MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, May 26-28, 2010

Wednesday, May 26: 2:38-7:30pm (Finance and Planning Committees); Thursday, May 27: 8:28am-3:32pm; Friday, May 28: 9:10am-12:07pm

Present: Linda Blair, Pamela Bristah (recording), Susannah Cleveland, Linda Fairtile, Stephen Mantz, Jerry McBride, Ruthann McTyre (presiding), Jenn Riley, Michael Rogan, Cheryl Taranto, Liza Vick

Guests: Beth Christensen (XIII.B), Kirsten Houghton (IV), Patrick Wall (IV), James Zychowicz (VIII.B)

The meeting was called to order by President McTyre.

I. Approval of Agenda
   It was moved by Stephen Mantz, seconded by Cheryl Taranto, and carried unanimously that the agenda be approved.

II. Recording Secretary’s Report. Pamela Bristah
   It was moved by Stephen Mantz, seconded by Jenn Riley, and carried unanimously that the minutes of the Board meeting held in San Diego, California, March 20-21 and March 24-25, 2010 be approved as corrected.

III. Parliamentarian’s Report. Stephen Mantz
   Establishing the position of Assistant Treasurer/Executive Secretary requires a change to MLA’s constitution, and must be approved by vote of the membership. The language of the ballot will be finalized by the Board’s fall 2010 meeting, for consideration then. The Assistant Treasurer/Executive Secretary position would need to be added to the Administrative Handbook as well, pending the vote.
   Mantz is piloting use of a wiki for the Administrative Handbook. The handbook requires continuous revision, easier to manage in wiki format. Mantz plans a thorough revision of the handbook by the Philadelphia meeting in February 2011.
   In response to a recommendation of the Board Self-Study Task Force, Mantz formulated three possible scenarios for extending the terms for Board members-at-large from two years to three. Each would require changes to Board roles, to the Administrative Handbook and to other documents. The Board agreed to consider this further.
   Mantz proposed that MLA explicitly indicate the voting status of ex officio members of MLA committees in official documents. Although the default definition is that ex officio members are full voting members, there are some ex officios that are non-voting members.

IV. Treasurer/Executive Secretary’s Report. Michael Rogan
   Budget
   Ordinary Income to date totals $396,368.02, which is 93% of the budgeted amount of $426,162.50 for Fiscal Year 2009-2010. This represents a continuing decline in income from membership dues. (See Membership report, below.).
   Total Operating Expenses to date amount to $481,725.70, or 89.33% of the total budgeted amount of $539,254.53 for FY2009-2010. The deficit to date of –$85,357.68 is 75.48% of the anticipated budget deficit of – $113,092.03.
   Investments
   Investment accounts as of April 30, 2010 (the most recent full month for which we have Fidelity and Calvert reports) were at a total value of $827,671.71. While overall the various funds continue to improve, the total is a decline from the close of the last fiscal quarter (March 31, 2010, $866,951.01) due to the Board-authorized withdrawal of $50,000 to cover the Convention losses.
   Award Fund totals are:
   Gerboth 26,579.09
   Duckles 31,033.62
   Epstein 53,117.86
Freeman 46,727.36
Mayo 1,268.56
Wicker 13,889.27
Ochs 34,143.26
RILM 34,686.00
TOTAL 241,445.02

Membership
As of May 25, 2010, MLA has 1,435 members and subscribers. See the table below for corresponding
income data over the last four years.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Total Members &amp; Subscribers:</td>
<td>1655</td>
<td>1618</td>
<td>1478</td>
<td>1435</td>
</tr>
<tr>
<td>Dues Income</td>
<td>$131,120.00</td>
<td>$126,050.00</td>
<td>$117,220.50</td>
<td>$112,272.50</td>
</tr>
<tr>
<td>Subscriptions Income</td>
<td>$39,908.67</td>
<td>$37,050.00</td>
<td>$33,180.00</td>
<td>$30,720.00</td>
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<tr>
<td>Notes Royalties</td>
<td>$77,043.05</td>
<td>$90,964.16</td>
<td>$89,769.96</td>
<td>$89,678.48</td>
</tr>
<tr>
<td>Total Member/Notes Income:</td>
<td>$248,071.72</td>
<td>$254,064.16</td>
<td>$240,170.46</td>
<td>$232,670.98</td>
</tr>
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Publications
As reported at the convention board meeting in March, MLA’s contract with Scarecrow Press expired at
the end of December 2009, and communications with the Press over the prior three (3!) months to that expiration
did not produce a transition plan for existing unsold stock, or the disposition of the electronic files for any of the
monographs. The verbal agreement to extend the contract for 6 months will probably need to be further extended
until a new contract for distribution only can be drafted and approved by MLA and Roman & Littlefield (Scarecrow).

Audit
SVA Manager Kirsten Houghton outlined SVA services provided to MLA, and described MLA’s audit.
SVA has been MLA’s financial auditor for the past five years, conducting an annual audit, typically in August.
SVA provides a draft of the audit report for the fall Board meeting, and a final version in late fall. The firm files
MLA’s 990 form, a public document listing assets, receipts, and expenditures, with the IRS. SVA also files IRS
form 1099, listing honoraria.
The audit takes place at A-R Editions. The audit examines financial statements, internal controls on
financial reporting, and runs sample tests on transactions. The purpose of the audit is assurance that the
organization’s financial statements are, in auditors’ terms, “materially correct.” Patrick Wall, A-R Editions, noted
that MLA has received an unqualified statement, the highest level of evaluation, every year for the past ten years,
from SVA and from MLA’s previous auditing firm.

V. Vice President’s Report. Jerry McBride
McBride attended a Pacific Northwest Chapter meeting, and is in discussion with the two California
chapters regarding the possibility of a merger.
McBride received four requests from his call for chapter grant proposals:
Atlantic Chapter – requested $750 to present three workshops developed by the Education Committee
on Sound Recording Cataloging, Music Reference, and Music Collection Development at American University on
October 15.
Pacific Northwest Chapter – requested $1,000 to allow library school students to attend the 2011
annual meeting of the Music Library Association in Philadelphia and/or the PNW Chapter conference in
Vancouver.
Southern California Chapter – requested $1,250 to provide a travel grant for the February 2011 annual
MLA meeting in Philadelphia for a member of MLA/SCC in the first three years of his/her professional career, a
graduate student in library school (by the time of the meeting) aspiring to become a music librarian, or a recent
graduate (within one year of degree) of a graduate program in librarianship seeking a professional position as a
music librarian.
Texas Chapter – requested $850 to fund an exhibit booth at the Texas Library Association's 2011 annual
meeting (April 12-15 in Austin).
Two of the chapter grant proposals were awarded, as part of the Board’s approval of the operating budget
for FY 2010-11.

VI. President’s Report. Ruthann McTyre
It’s been quite busy since the San Diego meeting:
- 85 appointment letters written
- Assisted T-Ex and Web Editor in updating the Administrative Structure
- Appointed Strategic Planning Task Force
- Appointed two Search Committees:
  - Copyright Web Editor
  - Placement Officer
- Signed new hotel contract for Philadelphia, with the Loews Philadelphia Hotel
- Worked with T-Ex, Jane Bernstein (AMS President), and Darwin Scott, Chair, AMS Joint Committee on RISM to sort out committee roster and officer succession. Darwin will serve as the AMS Chair/rep although this really should be MLA’s turn for chair. All parties agreed that MLA will provide the chair after Darwin completes his term and then everything will be on track.
- Bradley Award – committee chair David Hursh wasted no time in working with Development Officer Jim Cassaro to improve and enhance the scope of the Award, update web information, and even provide a photo of Ms. Bradley
- Facilities Committee: I had the chance to speak with Drew Beisswinger and Jen Matthews in San Diego about the future of the committee. Further discussion in New Business (XIV.a).
- MLA-IAML US follow-up – in Old Business (XIII.a)
- Web Task Force – Jon Haupt will deploy the technology needs survey soon. He decided it best to give everyone a break after the Annual Meeting Survey.
- Started working on committee chair checklist draft
- Have started a diary/calendar of sorts for Jerry McBride, charting the president’s year which I hope will provide an idea of the annual workflow
- Have been working with the University of Maryland on a revised deed of gift for the MLA Archives, one that no longer requires University of Maryland designees on the committee

It is interesting to have made it through the first year of my term. After San Diego, it felt as though the training wheels were removed and now I mostly know what I’m doing. I think. I look forward to the coming year, working with the executive board and the membership as we continue to ensure MLA’s continued vitality and relevance.

VII. Editors’ Reports.

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

A. Basic Manual Series (Jean Morrow)
B. Basic Music Library (Daniel Boomhower)
   No report submitted.
C. Copyright Web Site (Eric Harbeson)
D. Index and Bibliography Series (Mark Palkovic)
E. Music Cataloging Bulletin (Michelle Koth)
F. Newsletter (Misti Shaw)
G. Notes. (Jim Cassaro)
   Jane Gottlieb will succeed Cassaro as Notes editor, with her first issue out in December 2010.
   Regarding the proposed contract with Elsevier for inclusion of citations for Notes articles in its Scopus index, Ruthann McTyre will ask Tracey Rudnick to fully review the longer version of the contract, and will sign the contract if it is approved.
H. Technical Reports (D.J. Hoek)
I. Web Editor (Jon Haupt)

VIII. Special Officers’ Reports

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

A. Advertising Manager (Wendy Sistrunk)
Committee Reports

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

A. Awards (various)
B. Bibliographic Control (Kathy Glennan)
C. Career Development and Services (Sheri Stormes)
D. Development (Jim Cassaro; see VIII.c.)
E. Education (Abigail Cross)
The Board supports the committee’s interest in expanding its outreach. Michael Rogan will contact Cross to request the committee develop a plan to fund expanded, online outreach programs, in conjunction with the new web site, including funding honoraria for teachers.
F. Emerging Technologies and Services (Grace Fitzgerald and Gerry Szymanski)
The Board requests the committee complete its proposed report on catalog systems by the February 2011 conference in Philadelphia. The Board thanks the committee for finding a good balance in addressing its charge.
G. Facilities (no report; see New Business, XIV.a.)
H. Finance (Linda Fairtile)
After review and discussion, the Board acted on the following:

It was moved by Jenn Riley, seconded by Susannah Cleveland, and carried unanimously to ratify the emergency action of April 2, 2010, approved at that time by a unanimous vote of the President, Vice-President, and Recording Secretary, to accept the recommendation of the Finance Committee to withdraw $50,000 from the Fidelity Unrestricted fund to pay the balance due to Paradise Point that resulted from the convention income shortfall.

Michael Rogan noted that this shortfall was expected, and that it was close to the amount projected by the Convention Manager, given conference attendance and contractual obligations to the hotel.

It carried unanimously to accept the recommendation of the Finance Committee to approve an overage in line 6.08 of the FY 2009-10 budget (support for the Recording Secretary), due to the transition to the newly-elected officer.

It carried unanimously to accept the recommendation of the Finance Committee to approve the 2010-11 operating budget as submitted on May 27, 2010.
This budget includes a $10 increase in all categories of membership dues except sustaining members, which increase by $20; the last dues increase was in 2006. The dues for 2010-11 are:

**Membership Categories:**

<table>
<thead>
<tr>
<th>U.S.</th>
<th>Foreign</th>
</tr>
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<tbody>
<tr>
<td>Individual Member</td>
<td>Individual Member</td>
</tr>
<tr>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Institutional Member</td>
<td>Institutional Member</td>
</tr>
<tr>
<td>$135.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>Associate Member*</td>
<td>Associate Member*</td>
</tr>
<tr>
<td>$70.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>Paraprofessional</td>
</tr>
<tr>
<td>$55.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Student Member</td>
<td>Student Member</td>
</tr>
<tr>
<td>$45.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Retired Member</td>
<td>Retired Member</td>
</tr>
<tr>
<td>$70.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Corporate Patron</td>
<td>Corporate Patron</td>
</tr>
<tr>
<td>$760.00</td>
<td>$770.00</td>
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<tr>
<td>Corporate Member</td>
<td>Corporate Member</td>
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<tr>
<td>$460.00</td>
<td>$470.00</td>
</tr>
<tr>
<td>Sustaining Member</td>
<td>Sustaining Member</td>
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<tr>
<td>$200.00</td>
<td>$210.00</td>
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</table>

*same household

The Board agreed that small, regular increases in dues are preferable to larger, more sporadic increases; cost-of-living increases are easier for members to absorb and plan for than large increases, spaced farther apart. Subscription rates remain unchanged.

Award levels remain at the previous year’s levels, with the exception of the Freeman Grant, which is increased by $750. The 2010-11 awards are:

- Walter Gerboth Award: $1,200.00
- Vincent H. Duckles Award: $700.00
- Eva Judd O’Meara Award: $250.00
- Richard S. Hill Award: $450.00
- Kevin Freeman Travel Grants: $3,750.00
- Dena Epstein Award: $2,100.00
- Carol June Bradley Award: $1,000.00

Honorary awards remain at last year’s levels. Management services will cost $6,000 less than last year.

All travel requests were cut by 10%; the presidential discretionary fund was cut by 50%. The budget includes funding for two of four chapter grant proposals.

Four budget lines were allotted zero dollars, since they have been historically un-/under-sent. The amounts in parentheses below are being held as Board restricted net assets in the unlikely event they are needed for expenditures in these lines. Any unspent funds in this category at the end of FY 2010-11 will revert to Unrestricted (MLA Fund) assets.

- 7.0221 AMS/MLA Joint Committee on RISM ($1,350.00)
- 7.0222 MLA/MOLA/MPA Joint Committee ($200.00)
- 7.0225 Educational Outreach Program ($2,565.00)
- 8.032 HRCAP dues ($1,000.00)

The budget does not fund contracted, external website development this year, in part because Development pages will require programming changes and possibly a different platform to support large-scale and recurring donations; a less expensive, in-house, interim solution may work best for now.

The Finance Committee recommends declining membership revenue be considered as part of the strategic planning process. One alternative model, used by a comparable organization, is to include a one-year membership in the registration fee for non-members attending the annual conference.

Michael Rogan, working with Pat Wall, will clean up the Excel version of the operating budget to bring it into line with the QuickBooks version, the working version used by A-R, deleting inactive lines.

Stephen Mantz suggested a review of printing rates for the annual report at the next publication contract renewal with A-R, as they’re currently set at the higher newsletter level, vs. the lower Notes rate. Michael Rogan will check with Pat Wall on this, for the current three-year printing contract.

It carried unanimously to accept the recommendation of the Finance Committee to approve the exhibit and advertising fees for the 2011 annual meeting set by the convention managers, as specified below:

1. **Table fee:** $550.00 per table, including
   - Corporate patrons, 20% discount; 200 lbs of drayage
   - Corporate members, 10% discount; 100 lbs of drayage
committees are documented, and that those committees that don’t have a manual to create one; a template will also ensure that expectations for MLA committees are documented, and that those expectations are consistent. The manuals will facilitate...
transitions between chairs and communication between committees. Template points may include: the committee charge; membership and term lengths; duties of chair; calendar; current and forthcoming business of the committee. The Parliamentarian will request additional committee manuals this summer, to provide baseline information for the template, and will post selected manuals to the web site, as models for committees writing or revising their manuals; the Planning Committee will create a template for the fall Board meeting.

After review and discussion, the Board took the following actions:

It carried unanimously to accept the recommendation of the Planning Committee to make every effort to send official communications to members via email from A-R’s membership database instead of via postal mail, except in cases where the constitution requires otherwise (ballots). Members will have the option to request postal mailings.

Board discussion noted that members who have recently lapsed will also receive official mailings, including notifications about the annual conference.

It carried unanimously to accept the recommendation of the Planning Committee that the Planning and Reports Officer will institute a single large call for committee members each year, via the official A-R communication mechanism.

Board discussion noted that sending out one overall call for new committee members will ensure that all MLA members know about committee openings, encouraging increased participation in the work of the organization. The call will take place well before the annual meeting, typically in December, and the call will be simultaneously posted to the MLA web site.

It carried unanimously to accept the recommendation of the Planning Committee to appoint a task force to investigate the policy and technological implications of electronic voting for MLA (elections, constitutional amendments).

Board discussion noted that the task force should examine other organizations for models. The task force will include the Assistant Parliamentarian, one of the web editors, and Jim Zychowicz, among others. The Planning Committee will draft the charge for the task force.

M. Preservation (Sandi-Jo Malmon)
No report submitted.

N. Annual Convention
1.a. San Diego Program (Diane Steinhaus)
1.b. Philadelphia Program (Laurie Sampsel)
See IX.h., last paragraph. The Board expressed its support for a themed program in 2011, and looks forward to seeing the results.

2. Philadelphia Local Arrangements (Dick Griscom)
Dick Griscom was warmly thanked for the extraordinary effort and time he put into scouting Philadelphia hotels and the convention center.

O. Public Libraries (Blair Whittington)
No report submitted.

P. Public Services (Jim Farrington)

Q. Publications (Linda Solow Blotner)
The Board discussed the committee’s request to set up a task force to examine issues regarding online publication of MLA titles. The Board is supportive, and would like to hear more from the committee, which is encouraged to work with A-R on the idea. If established, the task force would likely work with the Strategic Planning Task Force.

The committee raised questions on MLA publications, most likely articles from Notes, appearing in open-access institutional repositories such as MIT’s DSpace. Blotner and Jane Gottlieb were asked to check publisher contracts; the contracts will be revised as necessary to allow MLA publications, in pre-copyediting versions, to be posted to institutional repositories, and the Strategic Planning Task Force will add open-access repository publication to its considerations. The Board decided that given the standard nature of publication contracts, it wasn’t necessary to consult legal counsel, and given that institutions and subscribers don’t purchase Notes for a single article, not to impose a one-year embargo.

As Roman & Littlefield (Scarecrow) will no longer publish new MLA titles, but only distribute existing MLA titles in future, a new contract is needed with Scarecrow. Scarecrow will provide their distribution contract, and Pat Wall will provide a boilerplate distribution contract for comparison.
The Board requested Linda Solow Blotner begin a search for a new Technical Reports Series editor as quickly as possible. The Board instructed the committee to broaden the scope of the Technical Reports Series, as suggested by the committee and outgoing editor D.J. Hoek.

Regarding the acquisition of new titles, and issues about which publication would be most appropriate for a particular article or topic, the Board agreed with the committee’s proposal to create shared committee space on the MLA web site to facilitate timely communication about potential proposals, publications, and forthcoming titles, to exchange ideas easily and quickly, and to provide a place for posting publications procedures.

R. Resource Sharing and Collection Development (Keith Cochran)

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

A. AMS, Joint Committee on RISM (Darwin Scott)
   No report submitted.

B. Archives, Joint Committee with University of Maryland (Gerry Ostrove)
The Board supported the committee’s recommendation to detach the Oral History Subcommittee and establish it as a separate committee. Therese Dickman, the subcommittee chair, was asked to draft the charge for the new committee, reflecting expansion of their charge beyond the association to music librarianship, continuing education, and outreach in general, and to possible relationships to Education and Outreach committees, to present at the fall Board meeting. The Board okayed Dickman putting out a call for additional members, pending Board approval of the new committee at the fall meeting, and asked her to submit an annual report, stating the proposed committee’s goals. The Board thought oral history would make an excellent online workshop.

Regarding the Archives, the Planning Committee raised the issue that the organization is losing valuable information, for a number of reasons. The current University of Maryland policy is to collect only print documents, excluding electronic records. The result is that information valuable to the association is not archived for future use; for example, the Excel data from the just-completed Annual Meeting Survey can’t be deposited in the Archive. Many of MLA’s electronic documents are posted on the MLA web site, but the site, without acquisition and retention policies, can’t act as an archive. The organization needs to look at what MLA keeps, and what it should keep. The archives’ formal retention/acquisition policy is not easily available; committees don’t invariably know what they should send; while there is some information in the Administrative Handbook, the formal policy needs to be in committee manuals. The Board reviewed recommendations made by the Archiving Task Force last year, and discussed interim solutions, such as using A-R’s servers; however, this option would provide only storage of documents, not access. The Board discussed the possibility of establishing an archivist position, either a special officer or a member of the committee. The Board will ask the committee, with the participation of the Vice President/President-Elect, to draft a records retention policy, to determine what the committee would look like if there were an archivist position, to investigate acquisition, retention, and storage of electronic records, possibly at A-R, and to review and expand its charge, in light of these new possible directions.

The new deed of gift with the University of Maryland, College Park, allows for MLA-only management, vs. the previous joint management contract; the deed no longer requires University of Maryland designees on the committee.

C. MPA/MOLA Joint Committee (George Boziwick)
D. U.S. RILM Office (Sarah Adams)
The AMS Board will gradually reduce over the next four years their contribution to the US RILM Office ($7500 in FY09) so that in FY13 their subvention will be limited solely to funds generated by the Coral Fund (currently generating $1000 per year).

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

A. ALA (Stephanie Bonjack)
B. NISO (Mark McKnight)

XII. External Liaisons
A. MOUG (Damian Iseminger)
   The Board reviewed the report submitted and warmly thanked Damian for his efforts.

XIII. Old Business
A. IAML-US Affiliation
   The MLA constitution requires that voting on affiliations must take place in person, face-to-face, at a business meeting of the association; the vote on the proposed IAML-US/MLA affiliation will take place at the business meeting during the Philadelphia conference, in February 2011. McTyre is working with A-R and a group of MLA and IAML-US board members on the mechanics of the affiliation, pending the ballot, so they’ll be in place if the ballot passes. Information about the terms of the proposed affiliation will go out with MLA registration materials, to prepare the membership for the in-person vote. At the business meeting, the terms of affiliation will be displayed onscreen during the vote, as per the constitutional requirement to provide the terms of affiliation in writing.
B. Annual Meeting Survey (Beth Christensen)
   The survey had an excellent return rate, with 428 completed responses out of 1,148 polled. The demographic data allowed for detailed cross-tabulation of responses, for example, differences in responses between those in technical and public services, or newer librarians and those in the profession for some time. There is much more data that could be extracted from the survey responses in future. Among the most notable results:
   1. Demographics: there was significant polarization in survey results between respondents who received no funding to attend conferences (30% of respondents) and those with full funding. One-third of respondents who attended conferences in previous years were not able to attend the 2010 meeting.
   2. Duration and timing: most respondents were satisfied with the length of meetings. The majority supported consolidating committee business meetings, either at the beginning and end of the day with programmatic sessions mid-day, or for one full day, before the program sessions, so committees could finish their program presentations at that time.
   3. Timing and location of conference: a surprising number of respondents were willing to stay in dorm rooms, mostly students and new members. The overall preference was for winter meetings, as now, and for having them at a consistent time of year. Overall, respondents were neutral on meeting jointly with other organizations.
   4. Meeting elements: respondents expressed strong support for program sessions on librarianship, discussion sessions, program sessions on music research, plenary sessions, and social activities. Coffee breaks were by far the most cherished food event, especially when they included food.
   5. Virtual meetings, technology, environmental impact: 89% of respondents thought MLA shouldn’t replace meeting in person with virtual meetings, but that they’d love to have an online meeting option as a supplement. A small number of respondents thought holding “green” meetings was highly important; most respondents felt that if cost were equal, holding environmentally responsible meetings was the better option.
   6. Hotel: respondents rated most highly that conference hotels be centrally located, convenient, and clean. They also expressed a strong preference for hotels with a centralized main lobby/vertical floor plan (vs. a decentralized hotel) that provides a central gathering place for “hallway” meetings and for socializing.
   7. Conference information: the majority of respondents liked a printed conference program, but were also fine with an online version.
   8. General comments: holding the meeting in a central location every other year was widely embraced.
Another strong response was widespread affection for and loyalty to MLA. The bottom line from the survey is that what MLA does, it does exceptionally well, and that many respondents didn’t want much to change.

Task Force Recommendations:

1. Explore meeting in a central location, such as Chicago, every other year. Chicago has the advantages of good air fares and many cultural attractions, and the disadvantages of harsh winter weather, no legal mandate for hotels to recycle, and state laws requiring MLA to pay sales tax. By meeting in a central location every other year, MLA might be able to negotiate a more favorable multi-year hotel contract; alternatively, MLA could negotiate a multi-year contract with a hotel chain, allowing the conference to meet in different locations each year.

2. Consider other options for the banquet, while still meeting hotel catering minimums; consider other seating options for the banquet.

3. Explore options for virtual meetings in ways that would be revenue neutral, or could even provide revenue, reaching those who could never come to a meeting.

4. Establish ten-minute breaks between sessions.

5. Consolidate committee meetings into one day, followed by two to three days of plenary sessions, program sessions, and social events. Alternatively, schedule committee and roundtables at the beginning and end of the day. Or schedule all roundtables in one evening, replacing chapter meetings, which received a low support rate.

6. The youngest MLA members have the most difficulty attending conferences; ask the Development Committee and Board to think creatively about additional support, further reduced registration rates, and about making this more of a priority, possibly an organizational initiative.

7. Keep the concept of summer meetings in dorms on hold for now.

The Board commended and thanked the task force for its work.

Discussion:

The Board would like to preserve the raw data from the survey, for use in future planning, analysis, and publication, and as a baseline for similar surveys in future.

The Planning Committee recommended the following short-term actions, based on the survey results:

1. Schedule all committee meetings on one day.

2. Schedule 10-minute breaks between sessions.

3. To begin providing a virtual alternative to conferences: investigate the cost of video recording and putting online one to two key sessions as a pilot program; determine whether we’re obligated to use hotel services or if we could contract with an outside company. Ruthann will request the convention managers to investigate, possibly for the Philadelphia meeting.

4. Schedule roundtable meetings on one evening.

5. Prepare membership for an eventual shift from catering the banquet to catering coffee breaks by publicizing how much individual food events cost.

Discussion:

Another possible virtual supplement to the conference would be to create a programmatic track aimed towards both regular attendees and those who never attend, public librarians in particular; a pre-conference workshop could provide such a themed package; cataloging would be a good topic for a track. The sessions would be available after the conference; they would not be broadcast simultaneously. Speakers would need to sign permissions. Re: videotaping for online posting, start slowly, taping plenary sessions; don’t plan to capture all or even most committee meetings; going online will be an additional cost, which MLA will need to budget and/or fundraise for.

It isn’t possibly to move gradually to a conference requiring fewer rooms, with lower catering costs and no banquet, as lowering the catering minimum will immediately result in having fewer rooms to meet in. The way to move towards a less expensive conference with fewer meeting rooms is to work out such a contract with a future convention hotel, and to notify the membership, early and often, that there will be a reduced number of meeting rooms, resulting in reduced programming, and no banquet. Other near-term options: survey respondents suggested that smaller committees could find their own
meeting space, and that more committee work could be done virtually, outside the conference; rounds could meet in a shared space.

Respondents favored sessions on music librarianship vs. musicological programming, an important survey result for program committees. The Planning Committee strongly recommended sharing survey results with the Program Committee. The Board is particularly interested in the survey results from the 30% of respondents who receive no funding to attend the conference. Beth Christensen will send Ruthann McTyre the cross-tabulated survey results, to forward to the Convention Manager; McTyre will also share the task force recommendations and Board preferences with the convention managers. The convention managers will investigate a hotel contract without a banquet, possibly with an alternative concluding event, for the 2013 San Jose meeting.

Having the convention in one location every other year would overburden the local arrangements committee; consider hiring professionals to organize the conference, use hotel services, or establish a conference committee, with a number of local members.

If the conference hotel doesn’t meet green standards, consider asking the Social Responsibilities Roundtable to set up ways to recycle, or take other steps towards a more environmentally-friendly meeting.

XIV. New Business

A. Facilities Committee Future

The committee has recently been without a chair, and membership and activities have declined. McTyre will request the committee work with Jon Haupt to pilot using a wiki to assist music librarians to share questions and information on library facilities; McTyre will appoint a chair and adapt the charge. If a program proposal featuring speed-dating-style recruitment sessions for committees, subcommittees, and roundtables, proposed by Susannah Cleveland and Liza Vick, is approved for the 2011 meeting, new members could be recruited then, with the chair passing on recommendations for new members to the president for approval.

B. Membership Categories and Constitution

Rogan and Mantz noted that all changes to membership categories, such as the recent addition of a paraprofessional category, require a change to the Constitution, typically an 18-month process. They suggested rewriting Article Three of the Constitution, on membership, to provide more flexibility to create and dissolve membership classes, while protecting categories such as individual, student, and retired members.

C. Orientation for New Board Members

The Board piloted orientations for new members this year, and requested feedback. New members requested more information on Board agendas, e.g., the formal agenda vs. the working agenda, definitions of terms such as board-action-required, and other procedural matters. They suggested written documents defining expectations and functions of Board roles for use in recruiting nominees, elections, and to assist incoming Board members.

XV. Adjournment

It was moved by Jenn Riley, seconded by Linda Fairtile, and carried unanimously to adjourn the meeting at 12:07 pm.