MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, June 1-3, 2011

Wednesday, June 1: 8am-12noon (Finance and Planning Committees) and 1:15pm-5:30pm (Board); Thursday, June 2: 8:00am-12noon (Finance and Planning Committees) and 1:15-5:30pm (Board); Friday, June 3: 9:00am-5:11pm (Board)

Present: Linda Blair, Daniel Boomhower, Pamela Bristah (recording), Susannah Cleveland, Kirstin Dougan, Jerry McBride (presiding), Ruthann McTyre, Michael Rogan, Laurie Sampsel, Cheryl Taranto, Liza Vick

Guests: Bonna Boettcher (08b, 09g, 14d), Jim Cassaro (all), Laura Gayle Green (08b, 09g, 14d), Sandy DiMinno (14d), Edward J. Mani (14d), Judy Tsou (all), Patrick Wall (14d), James Zychowicz (14d)

The meeting was called to order by President McBride.

01. Approval of Agenda

It was moved by Pamela Bristah, seconded by Ruthann McTyre, and carried unanimously that the agenda be approved as amended.

02. Recording Secretary’s Report. Pamela Bristah

It was moved by Cheryl Taranto, seconded by Ruthann McTyre, and carried unanimously that the minutes of the Board meeting held in Philadelphia, Pennsylvania, February 7-9 and February 12-13, 2011 be approved as corrected.

03. Parliamentarian’s Report. Susannah Cleveland

The constitution has been updated on the MLA site to reflect changes that the membership voted on after the annual meeting.

I’ve been working on updating the Administrative Handbook, mainly finalizing changes that former Parliamentarian Steve Mantz made, and will have it ready for posting on the website soon; I’ll report on the updates in detail at the fall Board meeting. There are some housekeeping issues, but most of the work is related to:

- Change of Treasurer/Executive Secretary title to Administrative Officer
- Addition of Assistant Administrative Officer
- Changes in voting policies to allow formal votes between meetings

The Administrative Handbook will be a Google Doc that is either linked from or embedded in the MLA site to allow for easier updating in the future.

04. Administrative Officer’s Report. Linda Blair

These figures are as of May 25, 2011.

Income:

Dues income (1.0) is at $120,670, or 99.36% of budget. Only Institutional and Corporate Patron lines were actually below projected levels. Paraprofessional memberships were at $2200, or 158% of budget

Notes subscription income (2.011) is $26,085, or 84.97% of income. Individual subscriptions, however at are $920 or 131.43% of the budget. The shortfall is entirely in Institutional subscriptions.

Notes advertising income (2.012) is $21,455, or 107.27% of the budget. A small amount of income may be still forthcoming in June.

Notes royalties (2.014) stand at $91,038, or 101.15% of the budget, with possibly one small check outstanding.

Sales of the mailing list (2.02) earned $1626, or 54% of budget.

Scarecrow royalties (2.05) are at $1003.37, or only 20% of budget. Income from the Scarecrow monographic series has fallen, since there are no new titles, and many are out of print. This line also includes AR royalties, and these will probably be received in June.

Convention income (3.01) is $162,928, or 108% of the budgeted amount.

The RDA workshop (3.02) income was $10,306, for a total Convention income of 173,234 or 111.51% of the budget (3.0)
The Silent Auction (5.021) earned $1386, or 115% of the budget, but proceeds from the MLA Shop (5.022) totaled only $650.15, or 65% of the budget.

Overall income stands at $447,868.03, or 102% of the budget.

Expenses:
Total convention expenses (10.0) were $190,241.80 or 123% of the budget.
Bank and credit card fees (11.04) were at $9050, or 113% of the budget with another month remaining.
Awards spending (12.0) was at 90% of budget, because the Duckles award was not given, and the Gerboth award was given at $1000, under the budgeted amount of $1200.
Management Services lines were mostly on track, with 2 months of invoices still to pay. D&O insurance, however, was at $2228, 112.24% of what was budgeted. Online Database and Web Design (6.012) was significantly under budget at $2254.90, or 45% of the budget.
Printing & Design (6.015) was significantly over budget at $2815, or 140%.
Postage/Shipping (6.016) is also over budget, at $3233.66, or 104% of the budget, with two months remaining.
Legal fees and Audit (6.019) is at 127% of budget, most likely because of work related to the IAML merger.
The bottom line of Headquarters functions (6.01) is at 88.93%, probably on track to stay within budget.
Presidential Office (6.05) figures include Strategic Planning expenses, which are not really part of the budget. This line actually stands at $1897, or 66% of the budget.
The Development Officer’s line (6.10) is at 124.54% of budget, the overage coming from the Donor’s reception at the annual meeting.
Program expenses were generally under budget. The MLA Shop is an exception, coming in at $1232.14, or 108% of the budget.
The line for Survey Monkey, under Website Development (9.0832) is over because we actually have two subscriptions to Survey Monkey, but only one was budgeted for.

Investments:
Investment accounts total $883,446.23, including Board Designated Assets of $45,881.27, which will soon be transferred to our checking account to cover expenses for the remainder of the year. In Q4, transfers were made from Board Designated Assets to cover expenses for Strategic Planning and for committee travel which had not been budgeted in FY10/11, but which had been reserved in BDA. Donations and income have still not been added to the accounts. Therefore the totals reflect changes in market value only.
Totals for award and other restricted fund investments are:
Gerboth: $28,190.09
Duckles: $32,843.62
Epstein: $56,762.25
Freeman: $47,028.36
Mayo: $1,401.56
Wicker: $15,309.27
Ochs: 37,532.58
Coral: 37,582.00
Total: $256,649.73

Membership:

<table>
<thead>
<tr>
<th>Membership type</th>
<th>2009-2010</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual-US</td>
<td>545</td>
<td>532</td>
</tr>
<tr>
<td>Individual-NonUS</td>
<td>33</td>
<td>35</td>
</tr>
<tr>
<td>Institutional US</td>
<td>225</td>
<td>195</td>
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<tr>
<td>Institutional NonUS</td>
<td>43</td>
<td>32</td>
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<tr>
<td>Student US</td>
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<td>143</td>
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<tr>
<td>Student NonUS</td>
<td>6</td>
<td>3</td>
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<tr>
<td>Retired-US</td>
<td>64</td>
<td>63</td>
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<tr>
<td>Retired-NonUS</td>
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<td>1</td>
</tr>
<tr>
<td>Sustaining-US</td>
<td>52</td>
<td>63</td>
</tr>
<tr>
<td>Sustaining-NonUS</td>
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<td>0</td>
</tr>
<tr>
<td>Associate-US</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Associate-NonUS</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
Overall, membership declined 10% in FY 2011.

Notes subscribers 2010-2011

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual-US</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Individual-NonUS</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Institutional-US</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>Institutional-NonUS</td>
<td>104</td>
<td></td>
</tr>
</tbody>
</table>

05. **Past President’s Report.** Ruthann McTyre
McTyre received five chapter grant requests for FY 2012; the total funds available to grant are $1600:

- **Mountain Plains Chapter** requested $500 to recruit new members and conference attendees by funding travel, lodging, and/or registration to the MPMLA annual meeting.
- **New England Chapter** requested $1000 to fund attendance by five NEMLA members to the 2012 Dallas Pre-Conference, to become certified to present Education and Outreach Workshops.
- **Pacific Northwest Chapter** requested $1,714 to fund the color printing of a new Pacific Northwest chapter brochure, the staffing of and exhibit costs for a PNWMLA table at three or more local conferences, and the printing of a banner for display at their exhibit table.
- **Midwest Chapter** requested $997 to grant to pay travel and honorarium costs for Beth Iseminger to present on genre/form headings at the October chapter meeting in Indianapolis.
- **Southern California Chapter** requested $625 to fund an exhibit table for the chapter at the joint meeting of the California Library Association and the California School Library Association in November.

It was moved by McTyre, seconded by Boomhower, and carried unanimously to award chapter grants in the amount of $250 to the Mountain Plains Chapter, $614 to the Pacific Northwest Chapter, and $600 to the New England Chapter.

The grant to the Pacific Northwest Chapter is for exhibit tables and banner; the grant to the Midwest Chapter supplements $500 remaining from this year’s grant to the chapter; the grant to the New England chapter funds three members’ attendance to the pre-conference workshop. The Planning Committee will establish guidelines for chapter grants, including the disposition of unused funds and requirements for chapters to document how grant money was expended.

06. **President’s Report** Jerry McBride
Following the Philadelphia meeting, 100 appointments were made to various committees, officer positions, and roundtable coordinators. This included the formulation of charges and appointments for five task forces. Among the Special Officer and Editor positions appointed were Anne Shelley as the Advertising Manager, Alan Ringwood as the MCB Editor, and Mark McKnight as the Technical Reports Editor. New committee chair appointments included Alan Ringwood as the Career Development and Services Chair, Linda Fairtile as the Nominating Committee Chair, Therese Dickman as the Oral History Committee Chair, Stephanie Bonjack as the 2013 Program Committee Chair, Brian McMillan as the Instruction Subcommittee Chair, Phil Vandermeer as the Publications Committee Co-Chair, and Patricia Stroh as the Local Arrangements Chair for the 2013 meeting. These positions are critical to completing the work that MLA has ahead for the next year.

The Information Technology Task Force chaired by Michael Rogan touches on nearly every activity of MLA. Its charge is very broad, and its work will result in a systematic plan to improve the MLA web site and administrative functions. The Archives Policies Task Force is chaired by Nancy Nuzzo. While there have been a number of task forces to address the structure of an Archives Committee, this task force will make recommendations on specific policies and guidelines for selecting, capturing, describing, and providing access to documents and records both printed and electronic. This will move us a step forward to improving access to our archives and addressing the backlog of processing that needs to be done. The Notes Royalties Task Force chaired by Tracey Rudnick will analyze MLA’s existing contracts with electronic vendors to identify ways in which
royalties from the electronic publication of Notes can be increased and/or maximized. This will be the first systematic look at this critical aspect of MLA’s revenues. The Annual Meeting Survey Task force chaired by Laura Gayle Green will develop a survey about the annual meeting that can be used every year to gather longitudinal data for better planning of the annual conference. The last task force, the Branch Libraries Task Force, chaired by Linda Fairtile, will look at an important issue for the music library profession rather than at MLA itself. It will study the issues and strategies of centralizing versus decentralizing academic music collections, from small liberal arts colleges through large research institutions. The report from the Annual Meeting Survey Task Force is due at the fall Board meeting; reports from the other task forces are due at the Board meeting in Dallas.

There have been a number of issues relating to the merger of MLA and IAML-US. This has involved a number of conversations with the IAML-US President and IAML committee members. The amended constitution and Board documents for merger have been submitted to MLA’s legal counsel who is in the process of filing the Articles of Merger with the Department of Consumer and Regulatory Affairs so that the merger will take effect on June 30.

MLA’s legal counsel also advised that MLA may have more flexibility regarding permanently restricted funds than our accountants have indicated.

I attended a joint meeting of the northern and southern California chapters at Cal Arts; attendees were generally in favor of merging the two chapters. The chapters will present and discuss the merger over the next year, leading to a vote.

The Administrative Officer Search Committee will be chaired by Eunice Schroeder. It will gather applications over the summer, conduct interviews in the fall, and submit a recommendation to the Board before the Dallas meeting so that the incoming Assistant Administrative Officer can attend the Board meeting in Dallas.

Following the devastating earthquake and tsunami in Japan, I wrote a letter to the President of the MLA Japan expressing our sorrow for the many lives lost in that tragedy and offering our support as the people of Japan rebuild their institutions and their lives.

07. Editors’ Reports.

The following reports were submitted for review by the Board. In the case in which the editor requested no action from the Board (or only budget action), the publication and editor’s name is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board sincerely thanks the editors for their efforts.

a. Basic Manual Series (Jean Morrow)
b. Basic Music Library (Daniel Boomhower)
c. Copyright Web Site (Tammy Ravas)
d. Index and Bibliography Series (Mark A. Palkovic)
e. Music Cataloging Bulletin (Alan Ringwood)
f. Newsletter (Misti Shaw)
g. Notes (Jane Gottlieb)

The MLA Administrative Structure is published annually in the September issue of Notes as provided by the Administrative Officer, without editorial intervention. Publishing the Administrative Structure creates some logistical issues: copy for the September issue is due in March, requiring the MLA President to complete all committee appointments immediately after the annual meeting; the version provided by the Administrative Officer is designed as an online publication, allowing for automatic updating on the MLA site, and is not in a format intended for journal publication; the Administrative Structure is out of date before it is published. The current Administrative Structure is readily available on the MLA web site, although publishing it in Notes does provide a historical record of MLA’s administration. The Board determined there are other ways to document the administrative structure for the historical record, including submitting versions of the structure and the Activities Roster to the Archives along with a to-be-determined document retention policy in future, and that Notes no longer needs to publish the Administrative Structure; McBride will notify Gottlieb.

The editor requested that Strategic Plan passages regarding Notes as an open access journal be reworded. The wording may already have been revised; Vick will confirm the current wording with Gottlieb, cc’ing McBride, and will contact David Gilbert as needed.

James Zychowicz raised the issue of pricing of Notes back issues, currently $20 for orders within the US and $21 for international orders. It was moved by Daniel Boomhower, seconded by
Cheryl Taranto, and passed unanimously that the price for a back issue of *Notes* shall be 30% of the institutional subscriber rate, rounded to the nearest whole dollar, plus shipping and handling.

h. Technical Reports (Mark McKnight)

i. Web Editor (Jon Haupt)

08. Special Officers’ Reports

The following reports were submitted for review by the Board. In the case in which the officer requested no action (or only budget action) from the Board, the officer’s name and their title is merely listed. In the case in which Board action is requested, a fuller discussion follows. In all cases, the Board is greatly appreciative of the contributions made by these officers to the organization.

a. Advertising Manager (Anne Shelley)

b. Convention Manager (Bonna Boettcher)

   For 2012 conference registration, exhibitor, and advertising fees, see Finance Committee, 09g.

   The Convention Managers proposed moving conference expenses that provide services for a subgroup of conference attendees from the convention budget to the general operating budget, including power and internet access for board meetings; the donors’ reception; the first-time attendees’ reception; the committee/roundtable and chapter breakfasts (although these gatherings may be moved to the afternoon, to save catering costs); the Sunday morning board and planning group breakfast; officer room charges. The Board advised the Administrative Officers and Finance Committee to keep expenses in the convention budget for events that take place precisely because attendees are at the conference, e.g., the first-time attendees reception and the committee/RT/chapter breakfasts (as required), and to move the other expenses, which are more operational in nature, into the operating budget. This may require adding new operating budget lines for Board expenses, charging room fees to officers’ travel budget lines, and putting the donors’ reception costs under Development Officer expenses. Moving these expenses is to some degree a matter of internal book-keeping, now that MLA’s convention and operating budgets are considered and approved together at the spring Board meeting, but does have the effect of keeping registration fees lower.

   The Convention Managers need access to current, detailed expense and income information throughout the year, especially with the accelerated budget process. The Administrative Officers will request QuickBook downloads more frequently from A-R; the Convention Managers will use MLA’s spare QuickBook license so they can access the file.

   The Convention Managers will notify the membership and exhibitors re: 2012 registration rates.

   Bonna Boettcher will encourage the 2012 Local Arrangements Committee to fundraise for food breaks, the MLA Big Band, and other conference events.

   For the 2014 meeting, Boettcher and ARSC put together a joint meeting proposal and presented it to the Nashville convention and visitors bureau. But, there is no workable option among Nashville hotels: the only off-season month in Nashville is January; the city is still rebuilding from floods; and Nashville hotels are largely booked for 2014. The only affordable hotel for a joint meeting is near the airport, miles from downtown, with no public transportation. Proposed conference sites are dependent on successful hotel arrangements; Nashville is not going to not work out as a meeting site for 2014. Following MLA’s usual rotation, the 2014 meeting should be in the eastern United States. The Convention Managers, once they recommend and the Board approves a convention management firm, will provide the company with meeting specifications and ask them to identify locales in the mid- and eastern-US, and will then approach local librarians.

c. Development Officer (Jim Cassaro)

d. Placement Officer (Alisa Rata Stutzbach)

e. Publicity and Outreach Officer (Renee McBride)

f. Management Services (James Zychowicz)

09. Committee Reports

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

a. Awards (various)

   Epstein Award
The Committee asked the Board whether the Epstein Award is limited only to research on music in the United States or if it could include research on Canadian and Latin American music. McBride will request Vincent Novara check documents on the award’s origin in the MLA Archives, and the Board will reconsider the issue at the fall meeting if necessary; the committee will restrict awards to music in the United States until there is a determination. McBride has already requested all awards committees enhance their pages on the MLA site by adding to the listings of previous recipients information about research topics or citations of publications, to help applicants understand criteria for the award.

b. Bibliographic Control (Kathy Glennan)
c. Career Development and Services (Alan Ringwood)
d. Development (Jim Cassaro; see VIII.c.)
e. Education (Abigail Cross)
f. Emerging Technologies and Services (Grace Fitzgerald and Gerry Szymanski)
g. Finance (Cheryl Taranto)

In the proposed FY 2012 budget, the registration fees and exhibitor fees remain the same as for the 2011 Philadelphia meeting, with the addition of a registration fee for paraprofessionals.

It was moved by the Finance Committee and carried unanimously to charge the following registration fees for the 2012 Dallas convention:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early member</td>
<td>$240</td>
</tr>
<tr>
<td>Early 1st 3 years or any Paraprofessional</td>
<td>$180</td>
</tr>
<tr>
<td>Early non-member</td>
<td>$340</td>
</tr>
<tr>
<td>Reduced for work</td>
<td>$130</td>
</tr>
<tr>
<td>Regular Member</td>
<td>$340</td>
</tr>
<tr>
<td>Regular non-member</td>
<td>$440</td>
</tr>
<tr>
<td>Student</td>
<td>$ 95</td>
</tr>
<tr>
<td>Single Day</td>
<td>$125</td>
</tr>
<tr>
<td>Accompanying person</td>
<td>$125</td>
</tr>
</tbody>
</table>

It was moved by the Finance Committee and carried unanimously to charge the following exhibitor and advertising fees for the 2012 Dallas convention:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base exhibit fee</td>
<td>$550</td>
</tr>
<tr>
<td>Corporate patrons</td>
<td>$440 (20% discount; 200 lbs drayage)</td>
</tr>
<tr>
<td>Corporate members</td>
<td>$495 (10% discount; 100 lbs drayage)</td>
</tr>
<tr>
<td>Full-page ad</td>
<td>$300 (less corporate discounts)</td>
</tr>
<tr>
<td>Half-page ad</td>
<td>$200 (less corporate discounts)</td>
</tr>
<tr>
<td>Covers</td>
<td>$400 (less corporate discounts)</td>
</tr>
<tr>
<td>Full-price inserts</td>
<td>$300 (not exhibiting; not corporate)</td>
</tr>
<tr>
<td>Discounted inserts</td>
<td>$100 (exhibiting; corporate)</td>
</tr>
</tbody>
</table>

MLA has ten individual subscribers to Notes (3 US, 7 foreign) and 240 institutional subscribers (136 US, 104 foreign). The Finance Committee raised the question of moving all subscribers to members to shift income from subscriptions to dues, and to increase revenue. Given institutional resistance to memberships, and given that revenue would not increase significantly as institutional subscribers increasingly opt for e-only access to Notes, the Board recommended retaining institutional subscribers with a small increase in subscription rate, enough to cover the $100 cost to produce an issue of Notes, and in line with slight increases in membership dues. McBride will write each of the ten individual subscribers personally to request they join MLA as members.

It was moved by the Finance Committee and carried unanimously to institute the following dues for the 2011-2012 Fiscal Year:

<table>
<thead>
<tr>
<th>Category</th>
<th>2011-12 dues recommendation*</th>
<th>Current Dues*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Members</td>
<td>$110 (500 US, 30 foreign)</td>
<td>$100</td>
</tr>
<tr>
<td>IAML Individual Member</td>
<td>$ 70 (70)</td>
<td>$65</td>
</tr>
<tr>
<td>Institutional Member</td>
<td>$145 (175 US, 30 foreign)</td>
<td>$135</td>
</tr>
<tr>
<td>Institutional Subscriber</td>
<td>$110 (130 US, 100 foreign)</td>
<td>$100</td>
</tr>
<tr>
<td>IAML Institutional Member</td>
<td>$105 (125)</td>
<td>$100</td>
</tr>
<tr>
<td>Student Members</td>
<td>$50 (125 US, 0 foreign)</td>
<td>$45</td>
</tr>
<tr>
<td>Retired Members</td>
<td>$75 (60 US, 0 foreign)</td>
<td>$70</td>
</tr>
<tr>
<td>Sustaining Members</td>
<td>$220 (60 US, 0 foreign)</td>
<td>$200</td>
</tr>
<tr>
<td>Associate Member</td>
<td>$80 (5 US, 0 foreign)</td>
<td>$70</td>
</tr>
</tbody>
</table>
Corporate Patron $760 (5 US, 0 foreign) $760
Corporate Member $460 (5 US, 0 foreign) $460
Paraprofessional $60 (30 US, 0 foreign) $55
*Add $10 for foreign

The $10 additional for foreign members doesn’t apply to IAML or Associate members. The membership numbers in parentheses are conservative estimates.

The proposed FY 2011-2012 budget is a balanced budget, the first in several years. It is critical to achieve a balanced budget this year, as revenue from institutional membership and subscriptions continues to drop; deficit spending is no longer sustainable. The Finance Subcommittee examined every expense line closely and carefully for possible cuts. The Committee arrived at a balanced budget chiefly because the Administrative Officers and Development Officer volunteered to reduce their honoraria by 50%, requiring only a 10% reduction in all other honoraria and reductions in certain other expenses.

During discussion of the budget, the Board identified a number of possible areas for savings in future—travel, publication award amounts, Board travel (fewer and longer Board meetings, move more Board work online, have incoming Board members, before they’re officially on the Board, attend only part of the Board meeting at the annual conference), and honoraria. The Board should revisit all priorities reflected in the budget.

It was moved by the Finance Committee and carried unanimously to pass the FY2011-2012 budget, as amended.

The Finance Committee is the parent committee for the Investment Subcommittee, which consists of the President, Vice President/Past President, Administrative Officer, Assistant Administrative Officer, Fiscal Officer, Assistant Fiscal Officer, and two members at large prior to this year. It has been difficult in recent years to fill the two member-at-large positions; this year the Development Officer and a member of the business office were appointed to the two member-at-large positions. The work of the subcommittee consists chiefly of reviewing MLA’s overall investment strategy every five years for risk and performance; it is a group without a great deal of work, but where membership at large matters. The Board recommended the Finance Committee consider replacing the standing subcommittee with an ad-hoc advisory/working group, including members at large, to be called upon when the five-year review takes place; the last review was in 2010. The Finance Committee will review the recommendation for the fall Board meeting; McBride will contact the MLA member who wrote to him with concerns about the member-at-large component of the subcommittee.

h. Legislation (Eric Harbeson)

The Committee recommended the Board sign onto an amicus brief along with The Conductors Guild to Golan v. Holder, a case presently before the U.S. Supreme Court. The Committee also requested approval to survey the membership for case studies to support the amicus brief.

(Background) Prior to the United States' entry to the Berne Convention, authors in foreign countries could only obtain copyright protection for their works if they complied with certain formalities, including registration of the work and renewal of the copyright after 28 years (formalities which were, at the time, also required of American authors). In addition, copyright protection was only available for signatories to a treaty which granted copyright protection to U.S. works. This resulted in numerous works automatically entering the public domain in the United States.

In 1989, the United States signed onto the Berne Convention, which required the extension of copyright terms to foreign works on the same terms granted to nationals. However, the U.S. implementation of the Berne Convention did not extend retroactive protection to foreign works which had entered the public domain due to failure to comply with formalities. The U.S. faced harsh criticism for this, and so in 1994, as part of a trade agreement, Congress retroactively extended copyright to all foreign works which had entered the public domain for any reason other than expiration of terms.

The plaintiffs in the case of Golan v. Holder contend that Congress acted unconstitutionally in removing works that had long been part of the public domain. They argue that the Congress violated the Progress Clause, which grants Congress the powers to make laws governing copyright in order "to promote the Progress of Science and the useful Arts." They also argue that Congress violated the first amendment in doing so by restricting the ability of people who had made use of these public domain materials to continue to market those derivative works (such as sound recordings), without a compelling government interest.

The law had a particular impact on music libraries, because the Soviet Union had no reciprocal treaty with the United States until 1973. As such, works first published in the Soviet Union prior to
1973—including most works by Stravinsky, Prokofiev, Shostakovitch and others—were removed from the public domain and placed under copyright protection.

The case is before the U.S. Supreme Court. The Conductors Guild, which has been similarly affected, has obtained pro bono services of two attorneys from the law firm of Keker and Van Nest to write an amicus brief in support of vacating the law, and has invited the MLA to sign onto that brief.

The case is to go to the Supreme Court soon, possibly within a month. The lawyers are drafting the amicus brief now, and it will not be possible for the Board to review the brief before it is submitted. The Electronic Frontier Foundation also has a brief in the case, but Harbeson and the Committee think the Conductors Guild brief is a better fit for MLA.

It was moved by Daniel Boomhower, seconded by Susannah Cleveland, and passed unanimously that MLA allow the survey to be distributed, with changes to the preface such that it does not assure MLA endorsement of the amicus brief.

Eric Harbeson will release the survey on MLA’s general Survey Monkey account, and Rogan will transfer it to MLA’s more private Survey Monkey account, to keep results confidential.

McBride will contact Harbeson: to change the survey preface to indicate that MLA will file a brief in the case pending approval of the MLA Board; that survey results can’t go directly to the lawyers but will pass through Board officers and be reported to the lawyers; to add a deadline to the survey; to find out if other library groups are being asked to endorse the brief; to use either MLA-L or the A-R membership email list for the survey, recommending MLA-L in the interest of time and broader distribution; and to request drafts of the Electronic Frontier Foundation (EFF) and Conductors Guild briefs as they stand now.

After subsequent review of initial versions of the Conductors Guild and EFF briefs, the Board decided to endorse the Conductors Guild brief so long as MLA members respond by contributing case studies in response to the survey. Although the final version of the brief will not be available for Board review due to the speed and timing of the case, endorsing the brief fits into strategic plan objectives to associate MLA’s name with important legal issues affecting libraries. Rogan will send summary reports of the survey results/case studies to the Board.

It was moved by Ruthann McTyre, seconded by Laurie Sampsel, and passed unanimously to support the amicus brief of the Conductors Guild pending the inclusion of useful case studies resulting from the Legislation Committee survey of the MLA membership.

i. Nominating (Linda Fairtile)
j. Oral History (Therese Dickman)
k. Outreach (Andrew Justice)
l. Planning (Liza Vick)

The Committee reviewed the survey on themed conference programming, an approach new with the 2011 conference. There were 226 responses to the survey, with the majority in favor of theme-based programs every 2-3 years. The theme did not generally affect people’s decision to attend the 2011 meeting. There were a wide variety of suggestions for future themes.

Holding a themed meeting raises a number of issues: do program chairs need to be selected who support the theme? should the theme be determined by the program chair or the membership? should there be multiple meeting themes/tracks, and what proportion of the programming should be open? what should be the balance between sponsored and member-proposed programs? In general, it will be helpful to those proposing sessions to have the Program Committee clarify and publicize weighting factors in accepting or rejecting proposals, and to continue providing feedback on rejected proposals. The Planning Committee recommends the Program Committee, along with all other MLA committees, develop a committee handbook based on the template to be released by the Board later this year.

The Committee also reviewed the results of a survey on the “Get Involved” sessions. Nearly all MLA committees participated, and a number of committees gained new members as a result. Survey results confirmed that the basic concept was good, with positive, tangible results, but that in future there should be a single session for all committees and groups to meet with prospective members, in a separate space, along with better instructions and signage. Options include an empty plenary slot, or Wednesday evening outside the opening reception. It’s preferable to hold the session early in the conference, so prospective members can attend committee business and/or program sessions.

Regarding the lengthy conference survey conducted in 2010, the Planning Committee would like to ensure the results are shared with the membership. Beth Christensen, who chaired the survey task force, is preparing an article, but the Board and Committee would like the task force report and
spreadsheet summarizing the survey results be made public in advance of the article; Vick will check with Christensen re: the status of the article, and if there are issues in making the survey results public. Cleveland and McBride recommended creating a section for survey results on the MLA site under Member Resources, including the raw data there as well, stripped of identifying data such as IP addresses. But future survey respondents need to be informed in advance that their responses will be put online. Vick will request the Web Editors create a section for survey results on the MLA site under Member Resources, and will notify the membership once the conference survey results from 2010 are available. The Planning Committee will establish guidelines for MLA-approved surveys for the fall Board meeting, including notification to respondents that survey results will be made available online. McBride will inform John Wagstaff that the music librarianship education survey results will be made public.

It was moved by the Planning Committee and passed unanimously that the 2010 conference survey results and 2011 themed survey results be shared with the MLA membership.

The Planning Committee reviewed the proposed Strategic Plan and went over questions and comments in a conference call with David Gilbert, chair of the Strategic Plan Task Force. The Committee will return the draft with Committee and Board comments to Gilbert in the week following the Board meeting for rewrites, with additional language reflecting MLA’s new international focus as a chapter of IAML.

Board discussion included a number of suggestions for implementation: requesting MLA officers and chairs reflect on Strategic Plan goals and align their goals with those in the plan; requesting each committee look at its charge to see if it needs changing in light of the Strategic Plan; requesting committees identify which goals require funding and which could generate revenue, as many of the objectives have financial implications, some large. Rogan suggested the plan also be shared with A-R, so the business office can have conversations directly with, say, chapters re: making chapter web sites more professional.

Pushing the plan out to committees and officers will ensure member involvement in the plan, especially if the plan is framed more as a set of questions than a charge, questions such as: what is not included in the plan? how MLA can best use the money it has? what are creative ideas for new income streams? The task force was charged to develop the strategic plan, but not to implement it; in the end, those in the MLA Administrative Structure may implement specific action items arising from the plan. One of the strengths of MLA is that we have members who take ownership, and can address questions such as what are the steps to accomplish a given goal? what would be the resources necessary? how do you see making it happen? Budget requests need to relate to the plan, and planning will be continuous, with every version of the plan as a draft; implementation will create the next phase of planning.

Regarding a timeline: there isn’t time for strategic plan goals to be incorporated into the next set of annual reports from MLA committees and officers, due August 1. McBride will request David Gilbert create a final draft by the end of August so the Board can reflect on it before the fall meeting.

The Board discussed a possible set of next steps: after the fall Board meeting, the final version of the plan could be disseminated to the Administrative Structure and to the membership at large. Those in the Administrative Structure would be asked to reflect on the plan’s goals over the fall, how they align with their groups’ goals in the short-term (over the next two years), and what plan objectives they could accomplish. They, along with the membership, could contribute comments and implementation plans between September and February in a sort of virtual post-it note session, using technology such as crowd-sourcing software; Quora is one such tool. Vick will consult with the Web Editors for suggestions for crowd-sourcing tools.

The plan, including these short term goals, prioritization of goals, and implementation, could be the featured topic at the Hot Topics session in Dallas, led by Tom Caw, with members of the Administrative Structure invited to attend and speak, and without conflicting program sessions (McBride will discuss with Caw and Program Chair Morris Levy, and may subsequently invite Administrative Structure members to reflect on the plan and to attend Hot Topics). After the Dallas meeting, an ad-hoc analysis group could codify and organize comments from the crowd-sourcing tool and Hot Topics to present for Board review either between Dallas and spring meetings or at the spring Board meeting. The Board could use identified priorities to shape goals in the Administrative Structure’s 2012 annual reports. Budget and income stream comments would be incorporated into the spring 2012 budget process, provided the steps above are a workable plan. Implementation may ultimately be a shared responsibility of committees, officers, and the Board.
The IAML-US Donated Program, which sends library materials to libraries in developing countries, was a program run by the US branch and coordinated by Marjorie Hassan. There were two sources of funding for shipping the material: IAML and the Ratliff Outreach Fund of IAML-US. The Ratliff Fund depended on annual donations from members and generally paid for smaller shipping costs. The program was a form of international outreach to libraries in developing countries; as MLA needs to incorporate the program into its administrative structure, the Outreach Committee is a logical place for it. The Outreach Committee can decide whether this is an activity of the committee, or run it with a subgroup.

**It was moved by the Planning Committee and passed unanimously that the IAML-US Donated Music Program be moved under the purview of the MLA Outreach Committee.**

McBride will notify the Outreach Committee, and will appoint Hassan as a member of the Committee.

**It was moved by the Planning Committee and passed unanimously that the Lenore Coral IAML Travel Grant Award Committee be added as an MLA awards committee, and that the award be offered every other year, beginning in 2012.**

McBride will appoint the award committee. (see also IAML, section 11)

The Planning Committee is creating a committee handbook template, a set of guidelines for committee manuals based on the BCC manual, and had three questions for the Board:

- what committee chairs could beta-test the template? The Board thought Jim Farrington/Public Services and Gerry Szymanski and Grace Fitzgerald/Emerging Technologies would be good testers.
- what should be the level of student participation in committees? MLA student members are not voting members of MLA; can they be voting members of committees? The Board decided to allow students full committee membership, including voting within the committee. The number of students on a given committee is up to the committee chair and the MLA President. MLA student members cannot serve as committee chairs, or as members of awards committees since members rotate to chairmanship, or nominating committees since they’re not eligible to vote for nominees; student members cannot vote on MLA-wide organizational ballots.
- can an MLA member serve on more than one committee at a time? The Board strongly recommended that MLA members serve on one committee at a time. Committee chairs are responsible to check that possible members are not already on a committee; however, the MLA President retains discretion in committee appointments, including appointing members to more than one committee as needed.

Tsou recommended that awards committees be advised in the template to integrate their charge into their manuals, and check contractual guidelines for donations and awards.

The Planning Committee will present a final draft of the committee handbook template to the Board at the fall meeting.

m. Preservation (Sandi-Jo Malmon)

n. Annual Convention
   1. Dallas Program (Morris Levy)
   2. Dallas Local Arrangements (Tina Murdock and Michelle Hahn)

o. Public Libraries (David King)

p. Public Services (Jim Farrington)

q. Publications (Linda Solow Blotner and Philip Vandermeer)

r. Resource Sharing and Collection Development (Keith Cochran)
   1. Digital Audio Collections Task Force (Daniel Boomhower)

10. Joint Committees

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

a. AMS, Joint Committee on RISM (Darwin Scott)

   The Committee requested Board support for a survey to report unrecorded music manuscripts for inclusion in the RISM A/II database, and support for a grant proposal based on survey results. The
Board will review the survey once it is created, and will write a letter of support for the resulting grant proposal, once the proposal is written; McBride will notify Scott.

The Committee requested MLA publicize the freely-available web version of RISM/AII. The database is a IAML project; promoting it fits into MLA’s strategic plans to increase its international presence. The Board recommended the database be featured in the News and Announcements section of the MLA web site; McBride will notify Scott that he can contact the Web Editors about a News and Announcements spot. McBride will also request the Web Editors draft a version of the MLA web site for Board review that incorporates the IAML logo, identifies MLA as the US chapter of IAML, and includes information about the IAML-US merger; he’ll also ask the Web Editors to discuss the overall IAML presence on the site with Manuel Erviti, the IAML-US Web Manager.

The Committee requested MLA encourage Bärenreiter to release RISM A/I data as soon as possible in a Web-based format. McBride will write a letter to Bärenreiter.

b. MPA/MOLA Joint Committee (George Boziwick)
c. U.S. RILM Office (Sarah Adams)
The AMS Board has indicated it will maintain its annual contribution of $7500 to the US RILM Office.

11. IAML
There are a number of remaining issues to be worked out from the IAML-US merger:
The Lenore Coral IAML Travel Grant was established in 2005 to provide travel assistance to new IAML-US members to attend the international IAML conference, and is offered every other year; the next call for applications will be for the 2012 meeting in Montreal. The fundraising committee requested funding for a free concert at the Dallas conference to raise awareness of the award and their fundraising campaign. The Board agreed to fund harpsichord rental and program printing for the concert. McBride will notify the fundraising committee. (see also Planning Committee, section 09f.)

It was moved by Susannah Cleveland, seconded by RuthannMcTyre, and passed unanimously
• to go ahead with the Dallas 2012 concert to highlight the US-IAML merger
• that the musicians will receive an appropriate thank-you from the Board
• that the remaining concert arrangements will be coordinated by the MLA Development Officer and the MLA Program Committee
• that the fundraising activities of the Lenore Coral IAML Travel Grant will be directed by the MLA Development Officer

The US RILM Committee includes a representative from IAMUL-US as well as a representative from MLA; with the merger, the Committee effectively has two representatives from MLA. The Board endorsed the Committee’s proposal to retain the IAML-US representative as an ex officio member, with term limits for the MLA representative. McBride will notify the Committee.

Some institutional members of IAML in the US subscribe directly with the international IAML; Rogan will work with Michael Colby and A-R to encourage them to subscribe via MLA, in advance of their next renewal notice.

Each IAML country has a corresponding editor for Fontes, who reports on recent music and library events in their country for the journal. MLA may also need a liaison to forward IAML news to MLA via the newsletter or other means, preferably someone who attends the annual IAML meeting. The Board recommended that the MLA Vice President/Past President take on the editor role, and that the MLA President appoint a liaison as needed, possibly again the Vice President/Past President, or another MLA member attending IAML.

The 2015 IAML meeting is in New York City; IMS has proposed meeting jointly with IAML. Barbara Dobbs Mackenzie and Jane Gottlieb are co-chairs for the IAML meeting, and are in charge of fundraising. There is money in the IAML reserve designated as seed money for the 2015 meeting, to cover advance deposits.

McBride requested information from IAML President Roger Fleury regarding the merger, and will follow up with the IAML Parliamentarian. McBride urged Board members to join IAML, and McTyre encouraged Board members to renew as MLA Sustaining Members.

See also AMS, Joint Committee on RISM, section 10a.

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

a. ALA (Stephanie Bonjack)
b. NISO (Mark McKnight)
c. MOUG (Damian Iseminger)

13. Old Business
No old business was conducted at the meeting.

14. New Business
a. Strategic Plan 2011-2015
b. Strategic Plan 2011-2020
   see Planning Committee, 09l.
c. Education for Music Librarianship survey
   A group within MLA proposed a survey to provide follow-up, longitudinal data to a survey assessing the training of music librarians, conducted approximately ten years ago by Judy Marley. The Board felt survey results would tie into IAML directives and could be presented to that body, and that they also relate to MLA’s core competency standards. To retain confidentiality, the Board asked that personal identification be requested only when respondents agreed to participate in a follow-up focus group.
   It was moved by Susannah Cleveland, seconded by Ruthann McTyre, and carried unanimously to accept the Education for Music Librarianship Within the United States Group’s proposal to conduct a survey on education for music librarianship within the United States, with the proviso to share the results with the MLA Education Committee, and with the request that they remove or make optional the questions on personal data.
   McBride will ask Abby Cross, chair of the Education Committee, to investigate whether to place the group under the aegis of the Education Committee.
d. Presentations from professional convention management services companies
   Sandy DiMinno, Vice President, Helms Briscoe, and Ed Mani, President, Burkhalter Travel and Cruise Shoppe made presentations on their firms’ services.
   Helms Briscoe provides site selection services for meetings. The company was founded in 1992, and is the largest procurement company in the industry, providing buying clout. Its standard services—strategizing with clients, developing and evaluating RFPs, negotiating with hotels, and follow-up—are free; Helms Briscoe is paid by hotels, via a commission on hotel rooms. Helms Briscoe negotiates lower rooms rates to offset the commission, as well as discounts on internet fees and catering, including catering minimums. They have pre-negotiated contract clauses with many hotel chains, including rate parity clauses and labor dispute clauses. Their legal counsel, Howe and Hutton, offers workshops on hotel contracts to HB clients. Helms Briscoe works with affiliate companies for plane reservation services, a/v services, online registration systems, and others; MLA would pay only transaction fees for these services. Helms Briscoe can also provide onsite staff at a conference for services from registration to full service conference management, also for a fee.
   The firm keeps a history of hotel rates quoted and contracted with the company, allowing them to bargain with a hotel based on its previous offers. Helms Briscoe also tracks pending RFPs with hotel chains, allowing them to rebook rooms under another contract if a meeting doesn’t make its room block. HB tracks hotel promotions, to request hotels provide them again. They also work with “green” hotels to make meetings more environmentally sustainable.
   The company can work with MLA’s local arrangements committees to find reception spaces; HB would request the RFP for sites. Other LAC functions could be taken on by affiliate destination management companies, whose services are generally fee-based. These companies can handle all events at a meeting, or a single event; they can, for example, provide volume discounts on concert tickets.
   An affiliate, Associated Travel Concepts (ATC), provides travel services; MLA members could make plane reservations via the MLA registration site for a $9 transaction fee, earning the association one complimentary plane ticket per 40 reservations. ATC works like Kayak.com, compiling available airfares and routes, but offers volume rates and includes discount carriers that Kayak does not, such as Southwest and JetBlue; MLA members can earn frequent flier miles on reservations booked via ATC. For official MLA travel paid by the association, ATC offers budget code integration, real-time reports,
and automatic caps on airfares. Helms Briscoe also works with an a/v service company, PSAV, and can often bring them in to provide a/v services at hotels.

To summarize their fee structure: Helms Briscoe’s site selection and contract negotiation services are supplier-funded. Event management, registration, and onsite services are fee-based; Helms Briscoe earns nothing from fees paid to affiliate companies. ATC charges a $9 transaction fee per plane reservation for member travel.

Burkhalter Travel is a meeting management company and full-service travel agency based in Wisconsin, founded in 1959. It handles vacation, business, and group travel, and tailors its services as needed by its clients. Based on Boettcher’s questions—what can professional management companies do to save MLA money? what can they do for MLA that MLA can’t do for itself?—Mani proposed four consulting services to MLA: creating an RFP/establishing meeting specifications; hotel proposal evaluation; hotel concession negotiation; and hotel contract evaluation and negotiation, for a flat rate per hour. MLA would save money based on Mani’s expertise in negotiating hotel contracts; he wouldn’t charge his fee unless he saved MLA money. It might be possible, for example, to negotiate a room rate identical to what we’ve been paying that includes a commission payable to MLA, a “commissionable rate.”

Mani suggested one solution for MLA’s need for two concurrent, large meeting spaces at each meeting could be to meet at a limited number of major cities and hotels, rotating locations over, say, a six-year period, with the additional advantage that airfare to major cities are typically lower, saving attendees money. Multiple-year hotel contracts don’t save money, given fluctuations in the economy. Most hotels contract out a/v services, with a considerable markup; Burkhalter usually negotiates a 20-25% discount for a/v services, and with some hotels, negotiates free or discounted internet access. Burkhalter also negotiates a contract with the two to three major airlines for the conference city, typically 5% off the lowest discounted fare, or 10% off standard economy; MLA would earn a comp ticket for a given number of reservations.

Burkhalter can provide additional services as desired, such as management of registration and room block, and onsite staff to manage the meeting as a whole. For registration, Burkhalter can create a web page linked from MLA’s site, which downloads registration data to Excel and provides daily reports. The firm can partner with local destination management companies to support local arrangement events, such as tours and receptions.

The Convention Managers will get references, clarify Helms Briscoe’s rates and services, and make a recommendation to the Board between June 15 and July 1. They favor putting the ATC plane reservation system in place for the Dallas meeting to see how membership responds.

15. Adjournment
It was moved by Ruthann McTyre, seconded by Susannah Cleveland, and carried unanimously to adjourn the meeting at 5:11pm.