Tuesday Feb 25, 9:01 am to 5:37 pm.
Wednesday Feb 26, 9:00 am to 12:11 pm.
Saturday March 1, 10:00 am to 11:30 am.

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

Guests: Board members rotating on: Brian McMillan, Casey Mullin, Diane Steinhaus, Liza Vick Wendy Sistrunk, Convention Manager, 10:45 am on 2/25
Jim Zychowicz, Business Office, at 10:10 am on 2/26
Lindsay Hansen Brown, Development Officer, at 10:48 am on 2/26

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 Susannah Cleveland at 9:01 am.

Actions approved by the Board via email prior to this meeting:

0a. **It was moved by Anne and seconded by Jon to approve the draft survey by the Emerging Technologies and Services Committee.**

The ETSC survey was created so the committee could better plan future conference programming and professional development opportunities for members. The survey may be viewed here: https://www.surveymonkey.com/r/NKL8BG8.

The motion was approved.

0b. **It was moved by Misti and seconded by Jon to approve the Freeman Travel Grant Award committee’s set of recommendations for the distribution of the award in 2020.**

The motion was approved. Recipients were announced at the February 2020 Norfolk Business Meeting. Recipients are: Linda Bagley, Adaliz Cruz, Hang Nguyen, and April James.

0c. **It was moved by Bruce and seconded by Rachel to change the Newsletter editor position to two Newsletter co-editor positions.**
This proposal was initiated by Misti Shaw, chair of the search committee for Newsletter editor. Because several editor candidates expressed that the position entails many responsibilities, and suggested that the position might seem more manageable by adding a support team or co-editor, the search committee agreed that it would be best to have two co-editors for the position.

The motion was approved with one abstention.

01. Approval of Agenda

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

02. Recording Secretary’s Report Misti Shaw

It was moved by Rachel and seconded by Jon that the minutes of the October 2019 Denton, TX Board meeting be approved. The motion was approved.

03. Parliamentarian’s Report Rachel Fox Von Swearingen

From her report:

BAR: Approve the updated charge of the Career Development and Services Committee.

The changes below reflect 1) clarification on ex-officio appointments 2) necessary re-numbering of sections and 3) adding MLStEP as a special project

VI.H.8. CAREER DEVELOPMENT and SERVICES COMMITTEE

VI.H.8.a. CHARGE

The Career Development and Services Committee exists to provide ongoing programs that assist music librarians to secure suitable and relevant employment and to establish and maintain viable and meaningful career paths. The membership of the Committee seeks to provide experienced and unbiased mentoring and counsel on matters pertaining to career development and workplace dynamics. In addition, the Committee monitors developments in personnel-related areas and seeks to provide guidance through individualized counseling and, as deemed beneficial, sponsor or provide relevant Conference programming. The New Members Forum Coordinator, the Conference Mentoring Program Coordinator, the Diversity Committee chair, the Placement Officer, and an MLStEP representative elected officer, usually the MLStEP Chair, serve ex-officio on the Committee. A member of the Career Development and Services Committee serves as the MLStEP advisor. (rev. 4/2009) (rev. 10/2019) (rev. 2/2020)
**VI.H.8.b. NEW MEMBERS FORUM**

The purpose of the New Members Forum is to welcome first-time attendees and new members of MLA at the start of each annual meeting; provide an overview of MLA, including the structure of the organization, and how to navigate the annual meeting itself; provide an opportunity for new members to meet members of the MLA Board and various committee members and learn what MLA has to offer, especially to a new member. The New Members Forum Coordinator will serve as an ex-officio member of the Career Development and Services Committee.

The Subcommittee will plan an event just prior to the opening reception of MLA at each annual meeting. New members and first-time attendees will be invited, as well as various speakers and mentors participating in the Mentoring Program. (rev. 4/2009) (rev. 10/2019)

**VI.H.8.c. CONFERENCE MENTORING PROGRAM**

The purpose of the Conference Mentoring Program is to offer first-time attendees the opportunity to be paired with a mentor during the annual meeting. The Coordinator is appointed by the President for a four-year term, and serves ex officio on the Career Development and Services Committee. The Coordinator will solicit applications from first-timers and prospective mentors and match them based on their professional interests prior to the conference. The Coordinator will work with the New Members Forum Co-Coordinators in planning for mentors and mentees to meet each other as early as possible at the annual meeting, preferably before the opening reception. Mentors will answer questions about the structure of MLA, the purposes of the conference, and how those purposes are carried out in the various forums; attend a session, interest group, poster session, or exhibits with their mentee; perform introductions to people at the conference; and perhaps share coffee or a meal together. Mentors can further assist first-time attendees by being friendly and supportive contacts shortly before, throughout, and after the annual meeting. (added 1/2018)

**VI.H.8.d. MUSIC LIBRARY STUDENTS AND EMERGING PROFESSIONALS (MLStEP)**

The purpose of the Music Library Student and Emerging Professionals (MLStEP) is to connect students, prospective students, and librarians within the first five years of their career with interest in music librarianship. A member of the Career Development and Services Committee serves as the MLStEP advisor. MLStEP members govern their own administrative structure and membership, but elected officers of MLStEP are required to be personal members of the Association. An MLStEP elected officer, usually the MLStEP Chair, serves ex-officio on the Career Development and Services Committee. MLStEP recommends to the President which elected officer serves ex-officio on the Education Committee. (added 2/2020)
Context: Reference past Board meeting minutes concerning MLStEP
● MLStEP already has an advisor on the Career Development and Services Committee, 2018 Winter Portland, 06 President’s report; established in 2016 Middleton 09.k when the group was called MLSG and affiliated with the Education Committee
● MLA is hosting the MLStEP website, 2018 Fall Montreal 8.g
● MLA creates Early Career membership category and aligns it with MLStEP’s definition of emerging professional, 2018 Fall Montreal 09.k
● MLStEP adopted as a special project under the Career Development and Services Committee with its own administrative structure for elected officers, and those officers must maintain MLA memberships.
   ○ MLStEP request to be affiliated with MLA 2018 Spring Middleton 13.a
   ○ Codified by the Board 2018 Fall Montreal 09.n
● MLStEP representative ex-officios (Education, Career Development Services, Membership, Program, and Diversity Committees) to transition to Student/Early Career committee members, 2019 Spring Middleton 09.O
● MLStEP representative ex-officios to be retained for Career Development Services and Education committees, 2019 Fall Denton 12.c

This motion was approved.

BAR: Approve the updated charge of the Education Committee.

Changes reflect ex-officio clarifications.

VI.H.3. EDUCATION COMMITTEE

VI.H.3.a. CHARGE

To develop and coordinate continuing educational opportunities for a diverse audience including professional music librarians at all levels of their career and other professionals, paraprofessionals, and students regardless of whether they are MLA members or have a background in music or music librarianship. The committee should pursue both traditional and innovative delivery methods, both in person and digital. The committee will maintain a rotation of educational opportunities related to all aspects identified in the Core Competencies for Music Librarians and other evolving needs of the profession. An MLStEP elected officer serves ex-officio on the committee. (rev. 4/2009) (rev. 6/2017) (rev. 4/2019) (rev. 2/2020)

This motion was approved.

BAR: Approve the updated charge of the Planning Committee.
VI.H.21.b. MEMBERSHIP

The Planning Committee consists of five voting members. The Planning and Reports Officer serves as Chair of the committee. The Assistant Planning and Reports Officer, the Recording Secretary, and the Parliamentarian and Assistant Parliamentarian are voting members. The Planning and Reports Officer, Assistant Planning and Reports Officer, Recording Secretary, Parliamentarian, and Assistant Parliamentarian serve ex-officio on the Planning Committee. The Planning and Reports Officer serves as Chair.

This motion was approved.

BAR: Approve the updated charge of the Planning and Reports Officer and Assistant Planning and Reports Officer

Changes reflect ex-officio clarifications.

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. 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, with the Planning and Reports Officer serving as Chair. (rev. 2/2013) (rev. 9/2013) (rev. 9/2016) (rev. 1/2019) (rev. 2/2020)

This motion was approved.

BAR: Editing the Administrative Handbook to remove redundant use of the word “voting” to describe committee members and ex-officio appointments should be considered a grammatical edit, thereby allowing the Parliamentarian to execute the edit without putting each individual AH section change before the Board for a vote if no other changes are necessary.

Explanation:
All committee members, including ex-officio appointees, are full members of MLA’s committees with full voting privileges unless otherwise specified, as per the Administrative Handbook section VI.A.4. The only committees that currently specify non-voting members are the Cataloging and Metadata Committee and its subcommittees. But, the use of the term “voting” is inconsistent throughout the AH and has led to confusion. To facilitate the resolution of many Administrative Handbook inconsistencies sooner rather than later, and to use the Board’s time more effectively when meeting, the Parliamentarian believes it would be helpful to allow this type of edit without needing a full Board vote to approve it.

This motion was approved.

The following changes were made to the Administrative Handbook that are the result of previous Board votes:

II.F.19. MAINTENANCE OF RECORDS [Section removed]

The Administrative Officer maintains the records of the office of Administrative Officer so that they can be passed on to the next appointee in a timely fashion. The Administrative Officer also maintains an annual set of chapter, finance and committee reports and the membership lists for five years past. The Recording Secretary maintains the past 10 years of Board minutes. The Assistant Parliamentarian maintains the lists of the administrative and committee structure for five years past, a calendar of appointees (with the year of their appointments). When appropriate, papers and correspondence are submitted to the MLA Archives. For further information, consult the MLA Archives page on the MLA website. (rev. 5/2015) (rev. 2/2017) (rev. 5/2019)

II.F.20 19. PUBLICATION EXCHANGE

All newsletters and other publications acquired on exchange from other organizations should be received by the Administrative Officer, who forwards material as appropriate to committee chairs or other individuals within the administrative structure.

VI.H.8. CAREER DEVELOPMENT and SERVICES COMMITTEE

The Career Development and Services Committee exists to provide ongoing programs that assist music librarians to secure suitable and relevant employment and to establish and maintain viable and meaningful career paths. The membership of the Committee seeks to provide experienced and unbiased mentoring and counsel on matters pertaining to career development and workplace dynamics. In addition, the Committee monitors developments in personnel-related areas and seeks to provide guidance through individualized counseling and, as deemed beneficial, sponsor or provide relevant Conference programming. The New Members Forum Coordinator, the Conference Mentoring Program Coordinator, the Diversity Committee chair, the

VI.H.8.a. NEW MEMBERS FORUM

The purpose of the New Members Forum is to welcome first-time attendees and new members of MLA at the start of each annual meeting; provide an overview of MLA, including the structure of the organization, and how to navigate the annual meeting itself; provide an opportunity for new members to meet members of the MLA Board and various committee members and learn what MLA has to offer, especially to a new member. The New Members Forum Coordinator will serve as an ex-officio member of the Career Development and Services Committee.

The Subcommittee will plan an event just prior to the opening reception of MLA at each annual meeting. New members and first-time attendees will be invited, as well as various speakers and mentors participating in the Mentoring Program. (rev. 4/2009) (rev. 10/2019)

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

The Diversity Scholarship Awards Committee consists of three members, with staggered three-year terms, appointed by the President. The chair rotates each year to the member beginning the third year of their term. All members must be personal members. The Chair of the Diversity Committee serves ex officio on the committee. The Committee reviews applications and recommends to the Board annual recipient(s) of the MLA Diversity Scholarship Award. The scholarship award supports eligible student(s) in a master's program in library and information science (MLIS), and reflects the ongoing commitment of MLA to address the growing need for professional staff in music and performing arts libraries to better reflect the evolving demographics of students and faculty in these fields. In addition to financial benefits such as tuition support or relocation costs, successful applicants also receive a complimentary student membership in MLA, career placement assistance (mentoring program, resume review, career advisory service), and a forwarding of their application to the Kevin Freeman Travel Grant Committee. Selection is based on criteria reviewed annually by the Committee to ensure focus on outreach to underrepresented populations. The Committee will consult with the Chair of the Diversity Committee as needed. (added 5/2017; rev. 4/2018) (rev. 10/2019)

VI.H.23. DIVERSITY COMMITTEE

The committee will work to advance the organization’s efforts in diversity by encouraging the participation of groups historically under-represented in music librarianship; including, but not limited to: African Americans, Asian Americans, Latin Americans and Native Americans. The committee will advocate for the recruitment, retention and
advancement of members of these groups in MLA and in the profession. Activities will include advising the organization on issues of diversity, monitoring the organization’s efforts in this area, and supporting activities, events and initiatives advancing diversity in MLA. The Chair will also serve ex officio on the Diversity Scholarship Awards Committee, the Membership Committee, and the Career Development and Services Committee, and will consult with the Diversity Scholarship Awards Committee as needed. (approved 6/2014; added 5/2017; rev. 4/2018) (rev. 10/2019)

VI.H.11. LEGISLATION COMMITTEE

The Legislation Committee provides current information to the membership regarding the status of legislation and other legal matters likely to affect music libraries. When appropriate the committee prepares position papers representing the opinion of the membership for government agencies such as the Copyright Office. The Editor of the MLA Copyright for Music Librarians website serves as an ex-officio member of the Legislation Committee. The Chair of the Legislation Committee serves as the Association’s liaison to the ALA Legislation Assembly Subcommittee. (rev. 11/2013) (rev. 5/2014) (rev. 10/2019)

V.I.2. EDITOR

The editor of the Copyright for Music Librarians website solicits and develops content in collaboration with the MLA Legislation Committee, the MLA Web Manager, and the MLA Board and keeps content current. The editor responds to queries sent to the copyright website or forwards them to the Chair of the Legislation Committee for further consideration. The editor submits three Board reports each year (see V.A.3.a) plus an Annual Report (see section VI.D.7.) and sends copies to the chair of the Publications Committee. The editor serves as an ex-officio member of MLA’s Publications Committee and the Legislation Committee, and receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (rev. 7/2011) (rev. 3/2014) (rev. 2/2017) (rev. approved 5/2013, updated 7/2018) (rev. 10/2019)

VIII.B.1. AUTHORIZATION AND RENEWAL

The President may authorize the establishment of an interest group for a period of four years.

Upon expressions of interest from MLA members, the President will then ask for six letters of support from members in good standing of the Association to be sent to the Assistant Planning and Reports Officer (APRO), identifying a common area of concern; the President will be notified when six letters are received. Application for an interest group can be made at any time during the year, with the term of the interest group beginning at the end of the next annual meeting.
Renewal of the authorization for another four years also requires six letters of support from members in good standing. The letters, which may be in either paper or electronic form, are due to the APRO by February 1 of the year of expiration. After the February 1 deadline the APRO will report to the President whether those interest groups have been renewed or not.

Letters of support may be submitted by members of any membership category, but limited to only one letter per interest group per membership.

The President may dissolve an interest group at any time, if it appears that it no longer serves a need or that a committee of the Association could carry on its work more effectively. An interest group that has not been renewed may again be authorized after a hiatus of at least one year following the same guidelines for the establishment of a new interest group. (rev. 9/2012) (rev. 5/2013) (rev. 9/2016) (rev. 10/2019)

II.A.5.c. FISCAL DUTIES

1) Dues. Membership dues (regular, paraprofessional/non-salaried/part-time, sustaining, student, early career, retired, corporate, and institutional membership categories) for all membership categories are set by the Board. (rev. 5/2013) (rev. 1/2019) (rev. 10/2019)

2) Authorizes Financial Depositories. In consultation with the Administrative Officer, the Board approves the depository for monies and negotiable instruments in the name, and to the credit, of the Music Library Association. Investments in long-term instruments are designated as Unrestricted, Temporarily Restricted, and Permanently Restricted. (rev. 6/2008) (rev. 3/2011)

3) Budget and Expenditures. The Board approves an annual operating budget prepared by the Finance Committee for each fiscal year, authorizes expenditures as specified therein and approves amendments to the budget as they occur throughout the fiscal year. The fiscal year begins July 1 and ends the following June 30. The Board also approves requests for extraordinary disbursements. Financial matters brought to the Board’s attention are usually referred to the Finance Committee before official action is taken. No money, beyond that which is budgeted, is spent in the name of the Music Library Association without prior, formal approval by the Board. In consultation with the Fiscal Officer, emergency budget action may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President and the Recording Secretary. Such action is subject to ratification at the following Board meeting. If during the course of a fiscal year the Board approves unbudgeted expenditures, it amends the budget and identifies the source of income that is to cover the expenditures. Depletion of the Association’s reserves is to be avoided. (rev. 5/2014) (rev. 5/2015) (rev. 3/2016)
4) Definition of “Budget”. MLA’s annual operating budget lists all of the planned income and expenses for the organization for the coming fiscal year, including programming and administrative expenses; this includes the convention and awards. MLA also issues separate financial reports and statements about financial positions, such as balance sheets, investments, assets, liabilities, and general indications of financial soundness and organizational stability. (added 3/2016)

II.A.4.f.2. VOTING AND OTHER ACTION BETWEEN MEETINGS
Voting and other action between meetings should be restricted as much as possible to items that require action, due to deadlines or other need for expediency, before the next formal Board meeting. The President shall provide a timeframe for discussion and voting when introducing the issue, warn when discussion is to end, and call a formal vote as if in a regular Board meeting. These actions may occur through any reasonable form of remote communication that allows for participation from all Board members. As if in a Regular Board meeting, upon a motion and a second, the President states the motion and the period of discussion, followed by closing the discussion and putting the question to a vote, if applicable. The President states the period for voting and, when the vote has been taken, announces the result. To facilitate a more timely voting process in asynchronous communication, Board members should state their vote, including abstentions, before the end of the voting period. The Recording Secretary shall take minutes of the discussion, record the vote, and add it to the minutes of the following formal meeting of the Board. Personal approval obtained separately from Board members outside this formal structure does not constitute a vote. (rev. 3/2011) (rev. 10/2019)

II.A.4.c. ATTENDANCE AT BOARD MEETINGS
Board meetings are open to members of the Association, who may attend as auditors, except that the Board may meet in executive session at its discretion.

During executive session, the Board may exclude anyone not currently serving on the Board, and has the option of excluding any non-voting Board member. The Board may also choose to exclude a voting Board member from the portion of executive session business that concerns the nomination, recommendation, or appointment of that Board member to another position in the Association. (rev. 10/2019)

04a. Administrative Officer’s Report Tracey Rudnick

From her report:

BUDGET REPORT FY2020 (YTD through 1/30/2020)

INCOME
As of January 30, 2020, total income was $292,509.59, which is 67.09% of the budgeted income of $435,970. (By contrast, at this time last year total income was $337,705.84, or
76.7% of the budgeted income of $440,288. We can expect a significant boost still from publications income.

**Dues (1.0) and Membership – MLA and IAML**

As of January 30, 2020, FY20 dues income was $138,315, which is 93.08% of the budgeted amount of $148,605. This includes MLA and IAML dues. MLA dues alone are at $125,170, or 93% of the budgeted $134,035, with individual, corporate, and institutional memberships all at 92% to 95% of their budgeted amounts. This is the first year for the Early Career category. It is at $4,305, or 194.36% of the budgeted $2,215. (The regular individual rate is not substantially behind, at 92.58%.)

Total IAML dues received for CY2019 were $16,435, at 96% of the budgeted CY2019 $17,150. IAML dues CY2020 YTD are at $12,665, or 87% of the $14,570 budgeted for CY2020.

Total membership as of January 30, 2020 (830 total) is at 92% of last year’s final totals. (Last year, the YTD membership was at 89.27% of the previous year’s totals.)

<table>
<thead>
<tr>
<th>MLA Members</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20 YTD (1/30/2020)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Member US *</td>
<td>419</td>
<td>417</td>
<td>351</td>
</tr>
<tr>
<td>Regular Member non-US</td>
<td>23</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>Institutional Member US</td>
<td>182</td>
<td>163</td>
<td>150</td>
</tr>
<tr>
<td>Institutional Member non-US</td>
<td>69</td>
<td>67</td>
<td>68</td>
</tr>
<tr>
<td>Student Member US *</td>
<td>65</td>
<td>62</td>
<td>57</td>
</tr>
<tr>
<td>Student Member non-US</td>
<td>1</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Retired Member US</td>
<td>35</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>Retired Member non-US</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Sustaining Member US *</td>
<td>50</td>
<td>56</td>
<td>50</td>
</tr>
<tr>
<td>Sustaining Member non-US</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associate Member US</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Associate Member non-US</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Corporate Patron US</td>
<td>5</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Corporate Patron non-US</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Corporate Member US</td>
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<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Corporate Member non-US</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Paraprofessional US</td>
<td>47</td>
<td>51</td>
<td>36</td>
</tr>
<tr>
<td>Paraprofessional non-US</td>
<td>0</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Early Career Member (new FY20) *</td>
<td>N/A</td>
<td>N/A</td>
<td>41</td>
</tr>
<tr>
<td>Early Career Member non-US (new)</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>904</td>
<td>898</td>
<td>830</td>
</tr>
</tbody>
</table>
Including FY20 gratis for 8 Individual, 1 Student, 1 Early Career, and 10 Sustaining ($140 gratis, paid $140). Totals do not include an additional minimum 14 Honorary Members (gratis) known to be living, and a few more of uncertain status. (Sources: QuickBooks report pulled and amended by Rudnick; list of honorary members.)

<table>
<thead>
<tr>
<th>IAML</th>
<th>CY18</th>
<th>CY19</th>
<th>CY20</th>
<th>(last year at this time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>79</td>
<td>90</td>
<td>51</td>
<td>62</td>
</tr>
<tr>
<td>Institutional</td>
<td>86</td>
<td>80</td>
<td>70</td>
<td>77</td>
</tr>
<tr>
<td>Total</td>
<td>165</td>
<td>170</td>
<td>121</td>
<td>139</td>
</tr>
</tbody>
</table>

**Dues (1.2) – Chapters**

$5,500 in FY20 YTD chapter dues has been received by MLA on behalf of eight chapters, including NEMLA for their first year; $3,928 has been remitted back to chapters, with the remainder to be paid at the end of FY20 (or earlier, as needed). The New York State-Ontario chapter (NYSO) may come on board this spring.

**Sales (2.0)**

The budget report shows *Notes* advertising income (2.012) at $13,665 of the budgeted $19,000; this includes both sales receipts and invoiced amounts, and is comparable to last year at this time. Actual paid-for sales as of January 30 totaled $11,479. Online advertising (2.06) has generated $8,710 in sales, or 151.48% of the budgeted $5,750. (Thank you Steve Mantz, Advertising Manager!)

MLA has received $1,640 in *Notes* royalties (2.014). Totals for Project MUSE and JSTOR should increase radically in the spring, and likely will come close to budgeted amounts. (In past years, the winter budget reports showed about 50% of the Project MUSE and JSTOR income, but that was invoiced estimates, not actual income; income from the recently completed calendar year arrives by April, and is applied backward to January-June and July-Dec.) *Notes* income is a substantial portion of MLA’s revenue. Thank you to *Notes* editor Deborah Campana, the *Notes* staff, and A-R Editions’ production team!

MCB subscriptions (2.03) have yielded $5,775 in income (96% of the budgeted $6,000). Thank you Christopher Holden!

Other non-*Notes* royalties (2.05) include $385.40 received from the Scarecrow Press (Rowman) for CY2018 royalties, which were received too late to be applied to FY2019. CY2019 royalties by contract *should* arrive in March. In the spring, MLA will receive $4,684.50 in CY2019 royalties from MLA’s joint publications with A-R Editions. This far exceeds the budgeted amount of $2,500. Many thanks to Jim Zychowicz for his shepherding of these monographs. A great deal of expertise, coordination, and care goes on behind the scenes, and the series are an important part of fulfilling MLA’s mission. Thank you also to MLA’s many monograph authors and editors!
MLA earned $4,407 in royalties from ALA-MLA collaborations. $507 is from Basic Music Library sales (thank you BML team). The remaining $3,900 is from webinars, some of which has been paid out to the presenters (see thanks below). An additional $2,216 royalty for an e-course just arrived, and is not reflected in the budget report.

Meetings (3.0)
As of January 30, 2020, income for Norfolk was $117,057, or 84.16% of the budgeted amount. This includes MOUG and pre-conference income. Annual meeting registration income was $76,865, which is 90.59% of the budgeted amount. As of January 30, the pre-conference workshop was under-enrolled and income stood at $520; it is hoped that late advertising will bring enough attendees to break even. Exhibit income is at $20,295, or 86% of the budgeted $23,595. Convention web advertising is at $1,480, exceeding projections by $380. Convention email list rental brought in $1,400 ($400 more than budgeted). MLA has received $3,600 in Meeting Contributions (3.014), with $2,000 from Theodore Front, and the rest from chapters. Final numbers will be available after the meeting.

Other Income (5.0): Amazon Smile has brought in $96 in FY2020 YTD.

EXPENSES
As of January 30, 2020, total expenses were $145,524.29, which is 31.87% of the budgeted $456,676.

Meeting (10.0)
The majority of meeting expenses, notably catering and equipment costs, will be invoiced and paid immediately after the conference. As mentioned in the fall report, 2020 meeting expenses thus far include a $5,000 deposit paid to the Hilton Norfolk (to be applied to the catering line) and $2,670 deposit for exposition services. Since then, additional payments include $817 for conference programming (business office), $625 liability insurance, and total $870 YTD for the Sched app and software. A $3,000 deposit was paid to V-Cube for streaming services, out of $6,475 total due.

Program (speaker) expenses are coming in under the $4,000 budget at $675 (not yet reflected in the budget report). This includes $75 in speaker honoraria and $600 in travel reimbursement.

A $200 fee related to applying for Virginia state tax exemption was charged to 10.017 Convention Contingency. Last year the total tax exemption had reduced the St. Louis Hilton bill by $11,918.

Miscellaneous (11.0)
$4,750 in investment fees have been paid YTD, out of an estimated $8,700. Bank and credit card fees are $7,511 YTD. Of $2,000 budgeted, $1,000 remains unawarded in the Chapter Support line (line 11.03).
**Awards Issued (12.0)**
The Freeman Travel Grants checks were sent to four recipients (total $2,400). Checks for the remaining FY2019-2020 awards ($300 Hill, $225 O’Meara) are in process and will be granted to awardees during the MLA Business Meeting. (Gerboth funds were approved but there is no award this year.)

Funds for the Bradley and Gerboth awards (if combined, per recent board vote) now exceed $50,000.

**Management Services (6.0)**
$2,566 was paid to the AON Association in January 2020 for MLA’s 2020 Directors & Officers Insurance. This is a $21 increase over last year. $125 was paid to TRAC HIQ (a registered agent company). This is required for MLA’s corporate status in D.C. They serve as an official, physical address where legal papers are served. FY2019 audit and CY2019 tax form 990 preparation fees YTD were $12,750. This remains under the budgeted amount of $13,950, but one more bill is likely to appear. The check for the $300 MLA Archives processing subvention was being prepared at this writing and is not yet in the budget report.

Legal fees so far are at $4,935, or 141% of the budgeted $3,500, with more invoices likely. All billable hours YTD (14.1 hours at $350/hour) were related to the Broude Trust. (Last year FY19 legal fees totaling $6,580 exceeded the budgeted $2,500 by 263%.) This issue has been referred to the Finance Committee.

Fall 2019 Denton board travel was under-expended by $1,790. Other management fees are as expected.

**Program Expenses (7.0)**
At this writing checks were being prepared for $2,124 for CMC travel to ALA Midwinter (this does not appear in the budget report), in addition to $384 paid for another committee member. This is about half of what was paid last year for Midwinter. Annual expenditures for this line fluctuate, depending on city of origin, in relation to conference locations. (This year, one attendee was also budgeted but did not travel as expected.) The Finance Committee approved a $100 RDA preconference for one attendee, which was absorbed by other savings in that line. No-one from the Legislation Committee travelled to ALA Midwinter this year, so there will be some savings.

**Other Member Services (Including Organizational Dues) (8.0)**
YTD Other Member Services for FY20 is at $3,455, or 22% of the budgeted $15,695.

Of this, $812 of the remaining CY2019 IAML dues were remitted in December 2019, bringing the total remitted CY2019 IAML dues to $8,652. CY2020 IAML dues are coming
in, but have not been remitted; this makes up the bulk of section 8.0. (Thank you to IAML Treasurer Thomas Kalk for his collaborations.)

Publicity and Outreach Officer expenses are at $2,083 chiefly for AMS in November 2019 and a well-received visit to the Bloomington Library School. Thanks to Lisa Shiota for all of her efforts!

NISO dues (8.031) increased for the third year in a row ($535 in 2018; $550 in 2019; and $560 in 2020).

Publications (9.0)
No books have been published in FY20 YTD in MLA’s monographic series with A-R Editions, so there are no honoraria to report. (Honoraria YTD are for the series editor honoraria pre-dating FY20, noted in the fall 2019 Denton report.) Scarecrow and A-R’s monograph royalties will be paid out later this fiscal year.

When Notes Assistant Editor Michael Fling suddenly stepped down after years of diligent, excellent service, his unexpended honorarium funds (9.0612, grandfathered under the old honorarium model) were used to cover emergency editing for two issues by David (Jack) Knapp (thank you!). Expenditures will not exceed budgeted amounts. The position’s successor, Scott Stone, moves to the new honorarium model of gratis membership and conference registration, and started soon enough to receive registration for Norfolk (not in last spring’s budget; approved by email by the Finance Committee).

Notes printing stands at $14,312 expended out of $47,000 budgeted. Last year Notes finished at $38,585.

ALA webinars/e-courses: $2,000 honoraria were paid out. This includes Michael Duffy and Heather Fisher ($250 each for the 8/9/2019 webinar Coping with Burnout); Stacey Krim ($500, 10/17/2019 webinar on Music Archives Forensics and $500, 11/13/2019 webinar on Archives for Beginners); and Kristi Bergland and Sonia Archer-Capuzzo ($250 each, 12/4/2019 webinar on Getting the Most out of Student Interns and Volunteers). A check was being prepared for Sonia Archer-Capuzzo’s e-course, Using Controlled Vocabulary in Music Cataloging at this writing, so is not in the budget report ($1,000 development, $500 presenter fee). Thank you to presenters, instructors, and coordinators for their valuable contributions!

See below for Open Access projects.

INVESTMENTS
Fund totals for September 30, 2019, and for December 31, 2019 (and preceding quarters):
<table>
<thead>
<tr>
<th>Fund Totals (Fidelity + Calvert) As of 12/31/2019</th>
<th>Donations Oct-Dec, 2019</th>
<th>Adjusted Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley</td>
<td>10,448.61</td>
<td>10,598.61</td>
</tr>
<tr>
<td>Diversity</td>
<td>71,440.21</td>
<td>71,980.21</td>
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<tr>
<td>Gerboth</td>
<td>41,094.13</td>
<td>41,094.13</td>
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<tr>
<td>Duckles</td>
<td>47,772.23</td>
<td>47,772.23</td>
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<tr>
<td>Hill/O’Meara</td>
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<td>11,901.06</td>
</tr>
<tr>
<td>Epstein</td>
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<tr>
<td>Freeman</td>
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<tr>
<td>Wicker</td>
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<tr>
<td>Ochs</td>
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<tr>
<td>RILM</td>
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<tr>
<td>Ratliff</td>
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<td>56,096.27</td>
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<tr>
<td>Coral Travel</td>
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<tr>
<td>PPL Travel</td>
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<tr>
<td>IAML-US Mtg</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>595,749.32</strong></td>
<td><strong>598,104.32</strong></td>
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<tr>
<td>MLA Fund (UR)</td>
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<td><strong>1,122,061.41</strong></td>
</tr>
<tr>
<td>Mo. mkt - Awards</td>
<td>14,445.00</td>
<td>14,445.00</td>
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<tr>
<td>Austerity</td>
<td>50,058.49</td>
<td>50,058.49</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,781,734.22</strong></td>
<td><strong>1,784,669.22</strong></td>
</tr>
</tbody>
</table>

(Total donations: $2,935)

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

Patrick Wall (MLA Business Office, thank you!) said that for July-September 2019, “investment account earnings continued to be positive but not at the same pace as in April-June. We had gains across all accounts (net of our own deposits and withdrawals) of $20,750.16 compared to gains of $53,284.59 in the prior quarter. Investment earnings were approximately a 5.1% annual rate of return on the beginning balance at 7-1-19. This nudged down slightly from the 6.8% return in the full prior fiscal year.” For October-
December 2019, Wall said, “it was a terrific quarter. We had gains across all accounts (not counting our own deposits) of $77,903 building on gains in the two prior quarters of $20,750.16 and $53,284.59 respectively.”

Transfers:

- **Awards funds for FY20** ($14,445) were transferred from the Fidelity Y94 Temporarily Restricted Awards subaccounts to the Fidelity Z49 money market, as a holding place until funds are transferred to checking and expended, or will be returned to Y94 (if unexpended).
- To cover the Calvert share of that $14,445, and **rebalance the Fidelity/Calvert awards accounts**, $3,754 was taken from the Calvert award lines (using proportional formulas), deposited into checking, then transferred via check into the corresponding Fidelity Y94 (Temp Restricted) award lines.
- **Austerity funds**: the board voted in Denton to approve the transfer of Austerity funds ($49,587.60) from the Fidelity Z49 money market to the Fidelity balanced account Y99 (for better earnings). AO Rudnick transferred the approved amount on January 15, 2020. However, those funds had investment earnings that accumulated between the date the proposed vote was written, and the date of transfer. The Finance Committee approved transfer (pending) of those investment earnings, totaling $470.89.
- **Other approved funds transfers**: in Denton, fall 2019, the board approved transfer of $140,000 surplus funds to the conservative Y94 account. (The board may wish to consider transfer to the balanced Y99 account in the future.) AO Rudnick waited for meeting minutes, and waited to discuss the large transfer with Fidelity Advisor Charles Cristin (phone call 1/14/2020) to see if there is a benefit to dollar cost averaging versus lump sum. Transfers have not commenced, but will likely be carried out in monthly or bimonthly installments, in part so the business office and AO can monitor operational funds and adjust accordingly.

**Y94 (Conservative Account) profile**: AO Rudnick worked with Cristin to update the Fidelity Y94 account profile as per the Denton fall 2019 board vote. The update did not change the Y94 investment strategy. The profile is still 80/20 bonds/stocks. However, Fidelity now has a more accurate profile, and the board refined its understanding of MLA’s finances, security, and goals.

**Socially responsible investing**: AO Rudnick discussed socially responsible investing with Cristin. (Background: MLA is seeing (1) if we can get investing under one roof, e.g., at Fidelity, and still offer socially responsible options, and (2) if the socially responsible Calvert funds are doing what we think they are doing.) Back to Cristin: a more detailed accounting is available, but in short, it appears that Fidelity’s five offerings (mutual funds) are very specific, e.g., women’s leadership, sustainability index, etc., and that four of the five are 90% in stocks, which is not where MLA’s profile is (the balanced account is at 40/60 bonds/stocks), plus the funds would need to be managed hands-on by MLA (though fees would be lower as a result). MLA is not likely to find this practical. Pat Wall is looking into the Calvert question.
OPEN ACCESS PROJECT(S)

OA income update: the OA Songbook campaign as of January 30, 2020 raised $43,060.83 total via donations through MLA ($33,500 FY19 and $4,750 FY20 YTD) plus $4,810.83 via the IndieGoGo campaign. Of that, $3,250 arrived after the last AO board report, including $2,500 from Duke University. OA Editor Kathleen DeLaurenti said (1/31/2020 email to AO Rudnick) that some institutions will pay upon receipt of the physical copy, and [co-publishing partners] University of Virginia and the Arthur Friedheim Library [Johns Hopkins Peabody Institute] are waiting on final expenses before sending their contributions.

OA Expenses associated with publishing the Open Access Songbook have not been invoiced or paid. DeLaurenti indicated that she hopes to have all funds paid out by April 2020, pending resolution of some details with agreements. [AO Rudnick notes that payment before April may be ambitious, given the post-conference payment processes; we will aim for this fiscal year.]

AUDIT

The 2019 Final Audited Financial Statement (FY19) and Tax Form 990 were amended, then signed and submitted November 15, 2019. This year the financial statement includes a new section outlining functional expenses, that can help give a picture of the organization’s spending patterns. Also, this year, MLA’s Annual Report in its new web format will include a link to the full financial statement, rather than an excerpt, and will be similar to what used to be printed in Notes. The added context will benefit interested readers. Once again, our sincere gratitude is due to Pat Wall and Jim Zychowicz, and to SVA, for their expertise, hard work, and diligent preparation. We thank them for another successful audit!

(A note about audits: they help ensure accuracy and transparency of MLA’s finances, and promote good practices in accordance with the Generally Accepted Accounting Principles (GAAP). They are a reasonable (but not foolproof) safeguard against inaccurate financial reporting or fraud. They can signal integrity, professionalism, and transparency to members, donors, vendors, and government bodies.)

AO Rudnick conferred with auditors regarding the Broude Trust and assembled a summary for the board.

1099s for CY2019 were prepared and mailed in January 2020, with accounting firm SVA’s assistance.

OTHER ACTIVITIES

Election
MLA held elections for a Vice-President/President-Elect, a Recording Secretary, and three Members-at-Large to serve starting in 2020. Voting was open Monday, October 28
through Friday, November 15, 2019. 469 ballots were sent to eligible members using Survey Monkey's anonymous ballot capability. 324 responses were received, all valid, for a response rate of 69%.

(For this election, and likely future elections, a Web Committee member (Steve Henry) worked with Nominating Committee chair (Gerry Szymanski) and AO Tracey Rudnick to post candidate biographies online and set up secure ballots in the survey app. The AO administered the election and reported results to the president. Thank you Steve and Gerry!)

The New Members Board Packet was updated with the input of board officers Jonathan Sauceda, Kimmy Szeto, Susannah Cleveland, and AO Rudnick. Assistant Fiscal Officer Anne Shelley assisted with officer honoraria requests for payments (RFPs) this quarter.

Assistant Administrative Officer Janelle West extracted, edited, and formatted the annual snapshot of the Administrative Structure (to be deposited in the MLA Archives).

Closing Comments
Many thanks go to outgoing Assistant Administrative Officer Janelle West, not only for her support and many activities behind the scenes this year, at a time of transition at her own institution, but for her outstanding service as AO/AAO these past four years. She implemented many improvements over her time, including continued standardization of data, and more regularized handling of quarterly financial transactions, and she laid the groundwork for recent votes related to investments. Her knowledge, experience, generosity of spirit, and fellowship will be sorely missed.

After Tracey summarized the above report for the Board, she added that the Assistant Administrative Officer search is underway. She also added that Steve Mantz is doing a terrific job as Advertising Manager.

Tracey offered to answer questions from the Board.

Rachel asks about the Open Access Songbook: how are we keeping track about which schools have paid for the print version? Tracey explains that there is a spreadsheet, that Open Access editor Kathleen DeLaurenti is keeping track, and that the AO’s have access to it.

05. Past President’s Report Mark McKnight
From his report:

This past November I had planned to attend the Greater New York Chapter’s fall meeting at the New School in New York City in partial fulfillment of my responsibilities as Past President. Unfortunately, I was unable to travel to New York due to illness. I was very sorry to miss this meeting.
I have been working with incoming Vice President/President-Elect Liza Vick to ensure a smooth transition as I rotate off the MLA Board at the end of the upcoming Annual Meeting in Norfolk. I have also made myself available to President Susannah Cleveland for occasional advice and consultation and have enjoyed the opportunity for face-to-face interactions provided by our proximity to each other.

It has truly been one of my greatest honors to serve MLA in this leadership position, and I have especially enjoyed working with each of the Boards with whom I have served over the past four years. It is because of their good judgment, talent, bonhomie, and commitment to our organization, as well as that of our membership, that I have every confidence in a bright future for MLA and our profession.

After summarizing his report for the Board, Mark expressed how sorry he is that he can’t attend the Board meeting in Norfolk in person. He thanked Liza Vick for her willingness to represent him at the chapter chairs meeting during the Norfolk conference.

Mark noted that it’s been an amazing four years, and that he’s very confident in the direction that MLA is going in.

Susannah remarked that Mark has done such a splendid job; Board members gave a round of applause.

06. **President’s Report** Susannah Cleveland

From her report:

I’ve been busily working on contracts, including finalizing the Open Access Song Anthology agreements, signing the re-negotiated ALA webinar and e-course agreements, and (probably by the time of our meeting but not yet done) the publishing agreement with the Society of American Archivists for the DACS supplement for music. Following some casual talks with the leadership from the Theatre Library Association about a potential joint meeting in 2021, I participated in a Zoom meeting with their President, Francesca Marini, their Vice President, Diana King, and TLA Board members who are also MLA members, Rachel Smiley and Scott Stone. We discussed potential logistics of a joint meeting and came to the conclusion that for the 2021 meeting, the main cooperation would be over the program; they conduct most of their meeting virtually, so they don’t need additional meeting spaces, apart from space for one general assembly. In support of making the program a truly joint endeavor, I suggested that at least one of the two open Program Committee positions go to someone who is active in both organizations and that we also reserve a one-year liaison spot for someone from TLA who might not otherwise be involved in MLA. The TLA Board subsequently met and are in enthusiastic support of this joint meeting, and they have already proposed potential Program Committee members. I’ve passed the word of the joint meeting to next
year’s Program Chair, Joy Doan, and to the Convention Managers, and there will, undoubtedly, be many discussions still to come as we figure out the best ways of managing this endeavor.

As reported earlier, Holling Smith-Borne and I have put together a Strategic Planning Task Force ready to hit the ground running: Erin Conor; Terry Lewis; Ruthann McTyre; Chuck Peters; Charley Roush; Lisa Shiota; and Matthew Vest. I’m grateful to them all for volunteering—or stepping up with minimal arm twisting—and I think they’ll do an excellent job of representing the myriad facets of MLA and our members. I’ll be meeting with them in Norfolk, and Holling is going to make some remarks at the Business Meeting about their process.

I am also meeting with a few folks during the meeting about what ideas members might have to make MLA more welcoming to classified staff members while also considering what we, as an organization, might do to improve the working conditions for many of these members. Both of these were prevalent themes in last year’s Climate Survey, and I’d like to explore what work might be done in this area. This began as a discussion around a potential program proposal for advocating for classified staff members in the workplace but could lead to something more formal if feasible ideas rise to the surface.

Finally, as Mark McKnight prepares for his exit from the Board, I’d like to offer a huge thank you to him for his wisdom, patience, and intelligence. He has been the best President and Past President that a fellow officer could wish for. Similarly, Janelle West has spent the last four years tackling the complicated inner workings of our association with remarkable good cheer, generosity of spirit, and empathy. I will be forever indebted to both Mark and Janelle for their kind wisdom and their uncanny ability to talk me down when I get riled up. We will all miss these two, as we’ll also miss Rachel Fox Von Swearingen, Bruce Evans, and Beth Iseminger; you’ve all been class acts who’ve made the Board better with your presence and contributions. Thank you.

Susannah provided additional updates to the Board.

- An agreement has been finalized with the Society of American Archivists for the publication of *Archival Description of Music Materials, A Supplement to Describing Archives: A Content Standard*. This publication and association with SAA is good for MLA; it helps to show the importance of music description and increase our organization’s visibility.
- The Open Access Songbook Anthology agreements have been signed.
- MLA Archivist Melissa Wertheimer is archiving the MLA website through the Library of Congress.
- Kris Shanton has agreed to be the program committee chair for the combined conference because Joy Doan has stepped away from program committee chair.

Susannah offered to answer questions from the Board (there were none). She expressed gratitude for the opportunity to serve MLA in the role of president.
07. Editors’ Reports
The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting. In all instances, the Board thanks the editors for their service to MLA.

a. Basic Manual Series (Kathy Abromeit)
b. Basic Music Library (Daniel Boomhower)
The Board briefly discussed whether a fifth edition of Basic Music Library would be an online publication, a print publication, or maybe a combination of both. In addition, the Board briefly discussed whether an online publication would benefit from being open access, especially given how many people would benefit from the content being freely available online. Susannah suggested that for a fifth edition, there would need to be a Basic Music Library team to tackle ongoing work, particularly if the publication is solely online.

c. Copyright Website (Marci Cohen)
d. Index and Bibliography Series (Maristella Feustle)
e. Music Cataloging Bulletin (Chris Holden)
f. Newsletter (Michelle Hahn)
g. Notes (Deborah Campana)
h. Technical Reports (Jon Saucedo)
i. Open Access (Kathleen DeLaurenti)

08. Special Officers’ Reports
The Board reviewed all reports received. In all instances, the Board greatly appreciates the officers’ contributions to the organization.

a. Advertising Manager (Steve Mantz)
b. Convention Managers (Wendy Sistrunk and Andrew Justice)
Convention Manager Wendy Sistrunk came to the Board meeting to discuss the status of the 2020 Norfolk meeting thus far. Assistant Convention Manager Andrew Justice was unable to attend the Norfolk meeting due to familial obligations. Wendy expressed her gratitude for the many MLA members who have agreed to assist in convention responsibilities in Andrew’s absence.

Wendy noted that at 395 registrations, we met our goal for Norfolk. It is especially remarkable how much communication was involved in getting us to this point, given that when Norfolk was selected as the 2020 location, the hotel had not even been constructed yet. She invited everyone to provide feedback pertaining to the hotel and its services.

Susannah asked Wendy about whether she thinks MLA should pursue another multi-year hotel contract for future MLA meetings. Because the current contract has kept rates down for rooms, coffee breaks, etc, Wendy believes that yes indeed, having a new multi-year contract would offer many advantages to MLA but that we should consider a shorter-term agreement, update our bid request based on what we’ve learned these past few years, and be open to other hotel chains.
Before Wendy left the meeting, the Board gave her a round of applause for her hard work.

c. Development Officer (Lindsay Brown)
   See 9.e, Development Committee report

d. Placement Officer (Sara Outhier)
e. Publicity and Outreach Officer (Lisa Shiota)
f. Archivist (Melissa Wertheimer)
g. Web Manager (Katie Buehner)
h. Management Services (Zychowicz)

Jim visited the Board meeting and expressed his excitement to host the Board for its Spring 2020 meeting in Middleton. [Recording Secretary’s note: due to the novel coronavirus pandemic, the Board will hold its spring meeting(s) virtually instead of traveling to Middleton.] Jim also expressed that it’s a pleasure to work with MLA and he noted the hard work of the Administrative Officers.

Susannah thanked Jim for his ongoing efforts to demystify the process of writing or editing a book through the webinar he co-hosted with the series editors. She also thanked him for his work, noting that seeing the fruits of his labor during the annual meeting is meaningful. The Board echoed her sentiments with applause.

Jim offered to answer questions, but there were none. Before Jim left, Susannah relayed that we all really missed seeing Pat Wall this year.

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 instances, the Board greatly appreciates the committees’ contributions to the organization.

a. Awards (Various)
   i. Best of Chapters (Carolyn A. Johnson)
   ii. Bradley (inactive)
   iii. Epstein (Charley Roush)
   iv. Freeman (Jason Imbesi)

From their report:
The Committee recommends adding the following language (in bold) to the application eligibility criteria:

To apply, you must:
   • Be a regular, paraprofessional, or student member of the Music Library Association

AND either be:
   • in the first three years of your career
• a graduate library school student aspiring to become a music librarian
• a recent graduate (within one year of degree) of a graduate program in librarianship who is seeking a professional position as a music librarian, or
• a recent graduate (within two years of degree) of a graduate program in librarianship who is currently working toward a second graduate degree (for example, an MM or MA) and, upon completion, will be seeking a professional position as a music librarian.

The Committee recommends extending the period of eligibility to within two years of degree for applicants who have completed a library degree and have immediately moved on to working toward an additional degree (such as an MM or MA in Music History). For example, this year the Committee received an inquiry from an individual who fell in this category and was unsure of their eligibility. Providing an extra year allows for individuals on this path to music librarianship to be considered for the award.

It was moved by Mark and seconded by Jon to accept the Freeman Travel Grant committee’s recommendation.

The Board discussed the Freeman committee’s recommendation. Jon suggested that language strike “a recent graduate within two years of degree” and instead employ language that covers anyone who is “a graduate student,” especially since PhD students might need more than two years to finish their degree. Rachel wondered if maybe it’s easier to suggest that students and early career members apply, but that change would result in opening eligibility to those in their first five years of career (instead of 3 years). Mark suggested further investigation is warranted when it comes to expanding eligibility from first 3 years to first 5 years of career. There was general Board consensus that expanding to five years is a good idea--thus, Rachel’s idea of encouraging student and early career members to apply seems promising.

The motion did not pass.

v. Gerboth (O’Brien)
vi. Publications: Duckles, Hill, O’Meara (Allison McClanahan)
vii. Coral (Scott)
viii. Diversity Scholarship (Treshani Perera)

b. Archives & Special Collections (Maristella Feustle)
c. **Cataloging & Metadata (Tracey Snyder)**
   The Board discussed Tracey Snyder’s suggestion that the Cataloging and Metadata committee might ask for funding later for a “card-sorting” product that would improve the usability of the committee’s website. The Board generally agrees that such a funding request would be approved, and that a “card-sorting” product would enhance the CMC website.

d. **Career Development and Services (Dederick/Sestrick)**
e. **Development (Lindsay Brown)**
   Lindsay visited the Board to discuss the Development committee’s goals for the next year. She also discussed some challenges of development and fundraising.

   Next, Lindsay gave an update about the Paraprofessional and Public Librarians (PPL) fund. At the time of Lindsay’s visit on February 26, the fund was only $5,000 dollars from meeting its goal.

   **It was moved by Mark and seconded by Bruce to contribute this year’s silent auction funds to the PPL fund.**
   After a brief discussion in which it was agreed that MLA give the final $5,500 to complete the PPL fund, Susannah permitted Mark to withdraw his motion.

   **It was moved by Misti and seconded by Bruce to designate 5,500 dollars from the MLA fund as a match for the PPL endowment fund until March 30.** The motion passed.

   Susannah thanked Lindsay for her work, and for taking MLA in new development directions.

f. **Diversity (Joy Doan)**
g. **Education (Archer-Capuzzo)**
h. **Emerging Technologies & Services (Jonathan Manton)**
i. **Finance (Beth Iseminger)**

**Research Awards**

a. **BAR 1.** The Finance committee recommends that the Gerboth/Bradley awards be funded at $2000 for FY21 (2020-2021). Per the May 2019 Middleton minutes, the Board approved merging the Gerboth and Bradley award funds (9.e), acknowledging the continued flexibility to grant separate awards out of the merged fund. At the Fall 2019 Denton meeting, the Board discussed but did not approve a proposal for a revised scope and criteria for the Bradley award (9.a.v). The current BAR is meant to recommend available award money from the combined award fund (pending final determination that the funds can indeed be merged); the work on revising the Bradley award is ongoing. FY20 Gerboth award was $1680. The Bradley award has been suspended since 2014.
This motion passed.

b. BAR 2. The Finance Committee recommends that the Epstein award be funded at $5700 for FY21 (2020-2021). There was no award in FY20 because the fund had negative earnings. Note that this fund is different from the other awards, in that it requires use of 75% of the fund earnings from the year. The award was last funded in FY19 for $4,850.

This motion passed.

Publication Awards

a. BAR 3. The Finance Committee recommends that the Duckles award be funded at $1000 for FY21 (2020-2021). This award could be higher; funds available for FY21 are $1896. The suggested amount of $1000 increases the award from past years but keeps it in line with other awards. FY20 award was $800.

This motion passed.

b. BAR 4. The Finance Committee recommends that the Hill award be funded at $300 for FY21 (2020-2021). Available funds for Hill/O’Meara are $520 for FY21. FY20 award was $300.

This motion passed.

c. BAR 5. The Finance Committee recommends that the O’Meara award be funded at $220 for FY21 (2020-2021). Available funds for Hill/O’Meara are $520 for FY21. FY20 award was $230.

This motion passed.

Travel and Outreach Grants

a. There is no BAR for the Coral IAML travel grant for FY21 (2020-2021). This grant is offered every other year (which has generally been even-numbered years) at the Board’s discretion (see FPH 7.f). [ ed. note: The grant committee was seeking applicants for FY20; unless there were no applicants, the FY20 grant was going to be awarded for $840. But due to COVID19, IAML Prague has been postponed to 2021, so there will be no award this year]

b. BAR 6. The Finance Committee recommends that the Kevin Freeman travel grant be funded at $2400 for FY21 (2020-2021). FY20 grant was $2400.
This motion passed.

c. BAR 7. The Finance Committee recommends that the Diversity Scholarship be funded at $2700 for FY21 (2020-2021). Note: This award is calculated according to 4.5% of a four-year average of the fund. It will continue to be calculated according to the number of years of the scholarship's existence from that year until FY22, when it will follow the standard five-year average formula. FY20 award was $2500.

This motion passed.

d. There is no BAR for MLA Paraprofessional/Public Librarian Travel grant for FY21 (2020-21). The fund will begin calculating when it reaches endowment ($50,000). As of December 31, 2019, the fund was at $39,539.

Achievement Awards

a. BAR 8. The Finance Committee recommends that the Papakhian Special Achievement award be funded at $500 for FY21 (2020-2021). Note: This award is funded from the operating budget, rather than an endowment. The FY20 budget includes $500 approved for this award. FY19 award was $500.

This motion passed.

Endowments

a. BAR 9. The Finance Committee recommends use of the Wicker endowment not to exceed $800 for FY21 (2020-2021). Partially funds the First-Time Attendees reception. FY20 award was $800.

This motion passed.

b. BAR 10. The Finance Committee recommends use of the Ochs/Notes endowment not to exceed $2700 for FY21 (2020-2021). This supports the Notes luncheon and other events subject to the discretion of the Notes editor. FY20 award was $2500.

This motion passed.

c. BAR 11. The Finance Committee recommends use of the US RILM endowment not to exceed $2500 for FY21 (2020-2021). Supports MLA’s $10,000 subsidy to RILM. FY20 award was $2400.
This motion passed.

d.  BAR 12. The Finance Committee recommends use of the MLA Fund not to exceed $49,000 for FY21 (2020-2021). Note: This is the average of December 31 value of the fund over the past three calendar years. Up to 5% of that average or $25,000 (whichever is greater) may be used to support the operating budget if necessary. FY20 approved amount was $45,000.

This motion passed.

Legal fees over budget

a. BAR 13. The Finance Committee recommends authorizing over-expenditure for legal fees. The Board may consider whether to authorize, limit, or curb further over-expenditures for legal fees; the Finance Committee recommends authorizing over-expenditure as the best course of action. Further legal fees will cover legal assistance for the Broude Trust project and the Open Access Songbook project (Aperio/UVA portion). Legal fees are $350/hour. The FY20 budget was for 10 hours, but MLA has needed 14.1 hours so far, resulting in over-expenditure of $1,435 YTD.

Budget line 6.0192 Legal Fees

<table>
<thead>
<tr>
<th>Expended</th>
<th>Budgeted</th>
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<tbody>
<tr>
<td>$4,935</td>
<td>$3,500</td>
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= $1,435 over-expenditure (141.0% of the budgeted amount)

This motion passed. Susannah noted that we do not anticipate expenditures such as this in the future.

j. Legislation (Kyra Folk-Farber)
k. Membership (Mallory Sajewski) (no report received)
l. Music Library Advocacy (Linda Fairtile)
m. Nominating (Gerry Szymanski)
n. Oral History (Therese Dickman) (no report received)
o. Planning (Bruce Evans)

09.i

Bar 1. The Planning Committee recommends that MLA offer vouchers to cover childcare during the annual conference. The amount of the voucher shall be determined prior to each annual meeting.

Planning committee member Rachel gave an overview of this recommendation (see 09.i). Rachel emphasized that a voucher is a subsidy that can help with childcare costs; the vouchers will not necessarily cover all of someone’s childcare costs. Susannah added that nevertheless, these subsidies are worth offering because historically, there have been inequities in the
workplace that are a result of caring for a child, and we as a professional organization would like to not contribute to such inequities.

The Board discussed ideas for how these vouchers would be implemented. Who is eligible? Would people need to prove they need them? First-come, first-served? In their 09.i report, the committee suggests a couple options:

Criteria (Option 1): We recommend that applicants be vetted on whether they meet the minimum requirements, which should include requiring the children to accompany the parents to the conference city. Having this as a subjective process where the merits of each application are judged and awarded could potentially complicate the process, so we propose making it first come, first-served. To motivate people to get their applications in early, we could make a priority window for pre-applying.

Criteria (Option 2): We recommend that applications be accepted on a purely first-come, first-served basis. For a sample process, please see the Child Care Grants page from the Joint Mathematics Meeting website (linked here).

The Planning Committee will explore those options as well as others to present to the Board at its Spring meeting.

The Board briefly discussed how offering vouchers could also be helpful for people who do not have childcare expenses, but incur expenses that fall under the larger umbrella of dependent care. For example, someone who brings a companion to a conference in order to assist in aspects of mobility and access would benefit from a voucher.

It was moved by Misti and seconded by Jon to amend the motion so that it addresses dependent care, rather than childcare:

The Planning Committee recommends that MLA offer vouchers to cover dependent care during the annual conference. The amount of the voucher shall be determined prior to each annual meeting.

The motion passed.

The Board then voted on this amended version of Bar 1. The motion passed.

09.ii
BAR 1. The Planning Committee recommends that the Board approve eliminating the Family Associate Membership category
Planning committee members Bruce and Rachel gave an overview about the challenges posed by implementing a membership category that few people use. (See 09.ii for a description of the challenges.)

The motion passed with one abstention.
Bar 2. Establish Family Associate Discount for eligible members.

With permission from the president, this motion was withdrawn. Rather than implement a discount code for a few users of one category of membership, the Board wants to investigate our overall membership categories and affordability for all. The Planning committee will investigate options and present proposals at the Spring meeting.

Susannah acknowledged that Rachel and Bruce were rotating off the Planning committee, since their Board terms have come to an end. She thanked them for their contributions, and there was applause.

It was moved by Misti and seconded by Jon to move into executive session. The motion passed. At this point in the meeting, the Board moved ahead in the agenda to 12.a, the reappointment of special officers.

p. Preservation (Treshani Perera)
q. Program (Erin Conor)
r. Public Libraries (Kristine Nelsen)
s. Public Services (Sara Manus)
t. Publications (Liza Vick)
u. Resource Sharing and Collection Development (Mike Duffy)
v. Web Committee (Kerry Masteller)

10. Joint Committees
The Board greatly appreciates the joint committees’ service to MLA.

a. AMS, Joint Committee on RISM (Jim Cassaro) report not received.
b. MPA/MOLA Joint Committee (Jane Gottlieb) report not received.
c. U.S. RILM Office (Jane Gottlieb) report not received.

11. Representatives to Other Organizations
The Board greatly appreciates the representatives’ work for the association.

a. MOUG (Jennifer Vaughn) (report not received)
b. NISO (Nara Newcomer)

12. Old Business

Here in 12.a and 12.b, the Board was in executive session.

a. Re-appointment of Special Officers

It was moved by Rachel and seconded by Mark to re-appoint the Administrative Officer for another term. The motion was unanimously approved.
It was moved by Rachel and seconded by Mark to re-appoint the Advertising manager for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Assistant Convention Manager for a term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Development Officer for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the MLA Archivist for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Placement officer for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Publicity and Outreach officer for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Assistant Web Manager for a term. The motion was unanimously approved. The Board briefly mentioned how grateful it is for Katie Buehner’s hard work, and willingness to take on this role.

b. Re-appointment of Editors

It was moved by Rachel and seconded by Mark to re-appoint the Basic Manual Series editor for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Copyright Website editor for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Index and Bibliography Series editor for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Open Access editor for another term. The motion was unanimously approved.

It was moved by Rachel and seconded by Mark to re-appoint the Technical Reports and Monographs in Music Series editor another term. The motion passed with one abstention--due to voluntarily being absent for vote.

It was moved by Misti and seconded by Bruce to move out of executive session. The motion passed.
c. MLA-L Task Force

Misti (MLA-L Task Force member) gave an overview of the task force’s report. The mla-l task force report is located here:

In the report, the Task Force recommends:
- moving MLA-L under the auspices of the Music Library Association, and assigning list moderators, and
- Establishing a code of conduct on the list and a means of registering complaints

Next, the Board discussed the report and asked questions to determine whether to accept both recommendations of the task force. A member asked: *is it possible to implement the MLA code of conduct without moving mla-l under the ownership of MLA?* Susannah explained that no, it is not possible to impose a code of conduct on an email distribution list that it does not own—even though it is the case that several MLA members mistakenly believe that mla-l is owned by MLA. Someone asked, *is it possible to state that MLA is “sponsoring” mla-l without MLA owning it?* After a brief discussion, it was determined that sponsoring mla-l is not the best way forward.

The Board paid close attention to a portion of the report that summarizes responses from a survey that the MLA-L Task Force distributed.

From the report:

> More than half of our survey respondents have received or witnessed communication contrary to the Task Force value, “Collegiality, Professionalism, Civility, and Support” from MLA-L members or on the list, and almost one quarter of our respondents have received or witnessed communication contrary to the value, “Freedom from Harassment, Flaming, or Bullying.”

The Board determined that it is unacceptable to keep mla-l as it is when so many respondents have reported such dismal experiences. The best way forward is to move mla-l under the MLA organization, and apply a code of conduct to mla-l.

*It was moved by Anne and seconded by Jon to accept the MLA-L Task Force recommendation to move mla-l under the auspices of MLA.* The motion passed with one abstention.

*It was moved by Rachel and seconded by Bruce to accept the MLA-L Task Force recommendation to establish a code of conduct on the list and a means of registering complaints.* The motion passed with one abstention.

In the coming months, the Planning Committee will explore plans for how to implement a code of conduct and register/handle complaints. Meanwhile, anyone who needs to register a complaint relating to mla-l can contact Susannah, or any member of the Board.
d. Broude Trust
The Board discussed whether MLA should accept the acquisition of the Broude Trust physical inventory and intellectual property. Generally, acquiring the Trust would involve these 5 things:

- Taking on the Trust
- Over time, posting digitized versions of Broude titles as open access
- Absorbing the inventory and distribution (currently handled by publisher Peters)
- Managing royalties to authors when/if licensing to third parties
- Preserving tangible copies of each title. 4 copies; 2 at two different locations

These five issues were discussed, as well as what the terms would be for MLA to enter into this agreement with Broude Trust.

It was moved by Mark and seconded by Misti to accept the acquisition of the Broude Trust physical inventory and intellectual property.

It was moved by Misti and seconded by Kimmy that the motion be amended by added at the end: ...assuming that a) negotiations with Peters get finalized before the acquisition and that the agreement meets our needs, and b) when taking into account all costs associated with the project, the total does not exceed $90,000 (figuring approximately $40,000 MLA receives from Broude and the $45,000 funded by MLA over the course of seven years).

The motion to amend the earlier motion passed.

Thus, the newly amended motion became:

It was moved by Mark and seconded by Misti to accept the acquisition of the Broude Trust physical inventory and intellectual property, assuming that a) negotiations with Peters get finalized before the acquisition and that the agreement meets our needs, and b) when taking into account all costs associated with the project, the total does not exceed $90,000 (figuring approximately $40,000 MLA receives from Broude and the $45,000 funded by MLA over the course of seven years).

The motion passed with 2 nays and no abstentions.

e. Student/Early Career visiting position
At its 2019 Spring meeting in Middleton, the Board voted to create 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 (see 9.o).

But, moving forward is tricky for a number of reasons. For example, the Board envisioned that the position would be elected, but student MLA members are prevented from voting. Also, each Board member has a clearly defined position and set of responsibilities, and such definitions have not been established and added to any handbook. Eventually, the membership will need to
vote on MLA constitution amendments. But, presently we do want to move forward with creating a student/early career position for the Board, so we need to create an interim plan on how we can work within the current MLA constitution bylaws.

A tentative interim plan materialized during Board discussion.

- Eligibility: to qualify for being appointed to this position, the student/early career candidates must be MLA members at the time of nomination and selection.
- Terms: the student/early career position will be a one-year term, allowing for swift transitions. Successful candidates cannot succeed themselves (no second terms).
- Funding: current Board travel policies will apply to this position (lodging covered and one-half per diem). But, the student/early career member will have funding extended to cover the entire Annual meeting if it is needed. Beginning in year 2 and lasting through year 3, there will be funding for both the present student/early career member and the incoming student/early career member, so they can overlap the same way at-large Board members do.
- Title and responsibilities: the title for this position will likely be Representative, appearing within the administrative handbook under Board of Directors. The duties will likely entail responsibility in compiling the MLA Annual Report.
- Selection and Appointment: the Nominating committee will solicit nominations for this position, and will assist candidates with gathering and displaying their bios so that people can get to know candidates.

13. New Business

a. Joint meeting with TLA
The Board is so excited to welcome TLA for a joint conference in Cincinnati in 2021! Logistical information was discussed to help ensure that planning goes smoothly and involves TLA so that the conference is truly a collaborative effort. Topics included:

- The roommate clearinghouse. Can TLA attendees use it? We think yes!
- Can TLA attendees attend the first-time attendees reception? Yes, but we'll need to make sure we define what “first-time” refers to. First MLA? First TLA? Probably we want to limit to inviting folks for whom this is the first MLA or first TLA.
- Should TLA Board members join the MLA Board members in attending the donors reception? Absolutely, yes.

The Board discussed other services where TLA might participate, such as the resume review, mentoring program, interview rooms, and more. In the coming months, more will be determined.

b. Study group on music and slavery
The Board discussed how MLA might offer support to Chris Lynch’s endeavor to form a study group on music and slavery. The Board agreed to connect Chris with some MLA members, committees, and interest groups who might be interested in this topic.

c. Search committee reports
With the exception of the Notes Editor search committee, the below search committee reports and recommendations took place during executive session on Saturday morning March 1. The Notes Editor search committee report and recommendation took place on Wednesday, February 26.

It was moved by Misti and seconded by Kimmy to move into executive session.

i. Web manager
It was moved by Rachel and seconded by Bruce to accept the search committee’s recommendation for Web manager. The motion passed.

ii. Assistant Convention manager
It was moved by Misti and seconded by Jon to accept the search committee’s recommendation for Assistant Convention manager. The motion passed.

iii. Assistant Administrative officer

It was moved by Mark and seconded by Beth to accept the search committee’s recommendation for Assistant Administrative officer. The motion passed with one abstention. 
_The recommended candidate chose not to accept the position, so this search is not yet complete._

iv. Music Cataloging Bulletin editor

It was moved by Mark and seconded by Misti to accept the search committee’s recommendation for Music Cataloging Bulletin editor. The motion passed.

v. Newsletter editor

It was moved by Anne and seconded by Beth to accept the recommendation of the search committee. The motion passed with one abstention.

It was moved by Mark and seconded by Anne to move out of executive session. The motion passed.

vi. Notes editor

It was moved by Anne and seconded by Bruce to move into executive session. The motion passed.

It was moved by Mark and seconded by Rachel to accept the recommendation of the search committee. The motion passed.
It was moved by Anne and seconded by Bruce to move out of executive session. The motion passed.

It was moved by Mark and seconded by Rachel to adjourn the meeting.

Adjournment, Saturday March 1, 2020