

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors Middleton, Wisconsin May 15-16, 2018

Tuesday, May 15, 9:00 am – 5:00 pm (Finance and Planning Committees); Wednesday, May 16, 8:40 am – 6:15 pm.

Present: Joe Clark, Susannah Cleveland, Bruce Evans, Rachel Fox Von Swearingen, Beth Iseminger, Anna Kijas, Andy Leach, Mark McKnight (presiding), Misti Shaw (recording), Janelle West, Tracey Rudnick.

Guests of the Board: Katie Buehner (section 09.u i, ii); Jim Zychowicz (section 12.a)

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

The meeting was called to order by President McKnight at 8:40 am

Actions prior to Board meeting:

0a. It was moved by Andy Leach and seconded by Susannah Cleveland that the MLA Board allow former Assistant Administrative Officer Paula Hickner to keep the laptop computer that the Association purchased for her use in 2014 and that she should not be required to compensate the Association for the laptop computer. The motion was unanimously approved.

0b. It was moved by Anna Kijas and seconded by Beth Iseminger that we reimburse Michael Rogan for providing archived streaming to 13 of our Latin American colleagues, in the amount of \$130 out of the Ratliff Fund. The motion was unanimously approved.

0c. It was moved by Bruce Evans and seconded by Anna Kijas that the MLA Humanities Commons space be governed by the MLA Code of Conduct. The motion was unanimously approved.

0d. It was moved by Susannah Cleveland and seconded by Rachel Fox Von Swearingen that we establish a Core Competencies for Music Librarians Task Force. The motion was unanimously approved.

0e. It was moved by Anna Kijas and seconded by Susannah Cleveland that we acknowledge that with the 2012 re-instatement of the Investments Subcommittee, the Board no longer requires an ad hoc committee, as described in section 6. Investments of the Fiscal Policy Handbook, to evaluate the Association's investment account performance and risk profile every four years. The motion was unanimously approved.

0f. It was moved by Susannah Cleveland and seconded by Bruce Evans that we accept the search committee's recommendation to appoint Lisa Shiota as Publicity & Outreach Officer. The motion was unanimously approved.

01. Approval of Agenda

It was moved by Misti Shaw and seconded by Joe Clark to approve the agenda. The motion passed unanimously.

02. Recording Secretary's Report Misti Shaw

It was moved by Beth Iseminger and seconded by Joe Clark that the minutes of the February 2018 Portland Board meeting be approved. The motion passed unanimously.

03. Parliamentarian's Report Joe Clark

It was suggested that we discuss the charge of the Open Access Editor. Those discussions were moved to the Officers, Open Access Editor portion of the agenda; see 7.ii2.

It was moved by Joe Clark and seconded by Susannah Cleveland to change the convention manager appointment duration in the administrative handbook so that it aligns with what is designated as the duration in the convention manager manual. The motion was unanimously approved.

Currently, the administrative handbook states that:

III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS

The term of office of all special officers expires at the conclusion of the annual meeting of the Association.

Currently, the convention manager manual states that:

Appendix [CM Manual]:

Duration of Appointment: The ACM's term begins July 1 of the specified year. Initial appointment is one year, with reappointment possible up to a total of four years. The first two years are spent as ACM; the third and fourth years are spent as CM.

The implication from the CM manual is that the term ends June 30, rather than the end of the annual meeting. The convention manager and assistant convention manager should be consulted on their preference as to duration and end date.

This proposed change was unanimously approved.

The following typographical and grammatical revisions were made to the administrative handbook, and did not require Board approval:

VIII. INTEREST GROUPS, including VIII.A.PURPOSE and VIII.B.GUIDELINES FOR ESTABLISHING sections:

Numberings and headings within these sections were revised.

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

Changed "Web Manager" to "Web Committee Chair"

VI.H.23. DIVERSITY COMMITTEE

Revised "the Development Committee's Subcommittee on Diversity Scholarships" to "Diversity Scholarship Awards Committee." The charge for the Diversity Committee was approved at the Spring 2017 Board meeting.

VI.H.9.f DIVERSITY SCHOLARSHIP AWARDS COMMITTEE

Added "The Chair of the Diversity Committee serves ex officio on the committee."

III.B.3. CONVENTION REFUND POLICY

Added the following: "Refund requests must be submitted in writing by the last day of the meeting; MLA will respond to refund requests no later than 30 days after the end of the event." The amendment to this policy was approved at the Portland 2018 meeting, and the language of the Administrative Handbook reflects this.

V.D.2. EDITOR

“Bibliographic Control Committee” was changed to “Cataloging and Metadata Committee.”

VI.H.8.b CONFERENCE MENTORING PROGRAM

The charge was approved in 1994, but added to the handbook in 2018.

VI.H.9.b Walter Gerboth Award Committee

Revised the eligibility requires for applications for 2017 Board approval.

Mark McKnight officially recognized Joe Clark’s hard work.

04. Administrative Officer’s Report Janelle West

From her report:

GENERAL DATA PRIVACY PROTECTION REGULATION (GDPR)

On May 25, 2018 the EU will begin enforcing the General Data Privacy Protection Regulation, which replaces the existing Data Protection Directive. This will have implications on MLA policy concerning the personal data of its EU members, including institutional members.

See document 04.g. EU_General_Data_Protection_Regulation for further information and discussion points.

BUDGET REPORT

INCOME

As of May 3, 2018, total income was \$378,209.36, which is 90.1% of the budgeted income of \$419,559.00. Optimistic projections place ending income at \$429,366.68, which exceeds the budget by 2.3%.

Dues (1.0 & 1.2)

As of May 3, dues income was \$143,440.00, which is 93.9% of the budgeted income of \$152,766.00. This includes both MLA and IAML dues numbers. MLA dues are at \$128,050.00, or 95.9% of the anticipated \$133,460.00. IAML dues are at \$15,390.00, or just under 80% of the anticipated amount of \$19,306.00.

\$4,931.00 in Chapter dues has been received on behalf of seven chapters. So far, \$4,430.00 has been returned to the chapters. Remaining FY18 balances will be remitted to chapters before the end of the fiscal year.

Sales (2.0)

On May 3, *Notes* advertising income (2.012) was \$17,505.00, which exceeds the budgeted amount of \$15,000.00 by 16.7%. Income received from online advertising (2.06) was at \$5,200.00, which is 52% of the budgeted amount of \$10,000.00.

MLA has received \$57,147.82 in *Notes* royalties (2.014). Additional anticipated amounts from JSTOR and ProjectMUSE are \$7,500.00 and \$35,000.00 respectively. This will bring FY18 totals to \$99,647.82, which is 9.6% above budget.

MCB subscriptions (2.03) have exceeded budgetary expectations by 3.83%, coming in at \$6,230.00. This reflects a decline of \$315.00 from FY17, which is in line with the downward trend seen in recent years.

Non-Notes royalties (2.05) total \$5,827.87, all for ALA publications. It was recently discovered that an ALA check in the amount of \$3,929.62 for CY16 royalties was lost in the mail and will be reissued. Depending on when the replacement check is received, this amount will likely be added to FY18 totals.

Meetings (3.0)

Income for the Annual Meeting in Portland was \$136,541.63

Independent of MOUG and Preconference figures, the conference brought in \$120,728.68, which is 94.77% of the budgetary projections. Registration income accounted for \$84,717.00, which is 94.14% of the budgeted amount. This includes \$425.00 in streaming registration income from 4 member and 37 non-member registrants. Income from exhibitors came in at \$21,065.00, or 91.59% of the budgeted amount.

Other Income (5.0)

The Silent Auction brought in \$1,576.00 in Portland, which is a notable increase from last year.

Amazon Smile has brought in \$59.21 since last reported, for a FY18 total of \$176.61.

EXPENSES

Meeting (10.0)

Conference expenses totaled \$147,293.65, which is 12.44% over budget. The primary area with higher than anticipated costs was catering, though equipment expenses were also higher than anticipated.

Miscellaneous (11.0)

As previously reported, Chapter Support is \$500.00 over budget for this fiscal year, due to the awarding of three Chapter Grants. The additional grant was approved by the Board via e-mail in June. Other Miscellaneous expense lines are coming in at or under budget.

Management Services (6.0)

Total Management Services expenses are projected to come in 4.6% under budget. This is thanks in part to judicious budgeting, though significant overages do exist in a few budget lines. An overage in Asst. Administrative Officer – Other (6.024) is related to expenses for the purchase of a laptop, which was approved late in the fiscal year.

Program Expenses (7.0)

Program expenses on May 3 were at \$22,745.84, or 72.6% of the budgeted amount, and they are expected to come in under budget at fiscal year's end. All lines are coming in at or below budget except for the Cataloging & Metadata Committee (7.021), which, as previously reported, is carrying \$5,289.64 in expenses related to travel in FY17.

Other Member Services (8.0)

As previously reported, NISO dues (8.031) increased from \$520.00 in 2017 to \$535.00 in 2018, and Survey Monkey has increased its subscription price from \$250 to \$288. Other lines are coming in as expected.

Publications (9.0)

A \$500.00 honorarium was paid to Kathleen Abromeit for the publication of her book, *Ideas, Strategies, and Scenarios in Music Information Literacy*. An additional \$500.00 honorarium was split between Beth Christensen, Erin Conor, and Marian Ritter for the publication of their book, *Information Literacy in Music: An Instructor's Companion*. A total of \$1,500.00 has been paid in honoraria for fiscal year 2018.

Other publication lines should end the year on target.

INVESTMENTS

The investment funds sustained losses in the first quarter of 2018. The Fidelity and Calvert accounts lost a total of \$9,197.46, as compared to \$49,707.85 in gains the previous quarter. Balances reflect \$2,865.00 in donations received during the fourth quarter of 2017, but they do not yet reflect \$2,580.00 received in the first quarter of 2018.

Fund totals for December 31, 2017, and March 31, 2018:

	Dec. 31, 2017	Mar. 31, 2018
Fidelity	\$ 1,229,087.26	\$ 1,215,237.72
Calvert	\$ 314,400.02	\$ 312,500.37
Total	\$ 1,543,487.28	\$ 1,527,738.09

Award accounts at the end of the CY2018 Q1:

Bradley	\$ 7,577.61
Gerboth	\$ 39,016.13
Duckles	\$ 42,842.23
Hill/O'Meara	\$ 11,531.06
Epstein	\$ 65,192.89
Freeman	\$ 54,295.42
Wicker	\$ 18,067.60
Ochs	\$ 61,297.02
RILM	\$ 56,837.58
Ratliff	\$ 51,276.27
Coral Travel	\$ 19,246.63
Diversity	\$ 61,834.33

Other fund totals:

MLA Fund	\$ 969,057.99
Board Designated Assets	\$ 69,655.33

Note: \$1,560.00 in the BDA account is for the FY18 Gerboth Award, which was not awarded

PUBLICATIONS

Jean Harden's book, *Music Description and Access: Solving the Puzzle of Cataloging* (MLA Technical Reports 34), continues to account for significant sales, as does the recently published *Music Information Literacy* (BM), by Kathleen Abromeit. Conor/Ritter/Christensen's *Music Information Literacy for Instructors* (TR) was published in April, and four additional titles are on track for publication this calendar year. Another four titles are anticipated in 2019.

MEMBERSHIP

Total membership as of May 3, 2018 is at 98.58% of last year's final totals. Membership held relatively steady in most individual categories, with slight increases in the Retired US and Paraprofessional US categories. Institutional membership is down by 16.1%.

IAML 2018 numbers are down from 2017. We are likely to see a slight increase when final renewal notices go out a month before the June 30 renewal deadline.

	FY17	FY18- 3May18
MLA Members		
Regular Member US	425*	419*
Regular Member non-US	28	23
Institutional Member US	205	172
Institutional Member non-US	71	67
Student Member US	65	65
Student Member non-US	1	1
Retired Member US	26	35
Retired Member non-US	1	1
Sustaining Member US	65	51
Sustaining Member non-US	0	0
Associate Member US	0	1
Associate Member non-US	1	0
Corporate Patron US	6	5
Corporate Patron non-US	1	1
Corporate Member US	10	5
Corporate Member non-US	0	0
Paraprofessional US	46	48
Paraprofessional non-US	1	0
Totals	960	884
	CY17	CY18
IAML Individual	117	70
IAML Institutional	98	87

*including 7 gratis members

**including 11 gratis members

Respectfully submitted,
Janelle West

Further discussion on the report:

A pressing issue has been the recent EU General Data Privacy Regulation (GDPR) which becomes enforceable May 25, 2018 (see report). YM sent us an optional contract addendum/rider related to the new privacy regulation. MLA will ask legal counsel to look at the YM contract and addendum to ensure it is in MLA's best interests. Tracey Rudnick, Janelle West, and Jim Zychowicz are investigating how affected MLA members can give their consent

about use of their data. For now, this new privacy regulation will have an immediate effect on only a small portion of individuals who provide data to MLA, but due diligence suggests that the principles eventually ought to be standard practice for all individuals' data handled by MLA. Another result of the new privacy regulation is that we must report certain types of data breaches within 72 hours. MLA may do a risk assessment about our data. More immediately, we will need to create a simple opt-in for affected individuals located in the EU, ensure preparedness for breach reporting, and work on the creation of a privacy and use-of-data statement. Susannah Cleveland mentions that it's in our best interest to very clearly inform the membership about what any privacy opt-in or consent means, and to provide sufficient background information so that our members know what they are agreeing to.

Administrative officers Tracey and Janelle will investigate how immediately affected members will be asked for consent. Tracey or Janelle will immediately (before May 25) ask for consent for the minority of individuals for whom this EU policy will affect. Tracey, working with others, will continue to work on a timeline and implementation of key tasks for addressing this new regulation and for creating a privacy and use-of-data statement for the membership and others who do business or have relationships with MLA.

At the Portland meeting, catering was higher than anticipated, while some ad income was lower than expected. Convention managers will try their best to anticipate when these surprise charges happen in order to better prevent them. The Administrative Officer will work with the convention managers to be more involved with decision-making related to potential new surprise charges throughout the year.

Mark McKnight officially recognized the hard work of the administrative officers.

05. Vice President/President Elect's Report. Susannah Cleveland

From her report:

Chapter liaison activities have taken the bulk of my time recently. I reached out to a couple of chapters who had not had recent Board attention to see how feasible it would be for me to visit a chapter meeting. I didn't get a response from the Atlantic Chapter, but the California Chapter Chair responded positively, and I'm planning to attend their meeting in September in San Diego. The Mountain-Plains chapter has, by far, received the least amount of Board attention in recent years, but their meeting coincides with the Board's Middleton meeting this year; I'd definitely encourage future chapter liaisons to arrange to visit their meeting as soon as possible, especially since their spring meeting schedule does not coincide with our attempts to meet alongside chapters in the fall.

On March 13, I sent a call for chapter grants via MLA-L (and later remembered to send it directly to the Chapter Chairs listserv). The deadline for applications is Monday, April 30.

These first several months have been occupied with getting up to speed with ongoing activities. Mark McKnight has been (as ever!) a great mentor and guide and has been helping me learn what's going on. Michael Rogan has also been of great assistance during the transition. I'm so grateful for both of their help and patience; they are daily reminders that the spirit of support is alive and well in MLA.

Respectfully submitted,
Susannah Cleveland

The Board discussed Susannah Cleveland's recommendations for the funding of chapter grants. She recommended the following:

- \$500 Midwest chapter, streaming annual meeting sessions via Social Media
- \$400 Mountain Plains chapter, Chapter Oral History Project
- \$700 New York State/Ontario chapter and the New England chapter for the NEMLA/NYS/O-NEMLA-SQUACBM Joint Meeting, room rental and tech support

\$400 NEMLA travel grant for NYS/O-NEMLA-SQUACM Joint Meeting

Total: \$2,000

It was moved by Joe Clark and seconded by Andy Leach to approve Susannah Cleveland's recommendations for funding of selected chapter grants. The motion passed unanimously.

Mark McKnight thanked Susannah Cleveland for her extraordinary and valuable work.

06. President's Report. Mark McKnight

From his report:

My presidential duties since our meeting in Portland have focused on committee and other appointments (by my estimate, around 95 appointments), working with Administrative Officers Janelle West and Tracey Rudnick to revise the administrative structure to reflect relevant changes. My thanks go to Tracey for her work in improving the functionality of our all-important Administrative Structure spreadsheet and her efficiency in preparing appointment and thank-you letters. Tracey has also worked on cleaning up inconsistencies in the spreadsheet and the web pages. There is more work yet to do, but we now have much greater alignment.

I also offer my thanks to Liza Vick, our Publications Committee chair, for intervening on MLA's behalf regarding an issue with ALA Publications, who had planned to charge what we felt was an exorbitant fee for use of examples from the RDA Toolkit in one of our Technical Reports and Monographs in Music volumes in progress. Liza was able to negotiate a much more reasonable fee, and we will use this situation as a lesson for the future when dealing with authors' contracts.

I would also like to thank Susannah Cleveland for her help in working through some concerns with the Basic Music Library Classical Music volume, so that we are now more assured that our publication schedule will remain on track.

I will be travelling to Leipzig, Germany in July to represent MLA at the IAML Congress.

Respectfully submitted,

Mark McKnight

07. Editors' Reports.

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

- a. **Basic Manual Series (Kathy Abromeit)**
- b. **Basic Music Library (Daniel Boomhower)**
- c. **Copyright Website (Marci Cohen)**
- d. **Index and Bibliography Series (Maristella Feustle)**
- e. **Music Cataloging Bulletin (Chris Holden)**
- f. **Newsletter (Michelle Hahn)**
- g. **Notes (Campana)**
- h. **Technical Reports (Jon Saucedo)**
- i. **Open Access (Kathleen DeLaurenti)**
 - i1: **Open access addendum**
 - i2: **Open access Charge**

The Board discussed sponsorship opportunities for the Miami University Copyright Conference in September 2018, since members Kathleen and Eric Harbeson will be presenters.

It was moved by Beth Iseminger and seconded by Susannah Cleveland to allow the Board an expenditure of up to 1,000 dollars in a sponsorship of an aspect of the Miami University copyright conference, with the preference of the Glee Club sponsorship. The motion passed unanimously.

The Board reviewed Kathleen's draft charge for the Open Access Editor and recommended it be further revised.

08. Special Officers' Reports

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

a. Advertising Manager (Scott Stone)

The Advertising Manager (Scott Stone) requested that the Board approve a revised charge.

The current charge states:

The Advertising Manager is responsible for coordinating the advertising for NOTES and on the MLA web site. In this capacity, the Advertising Manager sells advertising space to current, new, and "lapsed" advertisers through direct mail and telephone campaigns and attendance at conferences.

The proposed revision of the charge is:

The Advertising Manager is responsible for coordinating the advertising for *NOTES* and for the MLA website, and for the annual convention print and online programs. In this capacity, the Advertising Manager sells advertising space to current, new, and "lapsed" advertisers through direct mail and telephone campaigns and attendance at conferences; sends notifications to remind advertisers of deadlines for submitting artwork; coordinates the layout for the advertising section in *NOTES*; compiles the index to advertisers for both *NOTES* and the print convention program; edits proofs of the advertisements and indexes; prepares a billing list for each issue of *NOTES* and for the MLA website; maintains exchange advertising agreements with other organizations; manages the budget associated with these duties; and carries out related tasks necessary to generate the projected advertising revenue each fiscal year.

It was moved by Susannah Cleveland and seconded by Joe Clark to approve the revised charge of the Advertising Manager. The motion passed unanimously.

Convention Managers (Diane Steinhaus and Wendy Sistrunk)

b. Development Officer (Lindsay Brown)

The Board discussed the Development Committee's proposed name for a planned giving society. The committee recommends naming the society after Suki Sommer, as she was the first MLA member to include the organization in her will.

It was moved by Beth Iseminger and seconded by Joe Clark that MLA establish the Susan T. "Suki" Sommer Society for Planned Giving. The motion passed unanimously.

- d. Placement Officer (Sara Outhier)**
- e. Publicity and Outreach Officer (Sara Nodine)**
- f. Archivist (Melissa Wertheimer)**
- g. Web Manager (Katie Buehner) under 09.u.**
- 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 (Leslie McCall)**
 - ii. **Bradley** inactive
 - iii. **Epstein (Rahni Kennedy)**
 - iv. **Freeman (Andy Leach)**
 - v. **Gerboth (Sonia Archer-Capuzzo)**
 - vi. **Publications: Duckles, Hill, O'Meara (Sandy Rodriguez)**
 - vii. **Coral IAML Travel Grant (inactive)**
 - viii. **Diversity Scholarship (Patrick Sifuentes)**

b. Archives and Special Collections (Adriana Cuervo)

The Board discussed a proposal from the Archives and Special Collections committee about partnering with the Society of American Archivists to publish a report on describing music materials in Describing Archives: A Content Standard (DACS). The MLA Working Group for Description of Archival Music Materials completed its final report, which was shared with MLA and the Society of American Archivists' members for outside comment. The committee is actively pursuing publication of the report in partnership with the Society of American Archivists' publication program. The committee first spoke with A-R, but at the earliest, they can only consider scheduling a print publication for 2020. The committee feels that timeframe is not ideal, as the Working Group's supplement may become quickly outdated and require additional changes, given DACS regular revision schedule. Thus, the committee prefers that the supplement be freely available and feels that an open-access electronic publication would be a better format to secure a broader and relevant impact.

It was moved by Andy Leach and seconded by Susannah Cleveland to approve finance committee's recommendation to fund up to \$2992 for the Archives and Special Collections committee to publish their report with the Society of American Archivists' publication program. The motion passed unanimously.

c. Cataloging and Metadata (Tracey Snyder)

The Board discussed the recommendation of the Cataloging and Metadata committee that language be added to the MLA Administrative Handbook designating the CMC Chair as a member of search committee for editor of the Music Cataloging Bulletin (MCB).

It was moved by Beth Iseminger and seconded by Joe Clark that the Board accept CMC's recommendation that the CMC chair be a member of the search committee for the MCB editor search, and that the language be added to the administrative handbook. The motion passed unanimously.

- d. **Career Development and Services (Ana Dubnjakovic)**
- e. **Development (Lindsay Brown)**
- f. **Diversity (Joy Doan)**
- g. **Education (Sonia Archer-Capuzzo)**
- h. **Emerging Technologies and Services (Jonathan Manton)**
- i. **Finance (Anna Kijas)**

1. BAR The Finance Committee recommends MLA member dues are set at the following amounts for FY19.

	FY19 US	FY19 Non-US	Current US	Current Non-US
Regular member	\$140	\$150	\$130	\$140
Institutional member	\$175	\$185	\$165	\$175
Student member	\$65*	\$75	\$65	\$75
Retired member	\$105	\$115	\$95	\$105
Sustaining member	\$280	\$300	\$260	\$280
Associate member	exclude	exclude	\$100	\$110
Corporate patron	\$790	\$800	\$780	\$790
Corporate member	\$490	\$500	\$480	\$490
Paraprofessional/Non-salaried/Part-time	\$75*	\$85*	\$75	\$85

Membership continues to drop. Increase all dues by \$10, except for sustaining member which will increase by \$20, and student dues and Paraprofessional/Non-salaried/Part-time member dues which will remain the same as in FY18.

The motion passed unanimously.

2. BAR The Finance Committee recommends all MLA IAML member dues increase by \$5 for CY19.

CY19

Individual members \$80

Institutional members \$115

IAML's dues for calendar years 2018 and 2019 were raised by 1 Euro for individual members from 42 to 43 Euro and by 2 Euro for institutional members from 70 to 72 Euro.

The motion passed unanimously.

3. BAR The Finance Committee recommends that MLA set honoraria at the following amounts for FY19

	FY19
Administrative Officer	\$1,200 + Gratis membership/registration
Advertising Manager	Gratis membership/registration
Archivist	Gratis membership/registration
Assistant Administrative Officer	Gratis membership/registration
Assistant Convention Manager	Gratis membership/registration
Convention Manager	\$1,200 + 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	\$1,200 + Gratis membership/registration
NOTES Assistant Editor A	\$1,800
NOTES Assistant Editor B [for eVendors]	Gratis membership/registration
NOTES Assistant Editor C	Change to gratis membership/registration
NOTES Book Review Editor	Gratis membership/registration
NOTES Music Editor	\$1500
Open Access Editor	\$1,200 + Gratis membership/registration
Placement Officer	Gratis membership/registration
Publicity Officer	Gratis membership/registration
Web Manager	\$1,200 + Gratis membership/registration

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 February-March 2014 Atlanta meeting.

The motion passed unanimously.

4. BAR The Finance Committee recommends that the Board set registration rates for the 2019 annual meeting in St. Louis at the following levels:

	2019 St. Louis	2018 Portland
Early member	\$250	\$240
1st 5-years; paraprofessional/non-salaried/part-time; retired member	\$195	\$190
Early non-member	\$350	\$340
Reduced for work	\$140*	\$140
Regular members	\$370	\$340
Regular non-member	\$470	\$440
Regular student	\$80*	\$80
Single day	\$125	\$115
Accompanying person	\$125	\$115

Update category “1st 3 years; paraprofessional/non-salaried/part-time; retired member” to “1st 5 years; paraprofessional/non-salaried/part-time; retired member” in order to use language consistent

with MLStEP’s definition of an emerging professional and the Reduced Registration Program’s definition of a new member.

The motion passed unanimously.

5. BAR The Finance Committee recommends that the Board set exhibitors’ registration rates and advertising fees for the 2019 annual meeting in St. Louis at the following levels:

	2019 St. Louis
Base exhibit fee	\$550
Corporate patrons	\$440 (20% discount + 200 lbs drayage)
Corporate members	\$495 (10% discount + 100 lbs drayage)
Full-page ad	\$300 (less corporate discounts)
Half-page ad	\$200 (less corporate discounts)
Covers	\$400 (less corporate discounts)
Guidebook ads	\$250 (per 10 seconds of screen time)*
Conf website (About/Reg/Loc pages)	\$200 (per month)*
Conf website (Other pages)	\$150 (per month)*
Full-price inserts	\$0 (not exhibiting; not corporate)
Discounted inserts	\$0 (exhibiting; corporates)
Attendees email list rental	\$200

The exhibitors’ registration rates are unchanged from 2018. Exhibitor table rates have been unchanged since at least 2008 Newport. *Website ad fees were provided by Advertising Manager. Guidebook ads are \$250 lower than last year.

The motion passed unanimously.

6. BAR The Finance Committee recommends approving the revisions to the Fiscal Policies Handbook, including this language in section 5.d.1

Typographical/editorial corrections that do not change content or dollar amounts can be quietly corrected by the AO and shared with the business office. Clerical errors to financial figures and totals (e.g., transcription errors, omissions, formula errors) discovered in the budget after final board approval may be corrected in the following ways:

- The AO is authorized to correct any and all financial errors, up to a total \$200 (treating both income and expenses as absolute numbers). A board vote is not required, but the AO must notify the board at that time, and make note in the next quarterly AO board report. This authorization should not be construed as authorization to amend budget decisions or reallocate funds. A board vote remains an option if adequate funding needs to be ensured for a specific line item.
- Board vote is required for cumulative corrections that exceed \$200.
- In all cases, the business office and any parties impacted by specific line items must be notified by AO in a timely manner.

The motion passed unanimously.

Before voting to accept the FY19 (2018/2019) budget as submitted by the Finance Committee, the Board discussed honoraria and travel fees submitted by the Program Committee for the 2019 convention in St. Louis.

It was moved by Susannah Cleveland and seconded by Misti Shaw to approve 5,000 dollars for the Program Committee as budget for guest speaker honoraria and travel for the 2019 convention in St. Louis. The motion passed unanimously.

7. BAR The Finance Committee recommends that the Board approve the FY19 (2018/2019) budget as submitted by the Finance Committee.

This includes use of the previously approved MLA Fund P8.00.

The motion passed unanimously.

Mark McKnight officially recognized the work of the Finance committee.

- j. Legislation (Kyra Folk-Farber)**
- k. Membership (Mallory Sajewski)**

The Board discussed the committee's recommendation that the conference registration rate for new members be extended; the lower rate will be offered to members in their first five years (rather than three). The Board agrees that this is a good idea.

- l. Nominating (Mary Brower)**
- m. Oral History (Therese Dickman)**

The Oral History committee suggested that the work of the MLA Archivist is beneficial to the work of the Committee, and it would be a good idea for the archivist to be an ex-officio member of the committee. Such an appointment would also facilitate coordinating the transfer of completed oral history materials to the MLA Archives.

It was moved by Joe Clark and seconded by Beth Iseminger that the MLA archivist be appointed as ex-officio member of the Oral History committee. The motion passed unanimously.

- n. Planning (Andy Leach)**

At this meeting, the Planning Committee discussed the post-conference survey, the MLA strategic plan, MLStEP's status within the MLA hierarchy/administrative structure, Humanities Commons Forum, the Membership Value Survey, and the Planning committee handbook.

Portland Post-Conference Survey

The Planning Committee's biggest takeaway from the survey is that plenaries should not be held on Saturday only. Having welcoming remarks and an opening plenary or keynote on Thursday morning is more successful. With regards to a plenary versus a keynote, the committee believes a keynote with the theme of diversity and inclusion would be especially powerful and effective. The survey respondents, including exhibitors, indicated that the exhibits should be held on all three conference days.

Survey responses indicated that offering streaming did not greatly affect in-person meeting attendance. Responses also suggest a need to market streaming much more effectively by the Publicity & Outreach Officer. Most people found streaming costs appropriate. While there was not conclusive information on the viability of an institutional rate for streaming, the committee strongly suggests offering one at the rate of \$125. The committee also supports the continuation of streaming rates of \$15 for MLA members and \$50 for non-members, which would take effect again after the 2019 Annual Meeting in St. Louis (streaming fees will be waived for the meeting in St. Louis). The Board will continue to discuss streaming fees in future meetings.

To help make the theme of diversity and inclusion successful at the 2019 Annual Meeting, the committee discussed encouraging more decentered meetings, such as an unconference or table-topic discussions. The committee feels that more scheduled dedicated interactions in meetings would be greatly appreciated by attendees. In addition, the committee noted post-survey responses that expressed confusion about how the program committee makes its decisions. For example, when a proposal is rejected, what was the criteria?

The Board discussed the committee's suggestions and observations about programming decisions and decentered meetings. Misti Shaw pointed out that allowing for an unconference or table-topic session would allow the membership to have a "voice" in the program without needing to have a session proposal accepted, etc. Andy Leach and Susannah Cleveland wonder if the Program committee could release how it rates proposals, or express what makes strong proposals. Anna Kijas explains that other conferences use peer reviewers for conference session proposals. Susannah Cleveland remembers how the former Hot Topics sessions were a good opportunity for the membership to come together and shape a program session.

Susannah Cleveland suggests that maybe we could utilize SurveyMonkey as a tool that would allow membership to register their interest or "vote" on a program proposal (one vote per person). In this way, the Program committee could make programming decisions partially based on what the membership expresses interest in seeing. Andy Leach will add this idea to the list of those he will present to program committee chair, Anne Shelley.

It was moved by Andy Leach and seconded by Susannah Cleveland that the committee consider trying to set aside a program slot for one of 3 selections of different session types for the Annual Meeting in St. Louis. The motion passed unanimously.

The committee continued in its post-conference report and addressed comments about the abundance of food at the 10:30 coffee breaks. The committee discussed the idea of the 10:30 food break being replaced by 8:00am breakfasts. There would still be 10:30 and 3:00 breaks for socializing and visiting the exhibits, but moving coffee and food earlier the morning could have the added benefit of providing the availability of a "free meal" for attendees, hopefully at a similar cost. An 8:00 am break also offers the potential benefit of enticing visitors to get to the conference earlier, and having a longer amount of time to eat and socialize before programs begin. Shaw notes that attendees are often late attending the programming that occurs directly after a 10:30 am coffee break.

The Board discussed the committee's observations and suggestions for adjusting the food breaks. Anna Kijas notes that this topic was discussed in the Finance committee meeting. We have to remember to take into account that vendors/exhibitors need to know when to expect visitors. Susannah Cleveland points out that food and coffee do bring visitors/attendees to the exhibitors hall, but, if visitors are busy eating, that doesn't necessarily provide an opportunity for them to chat with vendors. In addition, we should be careful about "promising" members a full breakfast when only lighter refreshments are offered. We do need to do a better job of communicating with attendees about food so that everyone can manage their expectations and improve their meal-planning.

The committee feels it would be beneficial to consider an option for registrants to pay extra for their registration to help others with conference-related expenses. The Board discussed several ideas about how someone could "sponsor" someone to attend a conference, or set aside funds for someone to attend a future conference. Susannah Cleveland suggests that if we add an Early Bird category for student registration, maybe those students would be eligible for any donated conference attendance funds. Any of these ideas would need to be coordinated with the Development committee and the Membership committee.

The committee also noted confusion and complaints stemming from space within hotel rooms, bed types, and whether or not cots/rollaway beds could be accommodated. The committee will speak to the convention managers about clarifying room information so that attendees can plan accordingly. If a hotel says a cot can be accommodated, convention managers need to confirm that this is indeed the case, and clarify which room types (1 king, 2 queen, etc.) cots are eligible to be added.

The committee reviewed the MLA Action Plan 2017-2018 of the MLA Strategic Plan and relevant committee reports, determined what progress has been made, what should be carried over, and what needs to be revised or added. Action items identified for this year are: 1) Convey the MLA Conference evolution process to all members; 2) Expand Membership opportunities at all levels of the Association; 3) Strengthen MLA's Oral History Archives; 4) Engage with other organizations and offer webinars and presentations.

It was moved by Joe Clark and seconded by Rachel Fox von Swearingen that the Board approve the MLA Action Plan 2018-2019. The motion passed unanimously.

Discussion of the proposal from MLSTeP was addressed in the New Business portion of this agenda, 13a.

o. Preservation (Treshani Perera)

The Preservation committee suggests that the MLA Archivist serve as ex-officio to the committee to serve in an advisory capacity, given the Archivist's knowledge and expertise relating to preservation.

It was moved by Andy Leach and seconded by Bruce Evans to approve the appointment of the MLA Archivists as ex-officio member to the Preservation committee. The motion passed unanimously.

- p. Program (Shelley)**
- q. Public Libraries (Nelsen)**
- r. Public Services (Sara Manus)**
- i. Instruction Subcommittee (Beckendorf)**

The Instruction subcommittee requests that the Board approve the Information Literacy Environmental Scan survey, to be offered via the MLA Survey Monkey tool. The Board has no reservations about a survey in general, but we have some suggestions for improvements to the survey.

It was moved by Susannah Cleveland and seconded by Misti Shaw that the Board approve the Instruction subcommittee's proposal to conduct a brief survey, being the Information Literacy Environmental Scan survey. The motion passed unanimously.

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

Per Ray Heigemeir's request, **it was moved by Susannah Cleveland and seconded by Beth Iseminger that the Newsletter editor be added as an official ex-officio member of the Web committee.** The motion passed unanimously.

The Board discussed Ray's suggestion that MLA cancel its subscription to LibGuides. They are not often used, and the guides are not as user-friendly or easy to create as they used to be. Instead, such content can be added using WordPress.

It was moved by Andy Leach and seconded by Joe Clark that MLA not renew its subscription to LibGuides in 2019, and to move all guides to WordPress, and to proactively inform the membership so members can be informed and begin using WordPress for their guides-related needs. The motion passed unanimously.

i. Web Manager addendum 1 (Katie Buehner)

Katie Buehner Skyped into the meeting to discuss two topics (addendums 1 and 2).

The first topic was about the 73 videos MLA hosts on its Vimeo site. Only a small portion of videos have been captioned/subtitled; the majority of MLA's videos are not meeting core accessibility standards. The Web Manager proposes using Amara, a crowd-sourced online captioning platform, to accomplish this task using volunteers. Katie reports that it only takes two hours to complete captioning for a short video, and 3-4 hours for a long video. There are a variety of options for the saved caption file types, including txt.

It was moved by Susannah Cleveland and seconded by Joe Clark that the Web Manager use Amara for MLA-focused crowd-sourced captions for MLA videos on the Vimeo website. The motion passed unanimously.

ii. Web Manager addendum 2 (Katie Buehner)

Katie Buehner discussed the content management system (CMS) of YourMembership (YM). YM is moving away from an "out-of-the-box" CMS, and will instead be offering a suite of services that will be more expensive for MLA. Katie thinks it might be a good idea to migrate MLA public website content to WordPress as an alternative to YM (see her board report). In order to test this migration, Katie proposes a trial by migrating the Cataloging and Metadata committee website into WordPress in 2018.

The Board asked about migration possibilities to Humanities Commons (HC), but Katie explained that HC doesn't have the capabilities we need yet. Tracey Rudnick wondered about how the directory and administrative structure (listing offices and committee appointments) will work after such a migration; Katie plans to investigate this as part of her trial. Katie added that we might be able to view better usage statistics by using WordPress.

It was moved by Beth Iseminger and seconded by Susannah Cleveland that the Web Manager do a pilot project with the Cataloging and Metadata committee to test WordPress viability as a replacement for YM. The motion passed unanimously.

10. Joint Committees

- a. **AMS, Joint Committee on RISM (Jim Cassaro)**
- b. **MPA/MOLA Joint Committee (Gottlieb)**
- c. **US RILM Office (Jane Gottlieb)**

11. Representatives to Other Organizations

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

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

12. Old Business

- a. **Membership auto-renewal**

Jim Zychowicz spoke to the Board about the topic of membership auto-renewal. For the purposes of book-keeping, auditing, and other business activities, auto-renewal is challenging to accounting. One major reason this is a challenge is because there are so many different membership categories. Importantly, auto-renew would lock members into specific membership types and its price for the year; this would require staff to review all transactions for accuracy and then manually update. In addition, there are downsides to members; for example: they wouldn't receive notification that they are enrolled or auto-renewed, they cannot opt out of auto-renew, and it automatically enrolls a person for auto-renewing other MLA payments. Jim does not think that auto-renewal is worth the many consequences that the business office staff and MLA members would endure.

13. New Business

a. MLStEP

MLStEP has proposed that it become a special project, under the Career Development and Services (CDS) committee, and that the group keep its administrative structure for elected officers. The Planning committee recommends that MLStEP officers be required to hold MLA membership, but other members will not be required to join MLA.

Other options for placement of MLStEP within the MLA administrative structure were discussed. For example, MLStEP could be an “affiliate” or a “chapter,” similar to MOUG.

b. Proposed new endowment award

A donor who wishes to remain anonymous has expressed interest in endowing a travel scholarship for paraprofessionals or public librarians.

It was moved by Susannah Cleveland and seconded by Joe Clark to charge the Development Officer to collaborate with the anonymous donor on a fund proposal in order to endow a travel scholarship for paraprofessionals or public librarians, in collaboration with the MLA president and vice president. The motion passed unanimously.

c. Music Library Advocacy Task Force: what do we do next?

The Board discussed the Music Library Advocacy Task Force report.

It was moved by Misti Shaw and seconded by Beth Iseminger that we create a Music Library Advocacy committee to address the recommendations of the Music Library Advocacy Task Force report. The motion passed unanimously.

d. Climate Survey Task Force

The Board discussed the work that has already begun by the Climate Survey Task Force. There’s no out-of-the-box solution for an assessment tool, especially since we will need deep data analysis. Mark Puente has recommended bringing in Kawanna Bright, a librarian through the Spectrum program who is finishing a PhD in data management and has studied climate surveys. Susannah Cleveland also discussed other aspects of the climate survey, including intellectual property and licensing, and a timeline. Preliminary results probably cannot be ready until January 2019.

The task force has submitted a budget proposal for a climate survey tool and analysis. Susannah Cleveland explains that the initial investment is steep, but when we reuse the tool/survey in the future, it will cost less. In addition, MLA really needs to dig into the data that will be collected via a climate survey, so the investment is worthwhile.

It was moved by Beth Iseminger and seconded by Bruce Evans that we approve the task force recommendation for a budget request of 5,000 dollars to conduct a climate survey. The motion passed unanimously.

e. Conference Program Workflow Task Force

The board discussed the task force.

f. mla-l

The Board discussed incivility on mla-l, and what can be done to address bullying, trolling, and other behavior that lacks in civility. A range of options were considered. Misti Shaw agrees to speak with list co-owner Dick Griscom, and will report to the Board about his thoughts. Then, the Board will consider next steps. Ultimately, the Board is committed to improving the environment of mla-l.

14. Adjournment

It was moved by Misti Shaw and seconded by Beth Iseminger that the Board adjourn at 6:14 pm. The motion passed unanimously. The Fall Board meeting will take place November 8-9, 2018 in Montreal, in conjunction with the joint meeting of the New York State-Ontario and New England chapters of MLA, with the Quebec chapter of CAML.

APPENDIX I: New Policies Adopted by the Board

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1. The MLA Humanities Commons space will be governed by the MLA Code of Conduct. 0c.
2. A Core Competencies for Music Librarians Task Force was created. 0d.
3. The Ad Hoc committee to review investments is dissolved, due to the 2012 reinstatement of the Investments Subcommittee, as described in section 6, Investments of the Fiscal Policy Handbook, wherein the subcommittee will evaluate the Associations investment account performance and risk profile every four years. 0e.
4. The convention manager handbook and the administrative handbook will be changed to align with one another on the topic of duration of appointment. 03.
5. The charge of the Advertising Manager was revised. 08a.
6. The Cataloging and Metadata committee's suggestion that the CMC chair serve as a member of the search committee for Music Cataloging Bulletin editor was accepted. 09c.
7. The Finance committee's recommendation of revisions to the Fiscal Policies Handbook were approved (section 5.d.1). 09.i
8. The MLA Archivist will serve as ex-officio member of the Oral History committee. 09m.
9. The MLA Archivist will serve as ex-officio member of the Preservation committee. 09.o
10. The Instruction subcommittee's proposal to conduct a brief Information Literacy Environmental Scan survey was approved. 09.ri
11. The Newsletter Editor will serve as ex-officio member of the Web committee. 09.u
12. The Music Library Advocacy committee was created to address the recommendations of the Music Library Advocacy Task Force report. 13c.