

MUSIC LIBRARY ASSOCIATION**DRAFT****Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin May 14-16, 2019**

Tuesday, May 14, 9:00 am – 5:00 pm (Finance and Planning Committees); Wednesday, May 15, 8:30 am –12:00 pm (Finance and Planning Committees), 1:35 pm- 5:26 pm (full Board); Thursday, May 16, 8:30 am - noon (full Board)

Present: Susannah Cleveland (presiding), Bruce Evans, Rachel Fox Von Swearingen, Beth Iseminger, Jon Saucedo, Misti Shaw (recording), Anne Shelley, Kimmy Szeto, Tracey Rudnick, Janelle West.

Absent in person, but present via phone: Mark McKnight

Guests of the Board: Mark Puente for Planning Committee via phone (11:00 am on May 14)

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

Actions prior to Board meeting:

0a. It was moved by Misti and seconded by Bruce to approve funding of a stipend, from unspent money budgeted for Miami Copyright Conference sponsorships, up to \$250, for a scholar to assist with reviewing and making recommendations about racist lyrics and titles in the Open Access Songbook project. The motion was approved.

0b. It was moved by Mark and seconded by Misti to appoint the Advertising Manager as an ex officio member of the Development Committee and remove the Advertising Manager as an ex officio member of the Marketing Subcommittee. The motion passed unanimously.

0c. It was moved by Mark and seconded by Jon to approve the Web Editor's proposal to move the public-facing parts of MLA's website from YourMembership to WordPress. The motion passed unanimously.

0d. It was moved by Jon and seconded by Bruce to appoint an ex officio member to the Education Committee from MLStEP. The motion passed unanimously.

0e. It was moved by Jon and seconded by Bruce to approve proceeding with making MLA titles previously co-published by Scarecrow available as open access. The motion passed unanimously.

0f. It was moved by Mark and seconded by Bruce to approve the survey proposed by Lisa Shiota, Publicity and Outreach Officer, to use SurveyMonkey to collect information about how people learned of MLA as part of the annual renewal process. The motion passed unanimously.

01. Approval of Agenda

It was moved by Rachel and seconded by Anne that the Board approve the agenda. The motion was unanimously approved.

02. Recording Secretary's Report Misti Shaw

It was moved by Beth and seconded by Jon that the minutes of the Feb 2019 St. Louis Board meeting be approved. The motion was unanimously approved.

03. Parliamentarian's Report Rachel Fox Von Swearingen

BAR: Approve the updated charge for the Membership Committee.

From her report:

A significant amount of text needs to be added to the Administrative Handbook to reflect several past changes to the committee charge. Due to the size of the edit, it could be beneficial (for the Board) to vote on it. The text was cleared by committee chair Mallory Sajewski.

(Conference Roommate Clearinghouse Program moved under Membership Committee and coordinator made ex-officio 2/2019; Reduced Registration Program moved under membership Committee and coordinator made ex-officio 5/2017; Publicity and Outreach Officer made ex-officio 5/2018; Chair of Diversity Committee made ex-officio 5/2017)

VI.H.19. MEMBERSHIP COMMITTEE

VI.H.19.a CHARGE

The charge of the Membership Committee is to increase and diversify significantly MLA's membership in all categories by reaching out to the broad range of populations we serve, as well as develop and implement an active and successful means of retaining current and future members by identifying and promoting the benefits and added value of membership in our Association. **The Reduced Registration Program Coordinator, the Conference Roommate Clearinghouse Coordinator, the Diversity Committee Chair, and the Publicity & Outreach Officer are ex-officio members of the Membership Committee.**
(rev. 2/2012, 5/2019)

VI.H.19.b REDUCED REGISTRATION PROGRAM

The purpose of the Reduced Registration Program is to promote attendance at the Annual Meeting by offering a discounted registration option. Program participants receive a reduced registration rate in exchange for staffing or providing other assistance during the Annual Meeting. Eligibility, number of recipients, and work requirements are set by the Membership Committee, and the registration rate is set by the Board. The Reduced Registration Program Coordinator is appointed by the President and serves ex-officio on the Membership Committee. (approved 5/2017; added 5/2019)

VI.H.19.c CONFERENCE ROOMMATE CLEARINGHOUSE PROGRAM

The purpose of the Conference Roommate Clearinghouse Program is to facilitate cost savings for Annual Meeting attendees by providing assistance with locating roommates. Roommate matching procedures are set by the Membership Committee. The Conference Roommate Clearinghouse Program Coordinator is appointed by the President and serves ex-officio on the Membership Committee. (added 5/2019)

It was moved by Rachel and seconded by Misti to do approve the updated charge of the Membership committee. The motion was unanimously approved.

BAR: Approve the the current practice of appointing a MOUG representative to the Program Committee.

It was moved by Rachel and seconded by Misti to approve the current practice of appointing a MOUG representative to the Program Committee.

From her report:

A MOUG representative has been on the Program Committee for a few years. However, there is no documentation of a vote to approve this practice. Based on the committee membership as listed on past Board reports, the change likely occurred between February and May 2016.

VI.H.6.b. MEMBERSHIP

The Program Committee consists of six regular members; two members will be newly appointed each year for three-year terms; of these two, one will chair the committee the following year. In addition, there are the following ex-officio members: the liaison from the board (the Planning and Reports Officer), a representative of the Education Committee, a MOUG representative, and the Convention Manager. An MLStEP Liaison is appointed ex-officio for 2020. Regular members shall serve through the end of the annual meeting for which they were appointed. The Program Chair works closely with the chair of the Education Committee. (rev. 4/2009) (rev. 12/2013) (rev. 5/2014) (rev. 3/2016) (rev. 1/2019) (rev. 5/19)

BAR: Reaffirm the current practice of publishing the MLA Annual Report on the MLA website, separately from the MLA Newsletter.

From her report:

Some legacy terminology was identified in the Administrative Handbook (see below). The decision to publish the Annual Report outside of the Newsletter happened some time pre-2002. Since documentation could not be confirmed, a solution is to have a reaffirmation vote.

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

One newly elected member-at-large is appointed by the President to collect the annual reports of special officers, committee chairs, and representatives to other organizations. The reports are **compiled and published on the MLA website**, published in the *MLA Newsletter* issue prior to the annual meeting, and are available for distribution at the annual meeting of the Association. The Planning and Reports Officer will serve as a liaison between the Board and the next annual meeting's Program Committee. The Assistant Planning and Reports Officer will act as the liaison between the Board and interest group coordinators, including receipt of letters supporting an interest group's renewal, and will schedule a meeting with coordinators. The Planning and Reports Officer chairs and the Assistant Planning and Reports Officer is an ex-officio member of the Planning Committee. (rev. 2/2013) (rev. 9/2013) (rev. 9/2016) (rev. 1/2019) (rev. 5/2019)

It was moved by Rachel and seconded by Misti to reaffirm the current practice of publishing the MLA Annual Report on the MLA website, separately from the MLA Newsletter. The motion passes unanimously.

BAR: Discuss and clarify the status and policies of System User Groups.

From her report:

System User Groups are currently not documented in the Administrative Handbook. They began as a project under the Emerging Technologies and Services Committee and were transitioned over to Interest Groups, but we seem to have not been following all Interest Group policies with them. In current practice, the System User Groups are 1) granted unopposed meeting scheduling during the Annual Meeting and 2) are not expiring after four years and requiring renewal. Should we officially approve these policies?

It was moved by Misti and seconded by Bruce to continue scheduling System User Groups to meet simultaneously in an unopposed time slot during the Annual Meeting. The motion unanimously passes.

It was moved by Rachel and seconded by Jon that System User Groups use the same renewal process as Interest Groups. The motion passes unanimously.

The Board discussed options for timelines and durations for System User Group renewals. It was suggested that 2 of the System User groups be assigned 4-year terms to begin now, and the remaining groups get 3-year terms that begin now, and at the end of those terms, they will be next up for the renewal process. This way, we're not asking all System User groups to go through a renewal process at the same time, which would be challenging to the Planning & Reports Officers.

BAR: Discuss how to represent student and early career voices on MLA Committees.

From her report:

Currently, our administrative structure has four ex-officio appointments of MLStEP members: on the Program Committee (provisionally for 2020), the Education Committee, the Diversity Committee, and the Career Development and Services Committee. These members are selected by MLStEP. As new MLStEP appointments are requested, the Board has been discussing whether those MLStEP members must also be members of MLA, and generally how to handle them administratively.

Other similar types of appointments in our administrative structure are on the Program Committee (a MOUG Representative) and on the CMC (OCLC Representative, LOC Representative.) We are also currently reviewing a request for a MOUG representative on the Education Committee. Our Administrative Handbook allows these "institutional representatives" to be on our committees without necessarily being MLA members (though they oftentimes are MLA members). From the AH section VI.A.1 Eligibility: "Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. MLA student members may not serve as committee chairs, as members of awards committees where members automatically rotate to chairpersonship, or on the Nominating Committee."

Rachel removes this BAR, which is relocated to to Planning Committee (see 9.O i)

The Board discussed thought processes about requests for new ex-officio appointments to committees, and to what extent the participation of those appointees should be described in the Administrative Handbook.

From her report:

In the Parliamentarian and Assistant Parliamentarian's investigation of ex-officio appointments, we are finding that in practice, there is a wide range of participation levels of ex-officios on committees. It appears in the Administrative Handbook as though the only differences are voting vs. non-voting. (see brief report below under V.a). Before proposing several Administrative Handbook edits in conjunction with the ex-officio review, we'd like the Board's views on what level of detail should be reflected in the Administrative Handbook.

Some examples to consider:

Program Committee -- several ex-officios do not review or vote on program proposals but are on the committee due to the need to have close communication ties. Should this be specifically outlined, or simply say that those ex-officios are non-voting?

Currently, the AH does not say anything.

Publicity and Outreach Officer -- this officer was formerly ex-officio on several committees. Should the AH be updated for those committee charges to mention specific ways in which the POO should still work with specific committees even though they are not ex-officio?

In further Board discussion, Rachel suggested another example, which is that the Diversity committee chair is an ex-officio member of a scholarship committee, but perhaps that is a conflict of interest, especially if feedback and voting is involved. So in this type of instance, should the ex-officio position be given instructions as to their level of involvement, and what their role entails? Or, is this an example of a time when the term/role should be "liaison" instead of ex-officio?

In the administrative handbook, sometimes the term "consult" is used; perhaps we need a term we can use instead of "liaison" or "ex-officio?"

Rachel and Kimmy will continue their project of contacting committee chairs to discuss their ex-officio roles, whether they are voting or non-voting positions, whether they need to keep the roles designated as ex-officio, and perhaps, whether there should be a new category called "consultant," a role that won't need to appear in the administrative structure.

Susannah thanked the Parliamentarian team for all their work on this project.

04a. Administrative Officer's Report Tracey Rudnick

From her report:

BUDGET REPORT: FY2018-2019 YTD

See 04.b Budget_vs_Actual_FY19_YTD_to_2019.05.02.xlsx

04.c Balance_Sheet_FY19_to_2019.03.31.xlsx

Plus membership and historical reports in Budget Prep folder.

INCOME

As of May 2, 2019, total income was \$393,450.03, which is 89.36% of the budgeted income of \$440,288.00. Projections place ending income at around \$438,515, which exceeds the budget by 0.72%. The total income includes funds taken in from chapters, and that will be sent back and zeroed out. Current income is only marginally higher if chapters are excluded, at 90.06%.

Dues (1.0 & 1.2)

As of May 2, dues income was \$150,895.00, which is 98.16% of the \$153,720.00 budget. This includes both MLA and IAML dues. Dues income for MLA alone was \$135,150.00, or 99% of the anticipated \$136,570.00. Dues income for IAML was 15,745.00, or 92% of the anticipated \$17,150.00. Of that, MLA retained \$4,331.42 after reimbursing IAML their portion (see more on this under 8.0 below).

MLA has received \$5173 in chapter dues this fiscal year on behalf of seven chapters (Atlantic, California, Greater NY, Midwest, Mt-Plains, Pacific NW, and Texas). \$4,068.00 was paid back to the chapters in October, and an additional \$1105 will be sent in early May 2019, with late arrivals to be paid at the end of FY19. New England will participate starting in June, and is re-aligning their fiscal year to match MLA's. Southeast and NY State-Ontario manage their own memberships.

Sales (2.0)

On May 2, *Notes* advertising income (2.012) was \$22,095.50 (largely sales receipts, with few invoices). This exceeds the budgeted \$17,500.00 by 26.26%. Income from online advertising (2.06) was \$5,550.00, which exceeds the budgeted 5,200.00 by 6.73%. (The is separate from web conference advertising.)

MLA has received \$51,092.35 in *Notes* royalties (2.014). Most is from Project MUSE. The Project MUSE CY2018 payment dropped 5.6% from 2017, but 2017 was quite a bit higher than previous years. With that drop, the payment applied to FY19 for July-December 2018 was a bit lower than anticipated. We anticipate another \$7,500.00 (JSTOR) and \$35,000.00 (Project MUSE) that will bring FY19 totals to \$93,592.35, which is 1.48% below budget.

MCB subscriptions (2.03) have yielded \$6,160.00 in income, a 2.67% increase over the budgeted \$6,000.00, but reflects a decline of \$210.00 from FY18, which is in line with the downward trend seen in recent years (with \$8,890 income back in FY14).

Non-*Notes* royalties (2.05) include \$381.37 received from Scarecrow in January 2019 for CY2017 royalties. CY2018 royalties were due by contract at the end of March 2019, but have not arrived. In April we received \$6,239.49 in CY2018 royalties from MLA's joint publications with A-R Editions, Inc. This far exceeds the budgeted amount of \$2,500.00. Of that, \$3,990.28 (or 64%) was from the two new information literacy books and Mara Parker's *Index to Anthologies*. (Scott Stone's *Outreach for Music Librarians* was not yet out.) \$1,484.62 (or 23.79%) was from Jean Harden's earlier 2018 *Music Description and Access*, which at 191 edged out the newer Christensen/Conor/Ritter information literacy book (189) in sales. Many thanks go to A-R Editions and to the book authors and editors. Two to three books are anticipated for publication in FY20.

MLA has also earned \$12,402.19 in royalties from ALA-MLA collaborations in FY19. \$3,929.62 of this is likely from *Basic Music Library* (BML) sales, though sales reports (required in the contract) have not been received and past pattern suggests that another royalty check should arrive before the end of FY19. The remaining income is from e-courses (\$2,546.25) and

webinars (\$5,926.32), some of which has been paid out to presenters. Up to ten webinar/e-courses are in planning stages for FY20.

Meetings (3.0)

Income for the Annual Meeting in St. Louis was \$133,740.94, which was 3.25% less than the budgeted \$138,240.00. Independent of MOUG, pre-conferences, and reimbursed catering expenses, the conference brought in \$118,489.00, or 96.14% of budgetary projections. Registration income accounted for \$81,164.00, which is 91% of the budgeted amount. This year we did not charge for streaming (which brought in \$425 in FY18 from 4 members and 37 non-members).

Income from exhibitors was \$24,640.00, at 12% above the budgeted amount (thanks to Assistant Convention Manager Andrew Justice). Program and online advertising, combined with email rental, came in 50% higher than budgeted (\$5,000.00 budgeted, \$7,660.00 actual). The Cultural Competency Workshop earned net \$833.88. This was transferred to the Diversity Scholarship fund in April, per the workshop organizers' request (Sandy Rodriguez and Treshani Perera) and board vote.

Other Income (5.0)

The Silent Auction brought in \$1,366.00 in St. Louis, and MLA Shop/ Café Press \$114 in FY19. Amazon Smile has brought in \$133.44 since last reported, for a FY19 total of \$272.06. At Pat Wall's suggestion, Jim Zychowicz in the Business Office investigated better interest rates on the First Business Bank money market account. It seems that account should be able to get 1.5% instead of .9%.

EXPENSES

As of May 2 2019, total expenses were \$361,639.81, which is 74.72% of the budgeted \$484,017.00. Projected FY19 expenditures will likely reach or exceed 454,870.39, or 95% of the budget. We had budgeted for a deficit year, with any overage to be covered by pre-authorized amounts from the MLA Fund. However some expenses were lower than anticipated, and some authorized FY19 funding requests were not expended this year (some are being re-requested next year). It may not prove necessary to use the MLA Fund to supplement the FY19 budget.

Meeting (10.0)

Conference expenses totaled \$145,675.58. Thanks to diligent and savvy efforts by Convention Manager Wendy Sistrunk and Assistant Convention Manager Andrew Justice, this came in 3.21% under the \$150,516.00 budget.

Most notably, catering came in at the targeted budget at \$70,702.14 (compared to FY18, where catering was 13,323.90 over budget). Program expenses came in under budget (\$3,881.93 out of \$5,000.00 budgeted). Opting for Sched instead of Guidebook saved \$1,630.00. Exhibits cost \$8,483.68, which was 10.18% more than the budgeted \$7,700.00. Equipment expenses were higher than anticipated (\$32,792.57 actual vs. \$28,000.00 budgeted). Contributions supporting

the conference fell short of projections; the Development Officer is giving extra attention to FY20.

The conference itself was still in the red, since the board budgeted for a deficit between income and expenses, with the difference to be covered from operational funds. However, the final difference was less than originally planned, and costs were lower than anticipated.

Awards Issued (12.0)

Awards had already been issued by the St. Louis 2019 meeting. One award was transferred by wire in April when we learned that the honoree's home country is moving to become a cashless society and banks no longer cash or take checks.

Miscellaneous (11.0)

Investment advisory fees, chapter support, bank, and credit-card fees are coming in at or under budget.

Management Services (6.0)

Total Management Services expenses are projected to come in at or above \$159,770.76, which is 3.32% under budget. MLA incurred a \$200 project management fee for setup and management of the Open Access Songbook. The YourMembership (YM) bill was paid in March (\$7,160.74, same as FY18). Legal fees in FY19 (mostly for the OA Songbook, Broude Trust, and Scarecrow terminations) will be at least 3,465.00, which exceeds the budgeted \$2,500.00 by 38.6%. These costs are offset by modest savings elsewhere in line 6.0. Officers who budgeted for travel did not expend all of those funds. The AO has been able to use Amex reward points to book airfare and saved on budgeted travel. Monetary honoraria have been refused by more than one officer (lines 6.0 and 9.0).

Jim Zychowicz reported that the USPS has returned more issues of *Notes* than usual. (Return Services is required as part of a low postage rate.) Each return incurs a \$6 to \$7 charge, plus MLA pays to mail the issue again, if there is a forwarding address. Jim estimated costs at \$687 (ca. 98 issues) for 2018–2019 versus \$259 (ca. 37 issues) for 2017–2018. Returns crossed individual member categories; few or none were institutions. The AO followed up with individuals to update addresses, and Jim is ensuring production staff are running correct mailing labels. The AO will remind members of the online-only renewal option.

Program Expenses (7.0)

Program expenses on May 2 were at \$18,388.80, or 57.64% of budgeted amounts, and are expected to be under budget (93.69%) for FY19. All lines are coming in at or below budget. RILM's \$1500 subvention was paid in April. Committee travel may come in \$1000 under budget. The Oral History and Publications Committees did not expend their requested allocations, and are re-requesting for next year.

Other Member Services (Including Organizational Dues) (8.0)

Other Member Services on May 2 were at \$17,007.50, or 72% of the budgeted \$23,545.00, but are expected to meet or exceed 94%. ALA dues (\$150) were paid in February. Publicity and Outreach Officer conference attendance was the largest expense, outside of IAML dues. MLA reimbursed IAML for CY2019 YTD collected dues in April (\$7839.98). IAML wanted the dues before IAML's May elections. (That is a difficult time for the AO's, but it was done.) That payment was booked to FY19, which exceeds the budgeted expense. Typically MLA has paid the dues in summer or fall, and payment is booked across two fiscal years, and budgeted as such. This year's payment could be re-split across fiscal years at audit time. For now, additional IAML dues reimbursed to IAML before the end of FY19 will book to FY19, and dues reimbursed in FY20 (regardless of member payment date) will book to FY20.

Also note that chapter dues appear as a FY19 budgeted expense, but will show zero expenditures at the end of the fiscal year, after dues have been sent back to chapters. Per the auditors' recommendation [FY16 audit in 2017], when we send funds back to chapters, rather than recording the amounts as an expense in 8.072, the 1.2 chapter income lines are debited down to zero (rendering expense line 8.072 useless). Incoming and outgoing funds can still be identified via QuickBooks reports. This may be different from MOUG and other "pass throughs," where MLA pays for expenses on behalf of others that must be invoiced. There is a benefit to the new method: with income zeroing out after transfers, funds no longer co-mingle in MLA's final income/expenses. This gives MLA a more accurate financial picture. The Open Access Songbook project is being treated the same way. [AO postscript: following discussion between the MLA Business Office's Pat Wall and Jim Zychowicz, and the Finance Committee, chapter dues may be moved to the general ledger, and completely removed from the budget, to give a cleaner financial picture of MLA's actual income and expenses. The Open Access Songbook funds will be rebooked to income and expense lines.]

Publications (9.0)

Honoraria were paid to authors for two recently published books in MLA's monograph series: Mara Parker's *Index to Anthologies* (IB40, \$500) and Scott Stone's *Outreach for Music Librarians* (BM011, \$500). We anticipate publication of (and payment of a \$500 honorarium for) Anna Kijas's *Teresa Carreño Bio-Bibliography* in June. A total of four author honoraria (\$2000) will be paid in FY19.

Series editor honoraria for books published in FY19 have not yet been paid. It was recently discovered that monographic series editors honoraria (\$350 per book) have not been budgeted or paid for the last four years. The problem may have originated with having more than one series editor per book, without guidance as to how to split the honorarium. The issue has been referred to the Finance Committee so a vote can be taken to fund the four editor honoraria for FY19 books (\$1400), address payment of earlier titles (\$2100), and address any policy revisions with the series editors.

Honoraria were paid to presenters for the February 2019 ALA-MLA webinar on Burnout (\$500 split between Heather Fisher and Mike Duffy), Music Collection Development e-course (\$500 split between Houman Behzadi, Lisa Hooper, and John Redford), and Music Reference e-

course (\$500, Sara Manus). A total of five honoraria (\$2500) were paid in FY19 for ALA webinar/e-courses.

The *Basic Music Library* will not require further honoraria this fiscal year. We anticipate paying \$750 to Amanda Maple in the fall for volume 3 when it is published. A total of \$1500 was paid in FY19: \$750 each for volumes 1 (Liza Vick) and 2 (Edward Komara), and \$1000 to series editor Daniel Boomhower.

As of May 2, MLA had taken in \$23,351.00 for the Open Access Songbook (line 9.0952 OA Projects), mostly from institutions. (See the OA editor's report for details.) MLA will assist with funds transfer out of the crowdfund site (IndieGoGo). As with chapter dues, in the budget vs. actuals, incoming amounts will be debited down to zero when they are paid out (hopefully within FY19), rather than recorded on separate income and expense lines. For now, this artificially inflates income totals in reports. [AO postscript: the MLA Business Office will rebook these funds to income and expense lines.]

Notes printing costs are projected at \$42,168.18 to be 15% lower than the budgeted \$50,000.00. Only \$399.00 of the \$1,700.00 Website Development budget (9.083) was expended, but more expenditures are anticipated next year as MLA rolls into the WordPress platform.

INVESTMENTS

The accounts had a strong recovery in the market after the substantial decline in the Oct-Dec 2018 quarter. All accounts saw gains (net of our own deposits and withdrawals) of \$118,620.10 compared to losses of \$109,886 in the prior quarter.

A. Fund totals for September 30 and December 31, 2018, and March 31, 2019:

	Sept. 30, 2018	Dec. 31, 2018	Mar. 31, 2019
Fidelity	\$ 1,256,873.92	\$ 1,176,503.18	\$ 1,251,268.38
Calvert	\$329,812.53	\$303,861.14	\$ 363,596.56
Total	\$ 1,586,686.45	\$ 1,480,364.32	\$ 1,614,864.94

(See separate balance sheet for details.)

B. Award accounts at the end of the CY2019, Q1 (including CY2019 Q1 donations):

Bradley	9,321.61
Diversity	66,443.33

Does not reflect 4/16/2019 transfer of \$833.88 pre-conference surplus to Diversity Scholarship Fund

Gerboth	39,404.13
Duckles	44,580.23
Hill/O'Meara	11,372.06
Epstein	64,028.89
Freeman	55,035.42
Wicker	18,257.60
Ochs	61,923.27
RILM	58,828.97
Ratliff	52,877.27
Coral Travel	19,856.63
PPL Travel	37,165.00
IAML US Mtg Fund	20,914.00

IAML NYC surplus, intended to support future US IAML meeting. Transferred Jan. 2019 from Fidelity MM-Board Designated Assets.

C. Other fund totals:

MLA Fund (Unrestricted)	1,010,583.11	
Fidelity MM (awards)	1,560.00	Amounts to transfer to checking or back to Temp R.
Board Designated Assets	49,332.42	Last report showed \$84,041.09. That included the Fidelity MM awards and IAML US Mtg above.
		Total of tables B and C is \$1,621,483.94. It should match table A.

As mentioned in previous reports, \$49,332.42 (as of March 31, 2019) still resides in the Austerity Budget Support subline of the Fidelity money market account. As noted by previous AO Janelle West, funds should be moved to a growth-oriented account. At the St. Louis winter 2019 board meeting, [then AAO] Rudnick provided context regarding the MLA Fund, its growth over ten years, and goals achieved.

Rudnick met with Pat Wall (MLA Business Office) in St. Louis regarding the various funds and possibilities. The AO will summarize more for the board at a later date, but Pat observed that sublines for funds can be placed in any of the three Fidelity accounts. (Temporarily restricted and permanently restricted are board designations that are separate from the investment profiles of each of the accounts.) This means the board could choose to park surplus funds in the same Fidelity account as the MLA Fund, but under a separate subline, with separate spending policies as appropriate, and aim to achieve better growth. (The account where the unrestricted MLA Fund resides has a balanced profile with a risk tolerance level of 7 on a scale of 1-10, compared to the account where awards reside, which has a risk tolerance level of 1.)

On a related note, in April 2019, AAO (past AO) Janelle West consulted with MLA's Fidelity representative, Charles Cristin, at the suggestion of the Investments Subcommittee in St. Louis 2019, regarding the advisability of raising the risk tolerance of the Fidelity account where temporarily restricted award funds reside. The AO/AAO may prepare a separate summary, but to summarize, while he was initially leery, Cristin said that since MLA's internal controls (the awards formulas) are far more limiting than the account itself, he would feel comfortable recommending upping the risk tolerance level, but only in combination with an adjustment reflecting the actual percentage withdrawn annually--e.g., 5-10%, or even 10-15%. The AO/AAO will summarize more conversations, consult further with the investments Subcommittee, and bring this back to the board in Denton, TX (fall 2019) when there is more time to talk through scenarios (e.g., not at the budget-setting spring meeting).

MEMBERSHIP

MLA Members	FY18	FY19 YTD 25Apr2019	IAML	CY18	
Regular Member US *	419	426	Individual	79	
Regular Member non-US	23	22	Institutional	86	
Institutional Member US	182	162	Total	165	
Institutional Member non-US	69	67			
Student Member US	65	60			
Student Member non-US	1	5			
Retired Member US	35	36			
Retired Member non-US	1	3			
Sustaining Member US *	50	64			

* Regular includes 7 gratis memberships.

Sustaining includes 10 gratis registrations applied towards sustaining membership (Gratis = \$140, paid sustaining \$140).

Sustaining Member non-US	0	0
Associate Member US	1	N/A
Associate Member non-US	0	N/A
Corporate Patron US	5	6
Corporate Patron non-US	1	1
Corporate Member US	5	5
Corporate Member non-US	0	0
Paraprofessional US	47	51
Paraprofessional non-US	0	2
Early Career Member (new FY20)	N/A	N/A
Early Career Member non-US (new)	N/A	N/A

Two other members who qualified for gratis did not register.

One more registered for Regular after 4/25/2019.

Total	904	910
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[Source: membership report from Jim Zychowicz, Business Office, with notes on gratis status by Fiscal Officer Beth Iseminger, based on honorarium reports from AO. Total figures do not include an additional minimum 14 Honorary Members known to be living, and a few more of uncertain status.]

MLA membership as of May 2, 2018 is 2% more than last year's final totals, possibly reflecting modest progress in retention and gains. Total individual members are 669 FY19 YTD, compared to 642 FY18 (4% increase), with about 10 additional members in Regular and Paraprofessional. Sustaining Member returned to FY16 and FY17 levels. (This may have been due to the availability of a registration code that allowed gratis members to apply their gratis status toward Sustaining and pay the difference.) Membership held relatively steady in other individual categories. Institutional membership is down 5%.

IAML CY2019 numbers are down from 2017 and 2018, but we may see some increase when notices go out before the June 30 renewal deadline. MLA may wish to promote the benefits of IAML membership.

Audit

The FY19 audit will be in August, with the auditors' onsite visit to the MLA Business office likely August 12 and 13. Many QuickBooks lines were cleaned up during the budget process.

Closing Comments

I would like to thank AAO (past AO) Janelle West, Jim Zychowicz, and Pat Wall for their continued dedicated efforts, for answering my numerous questions, and for their unwavering assistance in rapid-response scenarios. It is a pleasure and an honor to serve the organization.

Tracey discussed her report with the Board and offered to answer questions from the Board.

Susannah thanked Tracey for all of her work.

05. Past President's Report. Mark McKnight

From his report:

As chapter liaison, I have solicited requests from all chapters for chapter grants. One chapter has submitted a preliminary request. GNYMLA plans to again request \$500 in matching grant money to help send a student, early career professional (first 3 years), or paraprofessional chapter member to MLA in Norfolk. The chapter will kick in a matching \$500.

I have been checking fall chapter meeting dates, and it looks like I will be attending the Greater New York chapter meeting, Nov. 15, at the New School in New York.

Mark confirmed that he will indeed be attending the Greater New York chapter meeting.

Susannah thanked Mark McKnight for all his service.

06. President's Report. Susannah Cleveland

From her report:

As is usually the case for the President in the spring, much of my time has been devoted to appointments. A few committees have yet to submit appointments, but this process should wrap up soon. These have gone smoothly, thanks to the Excel machinations of our Administrative Officers.

Mark McKnight, Tracey Rudnick, Janelle West, and Kathleen DeLaurenti and I have continued to work on the agreement for the Broude Trust. We're close to reaching a conclusion on that, in consultation with our counsel, Kathryn Goldman. Mark, Tracey, Janelle, and I have also continued to consult with Kathleen on each step of the Open Access Songbook project. This seems to be going smoothly, and we've learned new things at each stage of the project.

Two new interest groups have been proposed and received the requisite number of support letters: the Video Music Games Interest Group and the Big Ten Academic Alliance (BTAA) Music Librarians. These will both begin officially at the conclusion of the

annual meeting in Norfolk. Another consortium has expressed interest in forming an Interest Group, and it might behoove us to consider an umbrella structure for these that could result in shared meeting times, like we have with the systems user groups. I will plan to do some outreach on this front and bring a proposal to the Board if it seems likely that we'll have future proposals from multiple consortia.

I'm preparing for and looking forward to attendance at IAML in Krakow in July.

Susannah updated the Board about the progress of the Open Access Songbook project.

07. Editors' Reports.

The Board reviewed all reports received. In all instances, the Board is deeply grateful to the editors for their work.

- a. **Basic Manual Series (Kathy Abromeit)**
- b. **Basic Music Library (Daniel Boomhower)**
- c. **Copyright Website (Marc Cohen)**
- d. **Index and Bibliography Series (Maristella Feustle)**
- e. **Music Cataloging Bulletin (Chris Holden)**
- f. **Newsletter (Michelle Hahn)**
- g. **Notes (Deborah Campana)**
- h. **Open Access (Kathleen DeLaurenti)**
- i. **Technical Reports (Jon Saucedo)**

08. Special Officers' Reports

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all cases, the Board greatly appreciates the officers' contributions to the organization.

- a. **Advertising Manager (Steve Mantz)**
- b. **Convention Managers (Wendy Sistrunk and Andrew Justice)**
- c. **Development Officer (Lindsay Brown) (See 9.e)**
- d. **Placement Officer (Sara Outhier)**
- e. **Publicity and Outreach Officer (Lisa Shiota)**

The Board discussed Lisa Shiota's proposal to reconsider the expense of having an exhibit at the annual ALA meeting, and to instead fund positions for visits to music and library school programs (visits that Lisa reports have been fruitful!)

BAR: It was moved by Jon and seconded by Beth that the Publicity & Outreach Officer discontinue exhibiting at ACRL's annual meeting, consider whether continued presence at the ALA annual meeting is worthwhile, and to fund the position for visits to music and library school programs.

The motion passes unanimously.

f. Archivist (Melissa Wertheimer)

BAR:

The Board discussed a proposal relating to document types stored on the MLA website. Per best practices for digital records, the Archivist recommends uploading PDFs rather than Word documents.

It was moved by Misti and seconded by Rachel that in accordance with best practices for digital records, all documents on the MLA website should be PDFs, which are static, rather than downloadable Word Docs, which are re-writable.

The Board discussed this motion. Sometimes, documents on the website must be updated often, and a Word document is more easily edited than a PDF (many are working and “living” documents). In these instances, it is preferable upload a Word document. Thus, it might be worth considering that if a Word document is uploaded, there should be a corresponding PDF.

The motion did not pass.

The Board discussed other ways in which the Archivist’s challenges could be mitigated, and how this situation can improve. Susannah will help investigate and pursue suitable options.

The Board discussed other ways in which Melissa’s challenges could be mitigated, or how this situation could improve. We as an organization should do a better job complying with our records policies. The Board can investigate strategies we can take to better encourage members to comply with records policies. One possibility is the president amplifying any messages or reminders that the Archivist sends to MLA. Perhaps the Archivist can write a column periodically in the Newsletter about best practices and other relevant records policies reminders. We can also encourage committee chairs to regularly review how documents are published and stored, and how they are transferred to the Archive.

g. Web Manager (Katie Buehner)

BAR

The Board discussed a proposal to modify the Web Manager appointment cycle to mirror the cycle used for the Administrative Officer. In this way, increased continuity can be assured in the Web Manager position.

It was moved by Misti and seconded by Beth that the structure for the Web Manager be changed to mirror that of the Administrative Officer, meaning that an Assistant Web Manager be instituted, and the cycle be one year as Assistant Web Manager, two years as Web Manager, and a one year as Assistant Web Manager.

The motion passes unanimously.

h. Management Services (Jim Zychowicz)

09. Committee Reports

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

- a. Awards (Various)**
 - i. Best of Chapters (Johnson)**
 - ii. Bradley** inactive
 - iii. Epstein (Charley Roush)**
 - iv. Freeman (Jason Imbesi)**
 - v. Gerboth (O'Brien)**
 - vi. Publications: Duckles, Hill, O'Meara (Allison McClanahan)**
 - vii. Coral IAML Travel Grant** inactive
 - viii. Diversity Scholarship (Treshani Perera)**
- b. Archives and Special Collections (Adriana Cuervo)**
- c. Career Development and Services (Emma Dederick and Tim Sestrick)**
- d. Cataloging and Metadata (Tracey Snyder)**
- e. Development (Lindsay Brown)**

BAR

The Board discussed the Development committee's proposal to combine the Bradley and Gerboth award funds.

From the report:

The Bradley Fund, established in 2003, is not fully endowed. Though individuals continue to donate to this fund, it will take many years to reach endowment. When endowed, the Bradley Fund supports "research into the history of music libraries and music librarianship."

The Gerboth Fund, supports "scholarship in music, music bibliography and librarianship" and gives preference to MLA members in the first 10 years of their careers. This fund is also not endowed, though it is much closer to the \$50,000 threshold than Bradley.

The Development Committee discussed the state of both funds during the St. Louis meeting. We suggest that the funds be merged, but with the flexibility to grant separate awards. If the merger does not bring the joint fund to \$50,000, the MLA Fund could cover the difference.

Development would not dictate the award criteria but does suggest that the Bradley award is intended to complete research projects during any part of an individual's career

while the Gerboth is meant for the early stages of both research and an individual's career.

A new joint fund is an opportunity for Development to market/promote all of the funds and especially the ones that are potentially at-risk. It is also an opportunity to highlight the successes of both Gerboth and Bradley projects funded in the past. Finally, this is a chance to market and promote all research and grant programs to the membership for potential participation.

It was moved Mark and seconded by Anne to combine the Bradley and Gerboth award funds, and maintain the flexibility to grant separate awards.

The motion passes unanimously.

It was moved by Misti and seconded by Rachel to supplement the newly combined Bradley and Gerboth award fund with up to 2,000 dollars from the Reserve Fund in order to reach the 50,000 dollar endowed amount.

Susannah and Mark explained how merging these two funds will nearly reach the endowment level (which is 50,000 dollars), and present a new opportunity to create a fundraising message that may inspire members to give.

The motion passes unanimously.

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

The Board discussed the proposal from the Diversity committee to establish an Equity and Inclusion subcommittee, which can address topics that fall outside the scope of diversity. From the report:

At the 2019 Diversity Committee business meeting (February 24), the membership discussed the establishment of an Equity and Inclusion Subcommittee (hereafter EI). We recognize the need for the Diversity Committee's current charge. However, this is not inclusive of the work and efforts with which Our group currently or will continue to engage in. Moreover, we recognize the intersectionality of these efforts (diversity, equity, inclusion), and that a heightened platform for EI efforts is continuing to be asked for by MLA's membership. Therefore, We ask the Board to support the establishment of the EI Subcommittee

It was moved by Anne and seconded by Bruce to establish an Equity and Inclusion Subcommittee.

The motion was approved.

- g. Education (Sonia Archer-Capuzzo)
- h. Emerging Technologies and Services (Jonathan Manton)
- i. Finance (Beth Iseminger)

The Board discussed the Finance committee's report and all of its requests for Board action.

BAR 1: MLA Dues

The Finance Committee recommends MLA member dues are set for the following amounts for FY20. Rates are the same as FY19, with the exception of international corporate patrons and members. Those categories are lowered to be the same as US corporate patrons and members.

	FY19 Dues	FY20 Dues
Regular Member US	\$140	\$140
Regular Member non-US	\$150	\$150
Institutional Member US	\$175	\$175
Institutional Member non-US	\$185	\$185
Students US	\$65	\$65
Students non-US	\$75	\$75
Retired US	\$105	\$105
Retired non-US	\$115	\$115
Sustaining US	\$280	\$280
Sustaining non-US	\$300	\$300
Corporate Patron US	\$790	\$790
Corporate Patron non-US	\$800	\$790
Corporate Member US	\$490	\$490
Corporate Member non-US	\$500	\$490

Paraprofessional/Non-salaried/Part-time US	\$75	\$75
Paraprofessional/Non-salaried/Part-time non-US	\$85	\$85
Early Career Member US	N/A	\$105
Early Career Member non-US	N/A	\$115

The motion passed unanimously.

BAR 2: IAML Dues

The Finance Committee recommends IAML-US member dues remain the same (\$80 individual, \$115 institution) for FY20.

The motion passed unanimously.

BAR 3: Honoraria

The Finance Committee recommends that MLA set honoraria at the following amounts for FY20; gratis registration also noted here. All gratis memberships include regular MLA membership and early registration for the annual meeting. Honoraria for these positions are in a transitional period between the current honoraria structure and the one approved by the Board at the 2014 annual meeting.

Administrative Officer	\$1200 + gratis membership/registration
Advertising Manager	gratis membership/registration
Assistant Administrative Officer	gratis membership/registration
Assistant Convention Manager	gratis membership/registration
Convention Manager	\$1200 + gratis membership/registration
Copyright Website Editor	gratis membership/registration
Development Officer	gratis membership/registration

MCB Editor	gratis membership/registration
Newsletter Editor	gratis membership/registration
NOTES Editor	\$1200 + gratis membership/registration
NOTES Assistant Editor A	\$1800 (grandfathered)
NOTES Assistant Editor B (for e-vendors)	gratis membership/registration
NOTES Assistant Editor C	gratis membership/registration
NOTES Book Review Editor	gratis membership/registration
NOTES Music Editor (outgoing)	\$750 (grandfathered, for half year)
NOTES Music Editor (incoming)	gratis registration for 2020 convention; gratis membership/registration beginning FY21
Open Access Editor	\$1200 + gratis membership/registration
Placement Officer	gratis membership/registration
Publicity Officer	gratis membership/registration
Web Manager	\$1200 + gratis membership/registration
Diversity Scholarship	gratis membership/registration
Kevin Freeman Travel Grant	registration
Honorary members	gratis membership

The motion passed unanimously.

BAR 4: Convention Registration Rates

The Finance Committee recommends that convention registration rates remain the same taking into account recommendations from the Convention Manager.

The motion passed unanimously.

BAR 5: Convention Exhibitor registration rates and Advertising fees

The Finance Committee recommends that exhibitor registration rates and convention advertising rates remain the same, taking into account recommendations from the Convention Manager and the Advertising Manager.

The motion passed unanimously.

BAR 6: Streaming Access Fee

The Finance Committee recommends a streaming access fee of \$20 to include both live and archived access. Note: live and archived streaming is included in conference registration at no additional expense.

The motion passed unanimously.

BAR 7: Past President Convention Travel

The Finance Committee recommends that travel expenses (up to 500 dollars) for the Past President be covered by MLA for travel to the Norfolk 2020 annual meeting, when needed due to lack of institutional support. The motion was approved.

BAR 8: Monographic Series Editors Payments for FY19

The Finance Committee recommends approval of \$1400 to fund the payment of series editor honoraria in FY19 for the four books published in the current fiscal year (FY19, \$350 per book). Funds will be assigned from the FY19 operating budget surplus.

The motion passed unanimously.

BAR 9: Monographic Series Editors Payments 2014-FY2018

The Finance Committee recommends approval of \$2100 to fund the payment of series editor honoraria for six books published before FY19 (\$350 each). Funds will come from the FY20 budget.

The motion was approved.

BAR 10: Approve MLA Budget for FY20

The Finance Committee recommends approval of fiscal year 2020 budget.

Beth discussed the Finance Committee's recommendations for approval of the fiscal year 2020 budget. The Finance committee offered to answer the Board's questions related to the convention budget, and other budgets.

The motion passed unanimously.

Susannah heartily thanked the Finance committees and Administrative Officers for their hard work; the Board gave a round of applause in recognition.

- j. **Legislation (Kyra Folk-Farber)** no report received
- k. **Membership (Mallory Sajewski)**
- l. **Music Library Advocacy (Linda Fairtile)**

BAR: It was moved by Misti and seconded by Bruce to authorize the Music Library Advocacy committee to implement an online music library advocacy discussion forum and serve as the primary managing body.

The Board discussed this proposal.

The motion passes unanimously.

BAR: It was moved by Anne and seconded by Jon to authorize the Music Library Advocacy committee to create a Music Library Advocacy site on the Humanities Commons platform.

The motion passes unanimously.

- m. **Nominating (Gerry Szymanski)** (no report received)
- n. **Oral History (Therese Dickman)** (no report received)
- o. **Planning (Bruce Evans)**
- i.

The Board discussed the Planning Committee's Board report and all of its requests for Board action.

BAR:

MLA committees that currently have MLStEP members appointed ex-officio should instead be required to have at least one regular committee member called "Student/early career Member," from either the student or early career membership category of MLA, in the administrative structure. These committee members are not ex-officio and follow the same cycle of appointment terms unless otherwise specified.

The Board discussed this proposal. The motion passes unanimously.

BAR:

We recommend establishing a new membership category called "Family Associate Member" as an additional type of personal membership, where the first member of a

household registers as a regular member, and each additional member can register as a Family Associate member at a lower membership cost.

The motion was approved.

BAR:

We recommend a 3-year pilot of a new board position to be occupied by a student or early career MLA member, to commence with the 2020 election, starting the term after the 2021 annual meeting.

The motion passes unanimously.

The Board discussed the Planning Committee's recommendations for suggestions to give to the Convention Managers for the Annual Meeting in Norfolk.

The Planning committee suggests that in future annual meetings, attendees be given notice if receptions will include a cash-only bar, so that they can be prepared. The committee also suggests working with the MLA jazz band to better allow for its players to enjoy networking and eating during the reception. Finally, the committee recommends that by the opening reception of the annual meeting, Convention Managers receive from hotel catering a list of ingredients that appear in all reception and break refreshments so that attendees can better plan for what they can and cannot eat. These suggestions will be relayed to the Convention Managers for their consideration.

BAR: Approve the new strategic plan structure and proposed Strategic Plan Task Force process

The Board discussed the Planning Committee's suggestions for a new Strategic Plan process for MLA. The Planning Committee has outlined a new strategic planning process that incorporates rolling goal areas. These goal areas, and initial objectives, will be initially established by a Strategic Planning Task Force (charged for 2019-2021), incorporating input from the membership through several feedback opportunities. Annual objectives would be evaluated and set by the Planning Committee at the Middleton spring Board Meeting each subsequent year, and the goal areas would be reviewed and updated for relevancy by the Planning Committee every three years. This strategic planning method will be evaluated by the Planning Committee after two three-year cycles to determine its effectiveness. The Planning Committee, in consultation with the President, will draft a task force charge for the Board to vote on during summer 2019 with the task force membership appointed by fall 2019 with a goal for a completed plan with initial goal areas and objectives completed in June 2021.

Bruce pointed out that Mark Puente consulted with the Planning committee about the topic of strategic planning, *gratis*. The Board is very grateful for Mark's generosity.

It was moved by Rachel and seconded by Bruce to approve the new strategic plan structure and proposed Strategic Plan Task Force process.

BAR: Approve the 2019-2020 Action Plan

The Board discussed the Planning Committee's proposed 2019-2020 Action Plan. The Plan includes the following items:

- The Planning Committee has reviewed the Climate Survey Task Force report and recommendations, administered in 2018. They will implement a subset of priority recommendations this year, and will collect feedback from the membership on the desirability, feasibility, and priority of the remaining recommendations. This will be a 2-3 year process.
- The Planning Committee has outlined a new strategic planning process that incorporates rolling goal areas. These goal areas, and initial objectives, will be initially established by a Strategic Planning Task Force (charged for 2019-2021), incorporating input from the membership through several feedback opportunities. Annual objectives would be evaluated and set by the Planning Committee at the Middleton spring Board Meeting each subsequent year, and the goal areas would be reviewed and updated for relevancy by the Planning Committee every three years. This strategic planning method will be evaluated by the Planning Committee after two three-year cycles to determine its effectiveness. The Planning Committee, in consultation with the President, will draft a task force charge for the Board to vote on during summer 2019 with the task force membership appointed by fall 2019 with a goal for a completed plan with initial goal areas and objectives completed in June 2021.
- This action has been continued from the 2018-2019 action plan and revised. The Membership Committee has identified two important objectives: to increase outreach efforts to underrepresented individuals and underrepresented organizations. Outreach and Membership are two areas that are also frequently cited as areas for action by MLA Chapters. The Membership Committee should work with the Chapter Chairs and the Publicity and Outreach Officer to develop models that can be documented and then offered across every chapter – models that can support local outreach efforts with national resources (intellectual as much as financial); create ongoing membership opportunities for the results of successful outreach efforts. Possibilities include greater engagement with organizations such as SLA, ARLIS, the Arts Section and chapters of ACRL, the ACRL/Arts Dance Librarians Discussion Group, public library organizations, MLStEP, and library schools.

We strongly encourage the Membership Committee to implement their outreach plan with actionable results, including assessment and a report. The Committee should submit a progress report in its Winter 2019 Board report.

- The Publicity & Outreach Officer should work with the MLA Advocacy Committee, Organizational Liaisons, the President, and other MLA parties to identify potential connection areas. Priority organizations include ARSC, ARLIS, Theater Library Association, Dance Librarians Interest Group in ALA, the Association of Moving Image Archivists, and other fine arts professional organizations.

The motion passes unanimously.

BAR: Approve recommendations to make to the Program committee for the upcoming Norfolk meeting (2020).

The Planning committee hopes that the Program committee can set aside 90 minutes for “Members’ Choice” sessions. This 90-minute block would allow a one-hour session for a lightning round, and 30 minutes for a regular session. These two sessions will come from proposals in November, as “late-breaking” opportunities for members with new ideas for sessions. These sessions will be voted on by MLA members in late fall. People whose proposals were rejected by the Program committee still have the opportunity to submit again for this Members’ Choice session. The Planning committee also recommends keeping the quiet room, and asking distance speakers to pre-record their presentations. Finally, the Planning committee asks that if possible, limiting to a maximum of two sessions per person.

The motion passes unanimously.

- p. **Preservation (Treshani Perera)**
- q. **Program (Erin Conon)**

BAR: The Board discussed the request from the Program committee to modify appointment terms. **It was moved by Misti and seconded by Jon to approve suggested change below (in italics) to terms of membership for incoming chairs. This change ensures that chairs stay on the Committee for an additional year following service as Chair, in order to serve as Past Chair.**

“The Program Committee consists of six regular members; two members will be newly appointed each year for three-year terms; of these two, one will chair the committee the third year. Once selected, the incoming Chair’s term will be extended for an additional, fourth year.” The motion was approved.

- r. **Public Libraries (Kristine E. Nelsen)**
- s. **Public Services (Sara Manus)**

BAR

In its Board report, the Public Services committee recommends that the Board rescind “MLA Information Literacy Instructional Objectives for Undergraduate Music Students,” and officially endorse the ACRL “Information Literacy Framework.”

It was moved by Misti and seconded by Mark that the Board officially rescind “MLA Information Literacy Instructional Objectives for Undergraduate Music Students,” and officially endorse the ACRL “Information Literacy Framework.” The motion passes unanimously.

- t. **Publications (Liza Vick)**
- u. **Resource Sharing and Collection Development (Stephanie Bonjack)**
- v. **Web (Kerry Masteller)**

10. Joint Committees

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

11. Representatives to Other Organizations

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

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

12. Old Business

- a. **Climate Survey Task Force**

i. Climate Survey Task Force Recommendations

The climate survey task force and its recommendations were addressed earlier in the agenda under Planning Committee (9.o)

13. New Business

- a. **Ratliff fund: defining purpose and use**

The Board agreed to develop and agree upon a prospectus for the fund in the coming months.

b. Administrative Officers--transfer of AO duties

Tracey explains that one of the AO/AAO duties is assisting with administrative structure, such as assisting the president with appointment letters and updating the website with this information. Email distribution lists also have to be updated when appointments change for officers, and other “house-keeping” tasks. It’s labor-intensive work, and that work happens during a really busy time (just following the annual meeting). As a result, the assistant administrative officer is busy doing these tasks instead of learning how to do the rest of the job, or it detracts from other AO/AAO tasks. It is suggested that the administrative structure tasks be

handled by someone else.

The Board discussed options for handing off these tasks. Rachel (parliamentarian) suggested that these tasks might be taken up by the parliamentarian or assistant parliamentarian, or even both (by splitting the tasks among the two). Ultimately, it seems most wise to start with one person handling these tasks the first year, and then consider splitting the tasks among two people later.

It was moved by Rachel and seconded by Beth that the Assistant Parliamentarian is tasked with assisting the president with generating appointment and thank you letters, updating the website with appointments, updating the chair and coordinator email distribution lists and related web pages, and generating the annual snapshot of the administrative structure for the archives, commencing with the new assistant parliamentarian, who will be elected in 2019. The motion passed unanimously.

14. Adjournment

It was moved by Bruce and seconded by Jon to adjourn at 12:25 pm.