for ALA-MLA e-courses or webinars beyond the $500.00 originally reported in the Fall 2021 AO report for Christina Ebersohl’s webinar in September 2021 (9.9.0963), but MLA will pay two more honoraria for ALA-MLA e-courses that will finish before FY22 closes. This final amount ($500.00 per e-course x 2 courses plus possible e-course development fees of $1000.00 each = up to $3,000.00) will be reported in the Fall 2022 CFO board report.
OPEN ACCESS PROJECT(S)

The Open Access temporarily restricted line currently has $83.73 in unused songbook donations; a discussion to determine how to use the funds is forthcoming.

CFO Cribbs and Assistant ACFO Tracey Rudnick finished a project with Former OA Editor Kathleen DeLaurenti, MLA President Liza Vick, and Publications Chair Debbie Campana to digitize the backlist of Scarecrow/Rowman & Littlefield MLA monographs and make the digitized monographs available via an open access collection on the Internet Archive. 21 monographs were digitized and made available in the collection accessible here: https://archive.org/details/musiclibraryassociationpublications, with the cost for digitizing borne by the Arcadia funding grant at the Internet Archive. MLA received no bill and paid no fee for this digitization. Our great thanks to DeLaurenti and new OA editor Matthew Vest for their completion of this step of the project.

Meanwhile, CFO Cribbs and ACFO Rudnick finished collecting responses from the correspondence involving a contract addendum sent to the authors and editors in January 2022 that asked them to consider reverting their royalties back to MLA and offered a one-time extra payment (authorized by the board) to offset the loss of future royalties, consisting of the sum of the royalties earned by that author/editor 2016-2020. 20 of the 22 authors and editors contacted kindly responded and sent back signed contract addendums, and 10 payments totaling $744.70 were issued to complete the royalty payments and the one-time extra payments owed. Thank you again to all of the authors and editors who participated in this project.

INVESTMENTS

Patrick Wall (MLA Business Office) noted “It was a brutal quarter with the market taking back gains made in 2021. MLA investments in the Jan-Mar quarter followed the market down with realized and unrealized losses across all funds totaling $127,176. That erases much of the $165,913 earned in 2021.” (Email to Cribbs 4/7/2022.)

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Award accounts at the end of CY2022 Q1 (including CY2022 Q1 donations):

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<th>Fund Totals (Fidelity + Calvert) As of 3/31/2022</th>
<th>Donations Jan-Mar 2022</th>
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<td>Fidelity</td>
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(See balance sheet for details.)
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<th>Transfers</th>
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(Total donations: $4,164)

Note: the balances of award and other named funds are only updated after the quarter’s end. Excludes short-term donations not in Fidelity/Calvert, e.g., Relief Fund.

Transfers:
- **FY22 awards funds**: $23,329.00 was transferred from the Fidelity Y94 Temporarily Restricted subaccounts to the Fidelity Z49 money market (then to checking) in March 2022 to cover the cost of the awards given. The awards accounts were balanced by moving $9,460.00 from Calvert into checking and then into the Fidelity Y94 Temporarily restricted account. No transfer for the MLA Fund was performed.
- **Silent action and Bonfire transfers**: $299.60 was transferred from Paypal into checking in January 2022 to cover the proceeds from the online auction held on Bidding Owl on Giving Tuesday in November 2021. In March 2022 $502.20 was transferred from Paypal into checking to cover the proceeds from the online silent auction held on Bidding Owl during the 2022 Annual Meeting in March 2022. Both of these proceeds (total $801.80) were then transferred to the Diversity Scholarship investment fund. In April 2022 $177.52 was
transferred from Paypal into checking to cover the proceeds from the sale of conference swag on Bonfire during the 2022 Annual meeting in March 2022. Those funds will be transferred to the Diversity Scholarship investment fund in July 2022.

**New Membership Management Officer, Assistant Membership Management Officer**

At the end of the 2022 Annual Meeting, President Liza Vick announced that Jason Imbesi had been selected as the inaugural Membership Management Officer (MMO) and would serve a two-year term from March 2022-March 2024. President Vick also announced that Melissa Moll had been selected as the inaugural Assistant Membership Management Officer (AMMO) and would serve two years as AMMO from March 2022-March 2024 and then two years as Membership Management Officer from March 2024-March 2026. As many of the duties that the MMO and AMMO will perform currently fall within the Chief Financial Officer’s responsibilities, CFO Cribbs has been spearheading the training for each of these new officers with assistance from ACFO Tracey Rudnick, Parliamentarian Kristi Bergland, and Jim Zychowicz and Pat Wall from the MLA Business Office. CFO Cribbs thanks all involved for their dedication and patience.

**New Assistant Chief Financial Officer**

At the end of the 2022 Annual Meeting, President Liza Vick announced that Serena Vaquilar had been selected as the incoming Assistant Chief Financial Officer (ACFO). CFO Cribbs has been training ACFO Vaquilar with assistance from ACFO Tracey Rudnick, Parliamentarian Kristi Bergland, and Jim Zychowicz and Pat Wall from the MLA Business Office. CFO Cribbs thanks all involved for their time and humor.

**Closing Comments**

Thanks to all of the MLA community members for your patience, kindness, and generosity; it regularly awes me. Thanks especially to the MLA Board and President Liza Vick for their consistent support and encouragement and thank you to James Zychowicz and Pat Wall at A-R Editions for their support and consistent dedication to MLA. Most especially, thank you to Tracey Rudnick, our fearless outgoing ACFO, who steps down for a well-earned break on July 1, 2022. Her support, dedication, and guidance has been constantly felt and will be missed.

Respectfully submitted,

Elizabeth Cribbs

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[1] Includes a $5.00 payment in FY22 originally meant for FY21 from Baerenreiter Verlag.
Marci thanked Liz and the CFO team for their report.

Liza thanked Liz and the Finance Committee for their great work.

05. Vice President’s Report (Hickner)

From her report:

I am grateful to have been able to begin meeting with the Board late last year. It has taken some time to get back into the swing of the work of the Board. There are so many new initiatives and directions to become familiar with (although Robert’s Rules remain constant!). I have found that the recent Finance Committee meetings have really helped reacquaint me with the business of MLA. It is always a pleasure to work with the dedicated members of our Board!

Most important, I would like to thank the many MLA members who have already taken time to answer my questions and help me. Liza Vick and Susannah Cleveland have answered a multitude of questions already, and I’m sure they will receive many more emails from me. Liza has been especially thoughtful in including me in conversations. I am excited about the next four years and thank you all for your help and support.

The Board discussed a chapter grant proposal from the Mountain-Plains Chapter for incentivizing people to attend the chapter meeting, which includes purchasing MLA published monographs.

It was also noted that it is a bit strange that the call for chapter grant proposals goes out in one fiscal year but are dispersed in the next fiscal year.

It was moved by Marci and seconded by Ray to award a chapter grant to the Mountain-Plains chapter for their proposed recruitment incentives (spring 2023), in the amount of $959.

The motion passed.

06 President’s Report (Vick)

From her report:

The spring brings about renewal, and for the MLA President this means appointments, appointments, and more appointments. These appointments have already begun across our many committees, task forces, working groups, and officer and editor positions. A few new
highlights include a working group to analyze our business and publications functions and look to their long-range future in MLA. We also welcome our first Membership Management Officer team (Jason Imbesi and Melissa Moll): they’ll work closely with our CFO team to support our administrative structure and membership functions. They’re already contributing mightily.

We held a successful, vibrant conference in March, and despite a sudden pivot to all-virtual (thanks to the Omicron variants), the task force, web managers, convention managers, program chair, and technical support teams made it a huge success. The late transition from hybrid to 100% virtual happened smoothly thanks to their hard work and tremendous flexibility. Enriching plenary sessions about Utah music history and improvisational librarianship (through an archivist’s and musicologist’s lens) launched the meeting. Countless sessions about critical librarianship, convergence of public and technical services, digital curation, data-informed information literacy (and so much more) filled our days.

We have a new strategic plan for 2022-2030 that drives us forward with key objectives: organizing strategically, developing and retaining membership, cultivating inclusivity, and strengthening communications. The climate survey task force has begun analyzing this plan and will begin work on the new survey this summer. Our planning committee is busy with implementation / action plans. We hosted a town hall in early 2022, centered around the rollout of this plan and the conference pivot to virtual.

The board recently approved the formation of a review panel for the MLA-L mediator (elected by the membership, reporting to the membership). The vice president and I worked with the nominating committee to issue the inaugural call for nominations to the panel. The committee won’t vet candidates but they’ll facilitate the first election, after which the newly-formed panel will plan elections every two years for their successors. Since MLA-L is now under MLA auspices, this more egalitarian process ensures that membership decides the renewal or non-renewal of the listserv mediator each year.

The digitization of Rowman-Scarecrow monograph series backlist titles for an Open Access collection under the auspices of Internet Archive has been largely completed thanks to the hard work of the CFO team, Open Access Editors (DeLaurenti and Vest), and the digitization lab at Johns Hopkins University. The collection (titles with outstanding copyright concerns will be cleared for addition at a later date):

https://archive.org/details/musiclibraryassociationpublications

Looking ahead, in May, a town hall series launches that features getting involved in leadership in MLA (seeking to demystify how to run for board positions, nominations, opportunities for service). The series will continue with town halls focusing on editor and special officer opportunities and committee chair opportunities.

MLA’s counsel, Kathryn Goldman, is working closely with us on legal action that will prevent further problems from the spamming “Jason” (by securing web domains).

This year, I participated in the Racial Equity Institute workshop hosted by Groundwater (and sponsored by MLA board and Education Committee). We have begun work with the new Diversity statement draft, recommendations, and a reorganization of the Diversity, Equity and Inclusion Committee and Subcommittee into one IDEA (Accessibility) committee (forthcoming).
At the annual meeting in March we thanked departing board members and welcomed a new cohort. I am thrilled to serve with them and honored to serve as president.

Most sincerely,

Liza Vick

President, 2021-2023

Additionally, Liza is exploring an additional business meeting that would serve as a forum for members to bring up new business.

Liza says Jason (Membership Management Officer) and Melissa (Assistant Membership Management Officer) are doing an excellent job and she thanked Kristi for helping train them. Kristi says she is very happy with their great work so far. They will be working with the Planning officers on creating a centralized Google form to report on implicit bias training to make it easier for Committee chairs.

A call for the MLA-L Mediator review panel will be going out soon.

Liza thanked Marci and Bruce for presenting and hosting the MLA Town Hall: Board Recruitment.

Liza and Paula will meet with Scott (Planning & Reports Officer), Sonia, (Assistant Planning & Reports Officer), Sylvia (Diversity Committee) and Callie (Diversity Committee) to discuss the idea of an ombudsperson, as well as other areas overlap between the Planning Committee and the Diversity/IDEA Committee.

07. Student/Early Career Representative (Uchimura)

Elizabeth met with former Student/Early Career representatives to discuss some priorities for the year. If this position is ratified, they will collaborate on a guide by the end of the year to help with incoming Student/Early career representatives and Board members.

08. 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 cases, the Board is sincerely grateful for the editors’ contributions to the organization.

a. Basic Manual Series (Zeck)
b. Copyright Web Site (Hunsaker)
c. Index and Bibliography Series (Kuyper-Rushing)
d. Music Cataloging Bulletin (Billet)
e. Newsletter (Kepich)

In her report, Jacey asked for clarity on the overlap between the MLA Newsletter and the blog. There was agreement about combining the newsletter and blog into one and simply calling it “News.” There was agreement about having one person in charge of putting out the content and determining what is applicable to our internal audience vs. external audience.

There will need to be a discussion about how these changes could affect the job description of the Publicity & Outreach Officer.

f. Notes (Sauceda)

Jonathan requested approval of a survey to be printed in Notes, emailed directly to MLA members, sent to MLA-L, AMS, SEM, SMT, IAML, and IMS email distribution lists. The results will be shared in a future issue.

The Board offered some minor suggestions and the survey was approved via email (see 0.d.)

g. Open Access (Vest)

Matthew requested approval of the text for the web pages copy that invites people to submit open access publishing projects.

The general concept is great—it encourages the membership to participate in generating ideas for projects. The guidelines could provide more information on what MLA is going to provide authors in terms of funding.

It was moved by Marci and seconded by Veronica to approve the attached guidelines text for the Open Access web presence and the proposal guidelines (for posting in the Publications area of the MLA website), with minor modifications.

The motion passed.

h. Technical Reports (Kijas)

09. 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.
From Christina’s report:
The Music Library Association Records held at Special Collections in Performing Arts is a large collection comprising 150 linear feet and growing. It has been subject to a number of organizational systems. As a result, individual boxes are labeled under two or three metrics. Currently the archival organization is largely intellectual with new accessions added to the end of the collection and their contents described appropriately in the finding aids. The finding aids are more complete than in the past, but are still not detailed enough to enable accurate discovery in many series and sub-series. The current archivist is an experienced researcher, a former employee of SCPA, and a trained archivist, and she still has trouble navigating the collection, sometimes struggling to answer questions for MLA leadership. This is an untenable situation. The collection needs steady attention at a high engagement level. The current processing subvention to SCPA ensures that new accessions are filed, but given the state of the collection, it does not allow for the sort of familiarity and organization required.

Certain series and sub-series are in need of more attention than others. The most notable and urgent issue is an assessment and integration of new accessions with rigorous intellectual processing, so that all new material is truly discoverable. After that, the series for all officers excepting the president are in need of attention. The intellectual processing work should be recorded meticulously in ArchivesSpace, and barcoded box numbers attached to every box and populated to the correct series and sub-series. That update will allow users to request specific boxes, which will make the collection enormously more discoverable. This would require someone looking at every box in the collection, especially more recent accessions, to make sure that they are appropriately labeled and integrated into the collection. If done well, it should allow future accessions to be handled more efficiently and accurately, increasing discoverability for years.

Christina offered three possible solutions and recommended that the Board adopt option 3: arrange for a yearly part-time or full-time field study opportunity to be offered once/year through SCPA. Due to rules regarding student employment at UMD, the field study could only be offered to UMD students.

Marci noticed that the approved budget request Christina made is less than option 3 - not by very much, we can accommodate that, but we will need to rectify that. We approved $2,200 for the field study and the needed amount is $2,800. There is also $300 for materials and supplies. We will need a budget amendment to add the $600. The total amount will be $3,100.

It was moved by Marci and seconded by Katie to approve the Archivist’s plan to establish a regular field study at University of Maryland’s Special Collections in Performing Arts.
where the MLA papers are held, starting in academic year 2022-2023 (per her detailed proposal).

It was suggested that possible next steps could include Christina meeting with former archivists.

The motion passed.

g. MLA-L Mediator (Landstreet)  
h. Web Manager (McCool)

The Web Team would like to know from the Board whether the 3-month delay should extend the 6-month embargo period, or whether the conference session videos should become publicly available September 2022 as originally planned. The Board agrees that we do not need to maintain the 6-month embargo for video recordings of conference presentations this year once 3Play performs the closed captioning.

Web managers have gotten some inquiries about watching some videos; for example CMC chairs wanted the recording for their minutes. Requests for videos are typically from registered members, not the public and are not immediately available after the meeting.

There was a miscommunication in the set up of MLA GitHub, which was requested by CMC. The Web Team asked for guidance on how to proceed and offered two options. The Board agreed that Option 2 is the best: the Web Team will create their own GitHub account and ask CMC to make the new account a co-owner of the MLA GitHub organization. It follows best practice by having two co-owners. Kristi suggests speaking with Keith Knop (CMC’s Content Standards Subcommittee Chair).

The Web Team also asked if the Board would like to review draft pages in preparation for the rollout of the new WordPress Site. There is general agreement that the Board does not need to micromanage the work of the Web Managers, unless they have specific questions or would like feedback on certain content.

i. Management Services (Zychowicz)  
j. Membership Management Officer (Imbesi)

10. 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 committees’ contributions to the organization.

a. Awards (Various)  
   i. Best of Chapters (Jaffe)  
   ii. Epstein (Breckbill)
iii. MLA Conference Travel Grants (Morris)
iv. Bradley/Gerboth (Newcomer)
v. Publications (Johnson)
vi. Coral IAML Travel Grant (Buehner/Stokes)
vii. Diversity Scholarship (Ogihara)

The Diversity Scholarship Committee received a question about disability as criteria for the scholarship. The Board discussed the idea of expanding the Diversity Scholarship criteria vs. creating a separate disability scholarship. A separate scholarship for disability would require a new endowment fund to be established and that would be a lot of fundraising. There are some concerns that a separate scholarship would mean that it would end up competing with the Diversity Scholarship. There was general consensus that it would be best to expand the criteria. The original gift agreement will need to be investigated in order to move this forward.

b. Archives & Special Collections (Feustle)
c. Cataloging & Metadata (Vermeij)
d. Career Development & Services (Dederick/Sestrick)
e. Development (White)/Marketing (Hickner)

The Board discussed the Development Committee’s proposal for a demo and one-month subscription to QGiv, a donor engagement platform, to encourage more people to donate to MLA via texting campaigns. This has the potential to engage members with fundraising in a new way, but it is important to make sure MLA gets enough value to justify the fees.

This will likely be a successful strategy for campaign fundraising.

We need more details on the logistics of the $18 transaction fee. Members should be notified about this in advance so they don’t think it’s spam. Sara will arrange for a demo with the Board.

**It was moved by Marci and seconded by Katie to approve the Development Officer’s proposal for a QGiv demo and one-month subscription to text fundraising ($129).**

This only commits us to a trial and demo.

The motion passed.

f. Diversity (Holmes)/Equity and Inclusion (Yang)

**Reorganization:**

The Diversity Committee is requesting that the Board approves the charge for the IDEA Committee; following approval of the charge both the Diversity Committee and Equity and Inclusion Subcommittee will move forward with a motion to dissolve and combine to become the IDEA Committee.
The transition will not be complete until MLA/TLA 2023 after a new chair and new members are recruited. In the meantime, Sylvia and Callie will continue as co-chairs. Current members can serve the rest of their terms if they want but do not have to. They plan to add two new members for the next three years to ensure that the entire committee doesn't rotate off at once (which is common with new committees).

The Board decided to vote on the reorganization first and will vote on the approval of the charge at a later time.

It was moved by Ray and seconded by Marci to approve the reorganization of the current Diversity Committee and Equity and Inclusion Subcommittees into one new committee called Inclusion, Diversity, Equity and Accessibility (IDEA) Committee.

The motion passed.

Diversity Statement
The Board approved the Diversity Statement (see the April Monthly Meeting). They can go ahead and post it to the website.

Code of Conduct
(This topic was first discussed at the April Monthly Meeting)

The Board discussed who is responsible for revising the Code of Conduct to broaden the scope beyond conferences. A working group will be created that will potentially consist of a combination of IDEA Committee members and an open call. The working group could be under IDEA. It’s important to get input from early career and student members.

The Code of Conduct should define unacceptable behavior, and it is important to have a regular review process for the Code of Conduct because language and terms may shift and change. We also need to be very clear about what we mean by “non-negotiable” because it sets up expectations.

When violations occur, it is important but also difficult to distinguish between someone who is intentionally causing harm vs. someone who said/did something inadvertently. The working group and those charged with fielding complaints will need to be aware of this.

Members of the working group can reach out to the previous group, which was authored by the Planning Committee in Jan-Feb 2018 and revised in May 2020 per the Index to Board Policies. if that would be helpful.

Land Acknowledgement
The Diversity Committee has asked the Board to develop a plan to identify responsible ways and means to engage, invite, and collaborate with indigenous knowledge and culture creators as well as indigenous librarians and archivists.

The Board discussed various ways of doing this:

- Making sure the Program Committee and Convention Managers have the resources they need to engage with local indigenous groups.
- Paula suggested having at least one program session/conference that engages with the local indigenous community and could include an honoraria for guest speakers.
- We could offer gratis registration to indigenous librarians.
- Marci suggested inviting a local indigenous person as the local dignitary who can speak to the land and ways to engage in restorative action at the beginning of the MLA meeting.
- We also need to consider what is meant by restorative action – how is that defined and who defines it in terms of scope? The local indigenous group can determine that, but we don’t want the burden to be on them—this must be done respectfully.
- Restorative action could take the form of long-range planning in the future. Maybe we consider a Native Advisory Council when the work is ongoing.
- We could contact the American Indian Library Association for resources and guidance.
- Maybe we can encourage Chapters to consider taking specific steps when it comes to working with local indigenous groups.

Review of MLA’s Investments
(The Diversity Committee’s request to review MLA’s investments was first discussed at the April Monthly Meeting and included a report from CFO Cribbs.)

The Diversity Committee is requesting an in-depth review of MLA’s investments, to be aware of what we are actually investing in and to align our investments with our values. In response, CFO Cribbs met with Fidelity to discuss this idea. Below is the report on her findings:

We unfortunately can not divest from individual stocks and/or companies with Fidelity, and the reason we can not do that is because while Fidelity does have managed accounts for us that are based on a tailored profile (based on stability, spending philosophy, and risk tolerance), within those tailored profiles for MLA the accounts are not individually tailored for each individual client. What happens is that once Fidelity does our tailored profile we get slotted into a group/profile for like organizations and our earnings are invested and managed according to that group’s parameters. Because we’re slotted into a group of like investors, we do not have individual control within these accounts.

If we wanted to go a different way that allowed for individual divestment opportunities, we would either have to a) pay an investment expert the fees involved with managing a tailored, managed investment account with divestment options. Those fees would most likely be far more than the
fees we’re paying per quarter right now. OR, we would have to b) go away from managed accounts and have someone from MLA handling the individual trades and transactions. I personally would definitely not feel comfortable with the latter approach.

Even if we were going to go to a more tailored approach, we would need to determine how we would develop a criteria for divestment, and how we would square our criteria with the needed long-term timeline of investment and overall growth. There are lots of questions to answer: What criteria should we use? What if a company is bad at one of our criteria but not with others? What’s the tipping point at which bad decisions override our desire to be involved in them? Who makes these calls (and is therefore responsible for the organization's investment status)?

Liz further stated that Fidelity is working on socially responsible investment portfolios. Once that service is ready, they will let us know so we can consider joining if MLA decides that is a good strategic decision. The portfolios will come with rubrics that will allow us to decide what matches our values.

The Calvert profile works exactly the same and when it got set up, our investments were locked in.

g. Education (Higgins)

The Education Committee is requesting approval to move the MOUG ex-officio member from the Education Committee to the Professional Development Workshop Subcommittee. From their report:

- The MOUG Continuing Education Coordinator is currently an ex-officio member of the Education Committee. The position was intended to help identify potential conflicts between the MOUG annual meeting and Pre-conference events occurring before MLA national meetings.
- To simplify the Education Committee’s structure, the Subcommittee was created in 2021 to manage all MLA-focused professional development events, including pre-conference events. Since the pandemic, the subcommittee has opted to hold their events primarily online and not exclusively to the old pre-conference timeslot, which means that there is less potential for conflicts with MOUG events.
- Despite that change, the co-chairs of the Subcommittee would value the input of the MOUG liaison for their programming discussions, so they have requested that the MOUG liaison become an ex-officio member of their subcommittee. The MOUG liaison also agrees to this change and understands what their responsibilities would be in the Subcommittee.

The Board agreed that this makes sense.

It was moved by Sonia and seconded by Marci to appoint the MOUG Continuing Education Coordinator as an ex-officio member of the Education Committee’s Professional Development Workshops Subcommittee (and remove this ex-officio from the parent committee).

The motion passed.
The Finance Committee recommends the approval of an additional $600 for the MLA Archivist for FY23 for the field study subvention.

The MLA Archivist previously requested $2,220 for this as part of her budget request, and it was approved for the FY23 budget. Her later board report included a more detailed description of the field study with specific mention of $2,800 for the subvention (discussed in 09.f. of the June meeting).

The motion passed.

The Legislation Committee is seeking feedback from the Board regarding a proposal for a process of endorsing a model license for score digital downloads. A model license will help both libraries and composers meet their needs in the digital score marketplace.

There was general support for this and the Board would like more information from the Committee about how it will be used.

The Membership Committee is asking for Board approval to add an ex-officio member. From their report:

To make more informed decisions on membership issues, people from underrepresented groups within the association need to contribute. The members of this committee are overwhelmingly from academic libraries. It would behoove the committee to hear from people from other institutions such as public libraries. Kristie Nelsen, interim chair of the Public Libraries Committee, has agreed to serve as ex officio on the Membership Committee, and her successor, when named, would be poised to do the same. This request aligns with the Strengthen Communication section of the current strategic plan.

It was moved by Marci and seconded by Sonia to add an ex officio member from the Public Libraries Committee to the Membership Committee.

Kristie Nelson will be the first to serve as ex-officio.

The motion passed.

Lisa Shiota (Chair of the Membership Committee) is also asking for approval of two surveys. From her report:
One survey is for former members of MLA, to investigate why they left the organization and to analyze trends. The second survey is for current members of MLA, to determine what they find worthwhile in being a member, and to solicit suggestions for possible benefits the association can provide.

The surveys were voted on by email (see 0.e. and 0.f.).

I. Music Library Advocacy (Fairtile)

The Music Library Advocacy Committee is requesting Board approval for the Music Library Advocacy’s infographic on “Why do we need a Music Cataloger?”

*It was moved by Marci and seconded by Ray to approve the “Why do we need a music cataloger?” infographic, produced by the Music Library Advocacy Committee – for distribution to all who can benefit.*

The motion passed.

m. Nominating (Evans)  
n. Oral History (Wallace)  
o. Planning (Stone)

Scott addressed some of the findings from the Post-Conference survey:

**Committee/Interest Group Business Meetings:**
There was a desire to have committee and interest group business meetings occur during the week immediately after the programmatic content of the conference. This allows the committee and interest groups to debrief about the conference and plan for next year. Committee members who are cycling off can still attend their committee meetings. We will need to determine if this will meet CMC’s needs.

Rachel (Program Chair) recognized the issue of Zoom fatigue in her report and that we need to be aware of putting in too much content during the day. This also needs to be balanced with the need to make sure there is enough content for in-person attendees so that the annual meeting is still worth going to. (This was also discussed below in 10.q.)

**Alternative to Remo:**
Next we discussed the issue of Remo and the need to identify a better online social tool. This item can go to the Conference Task Force to explore. This is something that the Web Manager/Web Committee could assist with, if they have time. There will need to be a clear procedure as to when a recommendation will be made and who is responsible. $3,500 has been allocated for this in the conference budget, so there is an opportunity to explore different technologies.
Strategic Plan Tracking
Scott described the discussion the Planning Committee had regarding the Strategic Plan. It is important to determine a way to report out MLA's progress on the Plan. It would be useful to have a public facing document where everyone can see where we are in the plan, which would be updated on an annual basis. We can leverage the information gathering techniques we already have and put it on the website. The template for committee reports can be modified to include a section on projects and activities that are in alignment with the Strategic Plan.

Supporting Mid-Career Librarians
Another item the Planning Committee discussed was career services to mid-career librarians. It is important to continually engage mid-career librarians. The Career Advisory Service, led by the Career Development & Services Committee, offers something like this but it might seem to be oriented towards newer career librarians. They could work on publicizing their services more (maybe in the newsletter or at the national meeting and share success stories). The Publicity & Outreach Office might also be able to help with marketing these services.

There might also be interest in MLA subsidizing members' webinars, like last year with Groundwater.

Mentorship Program
Next, there was discussion about a mentorship program that would be available for anyone to join. It might be useful if there are clearly defined goals at the outset so everyone knows what they are getting into. Ray recalled MLA briefly had a career mentorship program several years ago (early 2000s?), but use lapsed. Also, there is a mid-career advisor listed for the Career Advisory Service.

Microaggressions, Ombudsperson and Implicit Bias Training
Lastly, we discussed microaggressions, an ombudsperson, and implicit bias training. (See 14.b. for More discussion of an ombudsperson.) We discussed the possibility of having the MLA-L Assistant Mediator serve as an ombudsperson, although that would require a lot of training and there is benefit to having someone outside the organization. We could also collaborate with another organization, such as TLA.

There is also a desire to centralize the reporting on Implicit Bias Training. We discussed having people do this when they register, but people don’t always register when it opens. Another option could be having a field that people select in their MLA profile, but members don’t always reliably update their profiles. Creating a Google Form could be an easier solution.

It was also noted that MLA may wish to avoid collecting and retaining certain information that is tied to members' profiles, especially anything that could be perceived as tying to politics or
personal characteristics, in part for confidentiality, but also, because for EU members and possibly in some US states, it could trigger additional information management requirements.

There has been some confusion about what counts as Implicit Bias Training, so it might be helpful to define this more clearly in the future and post resources on the website.

p. Preservation (Carli)
q. Program (Smiley)

The Program Committee would like to appoint an ex-officio from IDEA to the Program Committee. Abbey Thompson has already been appointed by Liza. Parliamentarians will need to update the Admin Handbook.

It was moved by Marci and seconded by Katie to approve adding an ex-officio from Diversity/Equity and Inclusion Committees (soon to be IDEA) to the Program Committee.

The motion passed.

The Program Committee noted Zoom fatigue and the length of time members are willing to attend meetings on Zoom. This is something to continue considering as we move forward with hybrid and possibly all-virtual meetings. There are also some ideas to shift the days of the conference to be easier on people’s schedules (such as avoiding weekends).

Liza is encouraging Rachel to continue thinking about ways to make it a good experience for those in person and online. People typically do not want to be on Zoom for longer than 3-4 hours, but we will need more than 3-4 hours of programming/day for those attending in-person. It was also noted that when we were virtual in 2021, the number of conference days was longer and that was hard for people trying to juggle both MLA and work commitments. We might have to determine which sessions will be both virtual and in-person vs. only in-person. One idea that was mentioned would be to push plenaries to the middle of the day. (This was also discussed above in 10.o.)

Liza will ask Rachel to share an assessment post 2023 of worked well/didn’t work well and to communicate that with Scott/Sonia.

r. Public Libraries (Nelsen)
s. Public Services (Beckendorf)
t. Publications (Campana)
u. Resource Sharing & Collection Development (Bonjack)
v. Web (Masteller)

11. JOINT COMMITTEES
a. MLA/AMS Joint Committee on RISM (Cassaro)
b. MLA/MPA/MOLA Joint Committee (Crowley)
c. RILM/US Office Governing Board (McKnight)
   RILM Governing Board would like to consider ways for increasing funding. This will involve Sara in development. They are revising their documentation. BARS will be coming.

12. REPRESENTATIVES TO OTHER ORGANIZATIONS
   a. MOUG (Bagley)
   b. NISO (Newcomer)

13. OLD BUSINESS
   a. COMMITTEE RECRUITMENT TASK FORCE

Erin Conor, chair of the Committee Recruitment Task Force, presented on the Committee Recruitment Task Force report, which included findings from three surveys they administered: one to the MLA community about participating on committees, another survey targeting committee and task force chairs in terms of recruiting members, and a third for other organizations to see what they were doing. Their research was supplemented with direct outreach to specific groups, including students, chapter members, the Public Libraries Committee.

Their findings showed that MLA committee practices are varied. It is often unclear who makes the decisions, which might be a barrier for people who want to volunteer. Committee chairs aren’t always aware that relevant work is happening with another group. There should be a review of MLA’s committee structure and dissolve ineffective or unnecessary committees. Another recurring theme is the need to revisit the Get Involved structure to explore potentially better ways to recruit members to committees.

Ray noted that some committee descriptions are current while others are out of date with broken links. Hopefully that can be folded into this new work.

There was discussion around tweaking the Task Force’s timeline for appointments. It is the largest aspect of the President’s work and it makes it challenging if there are delays. Other ideas that were floated include:

- Having the committee send out letters, but that might be too much work.
- YM could potentially assist with sending out letters but that would likely be too complicated, but there were problems getting it to work in the past.
- Jason Imbesi, Membership Management Officer, and Melissa Moll, Assistant Membership Management Officer, had some good ideas on helping with this, such as spreading out the generating of the letters; for example doing the thank you letters later on in the year.
- We can explore options with email templates and/or email mail merge to do a bulk appointment and thank you letters. (Mail merge is already used for letters sent via attachment.) Email may be a little impersonal but it is more efficient. The important thing
is to include the person’s name and what they are doing or did. People can generate their own PDFs from emails and submit that for their annual review or promotion and tenure portfolio. If someone wishes to have something more official, they can contact the President.

The Board generally agreed that a 2-year term for this committee might be better so that work doesn’t get delayed.

The Task Force proposed that: “The Appointments Committee should work with the Diversity Scholarship Committee, the Freeman Travel Grant Committee, and the Paraprofessional/Public Librarian Travel Grant Committee to invite recipients to apply for service, and those who are appointed should be compensated for their time.” The Board respectfully disagreed with compensating appointed members because MLA is a service organization and that might create some problems if some committee members on a committee are compensated while others are not. The original idea was to support diverse individuals who might take on extra burden of labor for the organization. It was agreed that we need to be careful not to continue tapping the same people over and over again. Hopefully the common form application will assist with this.

The Board discussed naming options and landed on the Committee Management Team.

It was suggested that the Planning and Reports Officer or Assistant Planning and Reports Officer and the Membership Management Officer or Assistant Membership Management Officer could be an ex-officio member of the Committee. It might be useful to have some crossover or point of contact with the Nominating Committee.

The Committee could begin in Winter or Spring, although they would need to get started asap to begin in the Winter because it requires having the form ready and updates to the website can be made over the summer.

The common form might include a section for providing a DEI statement. It was proposed that the form can be available to fill out throughout the year and someone can specify what the person is interested in or if they are open to serving in any capacity.

It was moved by Marci and seconded by Sonia to accept the Committee Recruitment Task Force recommendation and appoint a Committee Management Team to facilitate the appointments process via common application (members serving two year terms, and chair serving three years).

The name can be changed later, if the Task Force decides, once there is a charge to vote on.

Motion passed.
It was moved by Veronica and seconded by Scott to appoint the Planning Officer as the initial chair (for one year) of the Committee Management Team. Following that, Planning and Assistant Planning Officers may serve ex-officio but not chair. Membership Management Officer and Assistant MMO serve as ex-officio members. In addition, 3 or more members recruited by open call to the membership will serve.

The motion passed.

b. HYBRID CONFERENCE / FUTURE OF CONFERENCES

The Board needed to make a decision regarding the 2025 conference and whether or not it will be virtual only (and delaying Salt Lake City to 2026) or hybrid in Salt Lake City (and possibly going virtual in 2026). We are locked in for St. Louis in 2023 and Cincinnati in 2024, but there is some flexibility with Salt Lake City.

The Board discussed how often we would have virtual only conferences – every two years, every three years? That can be decided at a later time.

One benefit of continuing with Salt Lake in 2025 is that we will complete the five-year Hilton hotel contract a year earlier. (There was no articulated benefit to completing it early.) However, equity and inclusion is specifically stated in the Strategic Plan and, for some members, attending virtual is their only option right now. Scheduling a virtual conference for 2025 provides a lot of time to thoroughly plan for it.

It was moved by Katie and seconded by Scott to hold the Salt Lake City annual meeting in 2026, hybrid format (rather than 2025) and adjust the Hilton contract accordingly.

The motion passed.

It was moved by Paula and seconded by Katie to hold an all-virtual annual meeting in 2025.

The motion passed.

c. STUDENT / EARLY-CAREER BOARD REPRESENTATIVES

The board reviewed feedback from the two previous Student/Early-Career Board Representatives, Jessica Abazio and Ellen Oghihara, and current Student/Early-Career Board Representative, Elizabeth Uchimura, regarding the pilot. It was overall deemed a success. The initial motion approved in 2019-2020 was for a 3-year pilot. So far, there has not been a student in the role despite intentional recruitment efforts. The current position is non-voting.
There is a lot of enthusiasm and interest by the Board in continuing the position. There was a discussion about making the position a voting member, as well as what the term length would be and the general consensus was to make the position an elected and voting member with a two-year term so that it is in alignment with the member-at-large positions. It was also noted that Student/Early Career members are encouraged and welcome to abstain if they feel they don’t have enough information to vote on motions.

There will need to be a constitutional bylaws amendment vote for the membership. There was a discussion regarding the timing of the vote and there was consensus to do it over the summer so that we can get candidates onto the ballot for the fall. This may also encourage members to renew their membership so that they can vote.

We discussed adjusting the duties and responsibilities and there was interest and excitement in having the Student/Early Career representative serve their first year on the Planning Committee and their second on the Finance Committee, which will allow them to get a lot of great experience. They can continue working on the Annual Reports.

It was moved by Marci and seconded by Ray to make the Student/Early-Career Representative position permanent, as an elected, voting board member with a two-year term, starting in 2023 (with elections held on the fall ballot, in 2022 and every two years thereafter). This is subject to membership approval of amendments to the constitution/bylaws via ballot, to be administered in summer 2022.

The motion passed.

d. STUDENTS, RIGHTS AND PRIVILEGES (VOTING)

There’s been interest from membership and Board alike for the past few years to review the student member rights and privileges. All changes require a constitutional amendment vote by the membership. Currently students are not allowed to vote, hold office, chair a committee, be a special officer, or be an editor. We were unable to address the other students’ rights only for lack of time and will return to the topic in summer or fall.

Many other professional organizations allow student members to vote. If this is put to a vote in the summer and it is approved, then student members can vote in the October/November election.

It was moved by Marci and seconded by Ray to grant voting privileges to student members (pending a constitutional revision vote by the membership).

The motion passed.
It was moved by Sonia and seconded by Katie to grant the right to run for and hold office to student members (pending a constitutional revision vote by the membership).

The motion passed.

e. EMAIL LIST RENTALS/SALES (DISCLOSURES, OPT-OUT), CON’T

There needs to be a disclosure in conference registration forms if we are going to continue to offer the selling of the conference attendee email list to vendors. In the future, there will also need to be a privacy statement added to the website.

The income for selling the email list was in the budget this year for $1400. CFO Cribbs provided the income in previous years of the selling of the email list:

<table>
<thead>
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<th>Fiscal Year</th>
<th>Income</th>
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<td>450.00</td>
</tr>
<tr>
<td>FY22</td>
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</tr>
</tbody>
</table>

It was moved by Marci and second by Katie that all future MLA Annual Meeting registration forms shall include the privacy disclosure and consent form regarding the MLA participant list for other attendees (Privacy Disclosure and Consent #1) listed in the attached document.

The motion passed.

It was moved by Ray and seconded by Katie that all future MLA Annual Meeting registration forms shall include the privacy disclosure and consent form regarding the MLA Annual Meeting participant email list available for sale for vendors (Privacy Disclosure and Consent #2) listed in the attached document.

The motion passed.

14. NEW BUSINESS

a. INVESTMENTS: MOVING CALVERT UNDER FIDELITY
This item was postponed.

b. OMBUDSPERSON
The Board discussed the idea of hiring an ombudsperson. Planning and Reports Officer Scott and Assistant Planning and Reports Officer Sonia will work with Sylvia and Callie (IDEA/Diversity Committee Chairs) to conduct further research on identifying an ombudsperson or service, as well as the process for submitting a complaint. The hourly service might be a good, cost effective option.

The Planning Committee discussed having an anonymous form where people can submit complaints. The form would need to be monitored by someone who can follow up depending on the nature of the complaint. That person would need to know what type of an issue requires the expertise of an ombudsperson.

c. NEW BUSINESS IN MEMBERSHIP MEETINGS (FORMAT)
In recent years there has been growing engagement in the new business portion of the Business Meeting at the annual conferences. The goal is to move new business into a town hall so we can keep the business meeting at a reasonable length while also encouraging equitable participation. The town hall would be hosted by the President and possible board members and it would provide members time and space to propose and discuss new business. Members would be invited to submit items in advance. We can employ a consensus model that would allow equitable participation.

d. CONFERENCE TASK FORCE 2023
A motion to approve the Conference Task Force was voted on by email (see 0.g.).

e. DIVERSITY COMMITTEE: STABLE BOARD LIAISON
The Board discussed the idea of a designated Board liaison to the IDEA Committee. The Board agrees this is a good idea. The liaison can rotate amongst the Board members. A term length will need to be codified.

The Board discussed having the Student/Early Career Representative serve in this capacity, but there were concerns about how much work might be involved in terms of attending meetings. Also, this might put the Student/Early Career Rep in a position that requires them to take on additional labor.

Paula suggested that the Vice President/Past President could be the Board liaison.

Rotating is a good option because it promotes equity and participation and it would provide an opt-out option for someone who may not be able to take on the commitment. It was suggested
that the CFO and ACFO should not be appointed because their workload is already very high, and since they are appointed to their roles, rather than elected.

Vice President Paula is volunteering first in this cycle and is contingent upon when the IDEA reorganization begins.

**It was moved by Kristi and seconded by Katie to approve a board ex-officio member to the Diversity Committee (soon to become Inclusion, Diversity, Equity, and Accessibility).**

The Board will determine if the term will be 1 year or 2 years in consultation with Diversity Committee Chairs Sylvia and Callie.

The motion passed.

  
  
f. **GIFT AGREEMENT (BEQUEST)**  
This item was postponed.

15. **ADJOURNMENT**  
**It was moved by Katie and seconded by Scott to adjourn.**
Appendix I: Updates to Board Policies

Email Motions:
0c. Biennial elections (by the membership, beginning fall 2022) of an MLA-L mediator review panel consisting of three members (one of whom should be a student) to annually evaluate the performance of the MLA-L mediator; the panel reports to the membership.

0.g. Ongoing annual meeting task force (2023 and future years as needed).

Part 1 Board Meeting:
02. BAR 10: The Finance Committee recommends rescinding the May 2019 vote combining the Gerboth and Bradley Award Funds.

02. BAR 15: Outgoing ACFOs at their completion of their full ACFO/CFO term be allowed to retain the laptop that MLA purchased for them with no repayment due to the depreciation and low resale value.

04. IAML President gets gratis conference registration for MLA’s annual meetings.

Part 2 Board Meeting:
10.f. Approval of the reorganization of the current Diversity Committee and Equity and Inclusion Subcommittees into one new committee called Inclusion, Diversity, Equity and Accessibility (IDEA) Committee.

10.g. The MOUG Continuing Education Coordinator will serve as an ex-officio member of the Education Committee's Professional Development Workshops Subcommittee (and remove this ex-officio from the parent committee).

10.k. Add an ex officio member from the Public Libraries Committee to the Membership Committee.

10.q. Add an ex-officio from Diversity/Equity and Inclusion Committees (soon to be IDEA) to the Program Committee.

13.a. Appoint a Committee Management Team to facilitate the appointments process via common application (members serving two year terms, and chair serving three years).

13.c. Make the Student/Early-Career Representative position permanent, as an elected, voting board member with a two-year term, starting in 2023 (with elections held on the fall ballot, in 2022 and every two years thereafter). This is subject to membership approval of amendments to the constitution/bylaws via ballot, to be administered in summer 2022.

13.d. Grant voting privileges to student members (pending a constitutional revision vote by the membership).
13.e. All future MLA Annual Meeting registration forms shall include the privacy disclosure and consent form regarding the MLA participant list for other attendees (Privacy Disclosure and Consent #1) listed in the attached document.

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14.e. Add a board ex-officio member to the Diversity Committee (soon to become Inclusion, Diversity, Equity, and Accessibility).