

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Montreal, November 10, 2018

Saturday, Nov 10: 9:19 am--6:30 pm

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

Absent: none.

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

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

0a. It was moved by Misti Shaw and seconded by Joe Clark to remove the Publicity and Outreach Officer as an ex-officio member of the Development, Diversity, Education, and Publications committees, and the Marketing Subcommittee, and add this position as an ex-officio member of the Membership committee. The motion was unanimously approved.

0b. It was moved by Bruce Evans and seconded by Anna Kijas that the Fiscal Officer will be responsible for notifying the Convention Manager with the approved registration rates, exhibitor, and advertising fees within one week following the spring Board meeting, and that this statement will be included in the relevant sections of the Convention Manual, the Administrative Handbook, the Fiscal Policies Handbook, and in the New Board Members Packet. The motion was unanimously approved.

0c. It was moved by Susannah Cleveland and seconded by Misti Shaw to form a task force that will examine the possibility of establishing a formal relationship between MLA and MLA-L and the means for implementing this relationship, as well as ways to ensure civil and respectful communication, such as with a code of conduct. The motion was unanimously approved.

0d. It was moved by Susannah Cleveland and seconded by Joe Clark to approve the proposal from the Emerging Technologies and Services Committee to host a post-conference Wikipedia Edit-a-thon at the St. Louis Public Library, following our annual meeting in St. Louis. The motion was unanimously approved.

0e. It was moved by Misti Shaw and seconded by Joe Clark to approve moving from Guidebook to Sched for the 2019 Annual Meeting in St. Louis. The motion was unanimously approved.

0f. It was moved by Rachel Fox Von Swearingen and seconded by Andy Leach that the charge for Open Access Editor be approved. The motion was unanimously approved.

V.J.1. PUBLICATION

Open Access is not a publication series, but rather a holistic approach to pursue opportunities for publications from any series or publications outside of series to be made available openly available online.

V.J.2. EDITOR

The Open Access Editor manages the strategic vision for and facilitates implementation of open access activities of the association. The Editor collaborates with the Chair of the Publications Committee, MLA monographic series editors, and various MLA committees, group coordinators, and chapters to identify and prioritize opportunities for open practices in publishing where appropriate. The Editor also collaborates with other committees, such as the Web Committee, to review and recommend infrastructure projects to support open access publication and discovery. The Editor receives and solicits proposals and manuscripts, and consults with appropriate readers in the selection of projects or manuscripts for publication, and coordinates any peer review of submissions (if applicable). The editor, in collaboration with publishing partners, establishes timelines and workflows. The Editor edits content for publication, or collaborates with more appropriate editors in subject specialties. With other MLA representatives (such as the Business Office, Administrative Officers, Web Manager, among others) the Editor oversees contract agreements and content specifications for any OA platform.

The editor submits three reports to the President each year: a Winter report, due prior to the Board's meeting in conjunction with the Association's annual meeting; a Spring report, due prior to the Board's Spring meeting (usually May); and a Fall report, due prior to the Board's Fall meeting (usually September) and sends copies to the chair of the Publications Committee. In addition, the editor submits a report to a designated Board member for the Annual Report (see section VI.D.7.), due prior to the Annual Meeting. The editor serves as a member of MLA's Publications Committee and receives a quarterly honorarium. (rev. 04/2018; 06/2018)

0g. It was moved by Misti Shaw and seconded by Rachel Fox Von Swearingen to approve the Diversity Scholarship Award Committee's recommendation. The motion was unanimously approved.

0h. It was moved by Beth Iseminger and seconded by Bruce Evans to approve the MLA Advocacy committee charge. The motion was unanimously approved.

This committee supports both individual and Association-wide efforts to promote music library resources, advocate for our users, and communicate the value of staff expertise.

The Music Library Advocacy Committee

- Maintains an online clearinghouse of user-submitted advocacy resources
 - Supports the Newsletter Editor in managing the online Advocacy Forum
 - Creates new materials, subject to Board approval, that convey MLA's positions on advocacy topics (e.g. a brochure on "Why we need music librarians")
 - Collaborates with other MLA committees and groups to develop resources supporting music library advocacy (e.g. Education Committee, for advocacy training; Web Committee, for online advocacy resources; committees and roundtables representing various types of music libraries, to help address specific advocacy needs)
 - Acts as a resource and sounding board for MLA leadership when the opportunity arises for official responses to advocacy-related issues
 - Works with outside organizations that have an interest in music library advocacy.
- The Chair of the Music Library Advocacy Committee serves as a liaison to IAML's Advocacy Committee (IAML membership is encouraged but not required)

0i. It was moved by Bruce Evans and seconded by Rachel Fox Von Swearingen to approve the revised Paraprofessional/Public Librarian Travel Grant Proposal. The motion was unanimously approved.

Grant Background:

Through the generosity of an anonymous donor with a passion for public librarianship, MLA is poised to offer a travel grant for any public librarian or paraprofessional in any type of library with an interest in attending an MLA meeting. The donor specifically indicated that librarians currently working in public libraries have been negatively affected by the recent trend to eliminate subject specialists. Likewise, few paraprofessionals (academic or public) receive professional development support, whether to attend meetings or join organizations. Further, even public librarians and paraprofessionals at institutions with significant or unique music collections may not have the resources to attend an annual meeting.

The Public Libraries Committee recently conducted a survey of 100 public librarians, and 83% indicated lack of involvement with MLA for various reasons including: not being aware of MLA (39%), benefits not applicable to work (36%), lack of institutional support for membership dues (26%), and lack of institutional support for conference attendance (23%). Comparable survey data are not available for paraprofessionals and MLA, but anecdotal evidence suggests that the barriers are similar, if not higher. This award will address two of the reasons 83% of those surveyed are not involved, by providing the possibility of funding that otherwise would not be available for many of these individuals.

With this grant, paraprofessionals and public librarians will have the possibility for greater access to MLA annual meetings, including working with committees and attending presentations. Grant recipients will have the registration fee waived, and travel costs (up to \$1,000) covered for the annual meeting. Travel to chapter meetings is not

included in this grant. Similar to the Diversity Scholarship, winners will receive a complimentary one-year MLA membership at the regular member level. The current plan is to fund the award so that MLA can offer it to one recipient per year. Over time, more than one librarian/paraprofessional could potentially receive the grant each year.

The fund will be seeded with \$25,000 from the anonymous donor and fundraising to reach the endowment of \$50,000 will commence in the new fiscal year (2018–2019). MLA President Mark McKnight has tasked Development Officer Lindsay Brown, along with Terry Lewis (Chair, Paraprofessional Interest Group) and Kristie Nelsen (Chair, Public Libraries Committee) to lead fundraising efforts. In addition, Kathy and Keith Glennan have pledged \$4,000 as an unrestricted gift that may be used as a match for new donors. The goal is to have this award fully funded by 30 June 2019.

Given that the fund is more than half endowed, there is no need for a silent phase.

0j. It was moved by Andy Leach and seconded by Joe Clark that the honoraria for presenters of ALAE/MLA e-courses be divided by the instructors' discretion among the presenters when there are multiple presenters for one e-course. The motion was unanimously approved.

0k. It was moved by Bruce Evans and seconded by Rachel Fox Von Swearingen to approve Alice Carli's Music Binding and Preservation Workshop as a pre-conference to our 2019 annual meeting in St. Louis. The motion was unanimously approved.

0l. It was moved by Rachel Fox Von Swearingen and seconded by Bruce Evans to approve Treshani Perera and Sandy Rodriguez's Cultural Competency Training workshop as a pre-conference to the 2019 annual meeting in St. Louis. The motion was unanimously approved.

0m. It was moved by Misti Shaw and seconded by Bruce Evans to approve the MLA nominating committee's proposed slate of candidates for members-at-large. The motion was unanimously approved.

0n. It was moved by Susannah Cleveland and seconded by Misti Shaw to approve the draft financial statements for the fiscal years ending on June 30, 2017 and June 30, 2018. The motion was unanimously approved.

0o. It was moved by Misti Shaw and seconded by Joe Clark to approve the Planning committee's annual meeting FAQ, with the understanding that we will add a final paragraph with instructions on how and where to submit additional questions once the details can be worked out. The motion was unanimously approved.

01. Approval of Agenda

It was moved by Susannah Cleveland and seconded by Bruce Evans that the Board approve the agenda. The motion was unanimously approved.

02. Recording Secretary's Report Misti Shaw

It was moved by Andy Leach and seconded by Susannah Cleveland that the minutes of the May 2018 Middleton, WI Board meeting be approved. The motion was unanimously approved.

03. Parliamentarian's Report Joe Clark

Revised language relating to special officers terms and their submission of annual reports, which was approved by the Board at the May 2018 meeting to read:

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

The term of office of most special officers expires at the conclusion of the annual meeting of the Association. Special officers may be reappointed, but appointed officers will generally serve no more than 4 consecutive years. Special officers are evaluated annually at the fall Boardmeeting.

Special officers are required to submit four reports each year. Three Board reports are submitted to the President, prior to each meeting of the MLA Board: a Spring report, due prior to the Board's Spring meeting (usually May); a Fall report, due prior to the Board's Fall meeting (usually September); and a Winter report, due prior to MLA's Annual Meeting. An Annual Report is due at the end of the fiscal year (see section VI.D.7.) The majority of Board reports will be publicly posted before each Board meeting. Only Board reports which contain executive session information will not be publicly posted; see the Board Open Meeting Guidelines, posted on the [Board page](#) of the MLA site, for a definition of executive session content. (rev. approved 5/2013, updated 7/2018)

Clarified when the Open Access Editor submits Board reports: three reports each year (see section V.A.3.a) plus an Annual report (see section VI.D.7). Removed the Editor's need to submit a report to a designated Board member for the Annual report. (approved 07/2018; rev. 7/2018)

Added that the Fiscal Officer is also responsible for notifying the Convention Manager with the approved registration rates, exhibitor, and advertising fees within one week following the spring Board meeting. (rev. 6/2018)

Revised charge of Publicity & Outreach Officer, which was approved at the May 2018 Board meeting, to remove ex-officio membership from the Development, Education, and Publication committees, and add ex-officio membership to the Membership committee. (rev. 2/2017; rev. 6/2018)

Clarified that the editor of the Music Cataloging Bulletin submits three Board reports each year (see V.A.3.a) plus an Annual report (see section VI.D.7). Added that the search committee for the Music Cataloging Bulletin Editor should include the Chair of the Cataloging and Metadata Committee as a member. (rev. 3/2014) (rev. 5/2015) (rev. 6/2018) (rev. 5/2013; updated 7/2018)

Revised charge of the Advertising Manager, which was approved at the May 2018 Board meeting, adding that the manager is responsible for coordinating advertising for the Annual Meeting print and online programs, and compiles the index to advertisers for both *Notes* and the print Annual Meeting program. (rev. 9/2013) (rev. 2/2017) (rev. 6/2018)

Revised charge of the MLA Archivist, which was approved at the May 2018 Board meeting, adding that the MLA Archivist is an ex-officio member of the Oral History and Preservation committees. (rev. 5/2012) (rev. 3/2014) (rev. 2/2017) (rev. 6/2018)

Revised charge of the MLA Newsletter editor, which was approved at the May 2018 Board meeting, clarifying that the editor submits three Board reports each year, plus an Annual report. The editor also serves as an ex-officio member of the Web committee. (rev. 3/2014) (rev. 6/2018) (rev. 5/2013; updated 7/2018)

Made changes that were approved by the Board at its May 2013 meeting, but never updated in the administrative handbook. These changes address travel reimbursement policies and committee/editor/liaison reporting frequency.

Clarification of honoraria/reimbursement/per diem for Board members, which now states, "Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Both sitting Board members and incoming Board members are reimbursed for expenses incurred during the Board meeting held before the MLA Annual Meeting. Expenses covered for that meeting are lodging and half per diem only, limited to the days of the Board meeting." (approved 5/2013, updated 7/2018)

Revised honoraria/reimbursement/per diem for newly elected Board members. Prior to the 2013 change, the Association would not fund the lodging or per diem for newly elected Board members who attended the next Board meeting, since officially the members would not have begun their terms of office. As of 2013, this has changed. If newly elected members attend the Board meeting following their election, the Association will fund lodging and 50% of the per diem for the days before the Annual Meeting; transportation is not funded. (rev. approved 5/2013, updated 7/2018)

Revised reimbursement of travel expenses and per diem for the President (for Board meetings and expenses incurred in connection with Association business), and Vice President, Recording Secretary, Administrative Officer, Assistant Administrative Officer, and members-at-large (for expenses incurred in attending Board meetings). Beginning in

spring 2013, reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Expenses covered for the Board meeting held before the MLA Annual Meeting are lodging and half per diem only, limited to the days of the Board meeting. (rev. approved 5/2013, updated 7/2018)

Clarification of reporting obligations.

Committee chairs: An Annual Report is submitted to the Planning and Reports Officer (see section VI.D.7.). All reports submitted to the Board should include reports of any and all subcommittees. An annual report is submitted after the end of the fiscal year (June 30). That report will be requested by and sent to the Planning and Reports Officer who will announce the deadline for the annual report, typically August 1. The report should be in a form appropriate for publication.

Editors: submit three Board reports each year to the President: a Spring report, due prior to the Board's Spring meeting (usually May); a Fall report, due prior to the Board's Fall meeting (usually September); and a Winter report, due prior to MLA's Annual Meeting. An Annual Report is submitted to the Planning and Reports Officer (see section VI.D.7.) Copies of all reports are also sent to the chair of the Publications Committee.

Notes editor: 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.

MLA Technical Reports editor: The editor submits three Board reports each year (see V.A.3.a) plus an Annual Report (see section VI.D.7)

Copyright for Music Librarians website: The editor submits three Board reports each year (see V.A.3.a) plus an Annual Report (see section VI.D.7)

Changes to terms of office: President/Past-President incumbents may not succeed themselves.

Changes to pronouns. Replaced pronouns with consistent use of they/theirs.

BAR discussion: Joe Clark discussed the discrepancies in voting privileges for some ex-officio committee members. Some committees allow their ex-officios to vote, and some do not (or some do not indicate voting privileges at all). Should all ex-officio committee members automatically be voting members, or make that the default, with an exceptions to be noted in handbooks? It was noted that it would be better to be clear under each committee description, rather than making readers find the one rule elsewhere in a large Administrative Handbook. There is also an observation that some roles seem to be ex officio simply because they need to receive or share information, and that some ex-officio members might better fall into the category of liaison. All of this will require further investigation, which Joe Clark and Rachel Fox Von Swearingen agree to undertake. They will report recommendations and a fleshed-out plan for the Board at its February 2019 meeting.

Thus, **the BAR to consider the language in the administrative handbook and other handbooks/spreadsheets regarding committee voting privileges of ex-officio members**

was withdrawn.

Joe and Rachel have continued updating the administrative handbook and adding changes/revisions that were missed in years past. Tracey Rudnick thanked Joe and Rachel for this tedious work.

Mark McKnight also thanked Joe and Rachel for their work, noting that it is “never ending.”

04a. Administrative Officer’s Report Janelle West

From her report:

BUDGET REPORT: FY2017-2018

Total operating income for FY18 was \$425,026.27. \$11,830.00 was transferred into the operating budget from MLA’s named funds to supplement designated awards and other expenses. Expenses for FY18 totaled \$440,017.78, yielding a net income of \$-3,161.51. When adjusted for various bookings belonging to other fiscal years, the net income becomes \$-1,951.51. While still in the red, this is a significantly better outcome than was anticipated at the Spring Board meeting, and there is enough in the First Business banking accounts to cover the deficit. Therefore, it will not be necessary to use any monies set aside from the MLA Fund to supplement the FY18 budget.

BUDGET REPORT: FY2018-2019

INCOME

As of October 24, 2018, total income was \$164,959.41, which is 37.47% of the budgeted income of \$440,288.00. As the year progresses, we can expect a significant boost of income from royalties, annual meeting registrations, and additional membership renewals in advance of the annual meeting.

Dues (1.0 & 1.2)

As of October 24, 2018, dues income was \$118,850.00, which is 77.32% of the budgeted amount of \$153,720.00.

By September 24, 2018, \$4,068.00 in chapter dues had been received on behalf of seven chapters; payment was subsequently remitted to those chapters. Since then, additional chapter dues have continued to trickle in and will be paid out later in the fiscal year.

Sales (2.0)

As of October 24, income received from *Notes* advertising is \$9,145.00, which is over half of the anticipated income for the year. So far, MLA has received \$2,003.07 in *Notes* royalties. The majority of *Notes* royalties income will be received from Project MUSE and JSTOR later in the fiscal year. Online advertising income currently stands at \$1,650.00.

At present, MCB subscription income is \$210.00, but MCB renewals are about to begin in earnest, so we should see a sharp increase in this line over the next couple of months.

MLA has received \$5,261.02 in royalties from ALA, with \$3,929.62 coming from BML sales and \$1,331.40 coming from webinars.

Jim Zychowicz reported that as of October 1, the royalty for MLA book sales in 2018 is just over \$4,400.00, which already exceeds the budgeted amount of \$2,500.00. This is not yet reflected in budget actuals, as payment will not occur until spring of 2019.

Meetings (3.0)

Income from the annual meeting is increasing daily. As of October 24, \$5,455.00 in registration income and \$4,015.00 in exhibitor income had been received. Additionally, a \$1,500.00 meeting contribution was received from an anonymous donor to sponsor travel expenses for one of the speakers. Numbers will continue to increase as the registration deadline approaches.

Other Income (5.0)

MLA recently received \$55.54 from the Amazon Smile program.

EXPENSES

Meeting (10.0)

2019 meeting expenses thus far include a \$5,000.00 deposit paid to the Union Station Hilton (applied to the catering line), \$750.00 in expenses for YM programming, \$160.00 in equipment costs, and \$870.00 related to Sched. Activity will increase as the St. Louis meeting approaches, and the largest bills will be paid immediately following the meeting.

Chapter Support (11.03)

\$2,000.00 in Chapter Grants have been distributed to the Midwest, Mountain Plains, New England and New York State-Ontario chapters.

Awards Issued (12.0)

\$2,400.00 was paid to Ellen Ogihara, the Diversity Scholarship winner. All other award winners have yet to be determined.

Management Services (6.0)

MLA paid \$12,750.00 to SVA for expenses related to the audit and preparation of the Form 990. \$770.00 in legal fees has been paid to Goldman & Minton, P.C. for consultation on the OA Popular Song Anthology and for copyright assignment for Notes.

In reviewing the final Profit & Loss report for FY 2017-2018, I discovered that the approved increase of \$1,620.00 for management fees (line 6.0141) was never implemented. Payment

was promptly made to rectify the error, but it had to be charged to FY 2018-2019, as the FY18 books were already closed. Consequently, line 6.0141 will be over budget for this fiscal year.

\$705.20 was spent to upgrade QuickBooks to the 2018 Premier edition. The purchase included five user licenses—three for the Business Office and two for the AOs.

All other management expenses are coming in as expected.

Program Expenses (7.0)

The \$10,000.00 RILM-U.S. subvention was paid in September.

NISO dues have also been paid. Dues increased for the second year in a row, this year from \$535.00 to \$550.00.

All other program expenses are coming in as expected.

Other Member Services (8.0)

\$3,573.60 in estimated IAML dues (8.071) were applied to FY19 at the close of FY18. Since then, actual dues totaling 7,762.40 Euros were paid to IAML for CY18 memberships.

Publications (9.0)

\$2,500.00 in author honoraria has been paid to editors of BML volumes, and \$500.00 has been paid to webinar instructors.

Other publications expenses are coming in as expected.

INVESTMENTS

In CY2018 Q2, the market recovered somewhat from Q1. Fidelity and Calvert accounts earned a combined total of \$10,513.34, compared to the \$9,197.46 loss of Q1. Q3 was another robust quarter, with \$42,616.42 in combined account earnings.

Fund totals on March 31, 2018, and on September 30, 2018:

	March 31, 2018	Sept 30, 2018
Fidelity	\$ 1,215,237.72	\$ 1,240,966.79
Calvert	\$ 312,500.37	\$ 329,812.53
Total	\$ 1,527,738.09	\$ 1,570,779.32

Award accounts at the end of the CY2018, Q3:

Bradley	\$ 8,196.61
Gerboth	\$ 38,836.13
Duckles	\$ 43,852.23

Hill/O'Meara	\$ 11,154.06
Epstein	\$ 62,873.89
Freeman	\$ 53,859.42
Wicker	\$ 18,002.60
Ochs	\$ 60,855.38
RILM	\$ 56,284.38
Ratliff	\$ 51,901.27
Coral Travel	\$ 19,492.63
Diversity	\$ 62,952.33

Other funds:

MLA Fund	\$1,012,383.78
Board Designated Assets	\$ 70,134.61*

*Includes \$17,390.00 in FY19 awards not yet paid out

In the early fall, our Fidelity rep, Charles Cristin, conducted the Annual Strategic Review of MLA's managed accounts. For both accounts, he concluded that the current investment strategy remains appropriate for MLA's situation. The following summarizes the strategies for each account:

Awards Fund (Temporarily Restricted):

Investment objective: Conservative

Risk tolerance level: 1 (on a scale of 1-10)--indicating that avoiding short term losses is more important than higher total return

Corporate liquidity needs: Regular withdrawals may be made, up to 30-50% of assets annually

MLA Fund (Unrestricted):

Investment objective: Balanced

Risk tolerance level: 7 (on a scale of 1-10)--indicating that higher total return is somewhat more important than avoiding short-term losses

Corporate liquidity needs: Regular withdrawals may be made, but only up to 0.1-4.5% of assets annually

PUBLICATIONS

A new title was published in the MLA Technical Reports series: *A Music Librarian's Guide to Creating Videos and Podcasts*, by Katie Buehner and Andrew Justice. Three other titles are nearing publication: *Outreach for Music Librarians* (BM) by Scott Stone, *Index of Music in Music History Anthologies* (IB) by Mara Parker, and *Teresa Carreño Bio-Bibliography* (IB) by Anna Kijas.

Jim Zychowicz continues to work diligently with authors and series editors to ensure a steady and robust publication schedule. We are fortunate and grateful for his dedication!

MEMBERSHIP

As of October 10, total membership is at 82.3% of last year's total. We can expect a number of additional renewals as the registration deadline for St. Louis approaches.

Overall IAML membership decreased by 33.8% in CY2018. This year we implemented a renewal deadline for the first time, but thus far it is unclear to what extent the decline might be attributable to people missing the deadline.

	FY18	FY19- 10Oct18
MLA Members		
Regular Member US	419	339
Regular Member non-US	23	18
Institutional Member US	182	149
Institutional Member non-US	69	56
Student Member US	65	42
Student Member non-US	1	2
Retired Member US	35	32
Retired Member non-US	1	3
Sustaining Member US	50	53
Sustaining Member non-US	0	0
Associate Member US	1	N/A
Associate Member non-US	0	N/A
Corporate Patron US	5	6
Corporate Patron non-US	1	1
Corporate Member US	5	4
Corporate Member non-US	0	0
Paraprofessional US	47	37
Paraprofessional non-US	0	2
Totals	960	840

	CY17	CY18
IAML Individual	117	79
IAML Institutional	98	87

GDPR

[See document “04.b. GDPR Update” (prepared by Tracey Rudnick)].

AUDIT

The FY18 is complete; SVA has prepared the Form 990 for filing MLA’s tax return (see 04.i.) and has issued the final Financial Statements (see 04.h.). MLA’s financial statements over the last few years show a pattern of consistency, which is an indicator of organizational stability. The most significant bottom line changes have occurred in the form of unrealized gains/losses on investments, which lies beyond the control of the Association.

The audit process went smoothly, and the auditors encountered no significant issues with the books. SVA identified one material weakness in the area of internal control:

“There is a lack of segregation of duties over the accounts payable function. The Administrative Officer has the ability to create a vendor, submit a request for payment to A-R Editions without supporting invoices or other documentation to process payment, and is a signatory on the bank account” (see 04.j., sec. Exhibit B: Internal Control Communication).

Segregation of duties has been a recurring audit theme, which the MLA Approved Vendors List was created to address. We continue to fine tune processes, though as a small, volunteer-based organization, our ability to eliminate all possible points of concern is at times hampered by the sparsity of our human resources.

Our sincere gratitude is due once again to Pat Wall and Jim Zychowicz for their expertise, hard work, and diligent preparation. We thank them for another successful audit!

For Discussion:

During fiscal year 2016-2017, \$20,000 in surplus from the IAML NYC meeting was moved into MM-Board Designated Assets to support a future US IAML meeting, per a 2015 Board decision:

“The Board unanimously approved \$10,000 of the 2015 IAML-IMS New York meeting income be given in support of the 2016 IAML Rome meeting, \$20,000 be set aside for a future United States IAML meeting, and the remainder to be moved into the Neil Ratliff IAML Outreach Grant Fund” (Nov. 2015, 8.c.)

Pat Wall advised that if there is no planned use for this money, we would see better growth by moving it back into the other Fidelity accounts. While there is a planned use, it is not in the

immediate or intermediate future, so should the Board consider moving these funds to one of the higher yielding, managed accounts?

For Discussion:

Similarly, \$48,651.74 currently resides in the Fidelity money market account, in the Austerity Budget Support subline. The amount was originally deposited as \$60,000 in Q2 of fiscal year 2014-2015 (which looks to be the first use of this subline), and it was a budget surplus from fiscal year 2013-2014. Per Board minutes:

“Fiscal year 2013-14 was an excellent year in terms of balancing the budget. MLA ended the year with an effective operating surplus of \$60,530” (Sept. 2014, 04.)

and

“Last year’s budget surplus and this year’s award money is also in a holding account at Fidelity, totaling \$60,002” (Feb. 2015, 04.).

\$12,500 was subsequently moved to the new (at the time) Diversity Scholarship fund, and earnings allocations since then have brought the account to its current balance. Pat Wall has suggested that we move the remaining amount into the managed investments to earn higher returns.

Further discussion on the report:

Janelle gave background information on the \$20,000 surplus that was set aside for the U.S. to host a future IAML meeting. With no immediate plans for the funds, it would be prudent to transfer funds to long-term investment accounts. The Board agreed that Janelle will move the \$20,000 into an investment account, but the funds will retain their designation, and can be immediately withdrawn upon hosting a IAML conference in the U.S.

Janelle also discussed the funds sitting in the Austerity Budget Support subline. She pointed out that these funds are not growing where they are currently sitting, and would benefit from being transferred to an account in which the funds could increase. The Board agreed that at the meeting in St. Louis, the Austerity funds and a potential transfer will be further discussed.

Janelle thanked Tracey for her significant amount of work.

Mark thanked Janelle for her extensive efforts in her role.

04b. Assistant Administrative Officer’s Report Tracey Rudnick

From her report:

The Assistant Administrative Officer (AAO, Tracey Rudnick), as per usual practice, updated the Administrative Structure in YM, added and suppressed committee web pages, assisted the president with appointment and thank-you letters, pulled renewal reports (related to committee appointments), and assisted with fall board meeting travel arrangements (some more complex than usual due to travel to Montreal). The AAO touched bases with the Parliamentarians regarding the detailed ex-officio spreadsheet (assembled by previous AO/AAO Paula Hickner

and updated by Rudnick) to consider selected amendments to the Administrative Handbook, with the aim of reducing inconsistencies that might contribute to errors or misunderstandings. The AAO handled the RFPs for ongoing honoraria and the business office's fees.

The AAO updated the Approved Vendors list, and proposed slight amendments to the procedure that will help provide more separation of duties for the AO (an area cited by auditors) and internal control for MLA, without substantially increasing the workload.

Much of the year was spent reading, exploring, learning applications (e.g., YM and QuickBooks), shadowing the AO work, interacting with the business office, and asking questions. The AAO (in consultation with the AO) updated the AO Handbook, which currently stands at 41 pages. Updates will be ongoing. A few issues were identified that need follow-up (e.g., ensuring correct language on Sustaining Member receipts and the web site for tax purposes). Some process improvements were suggested and implemented (e.g., changes to make election setup less labor intensive). The AAO assisted the Fiscal Officers with Fiscal Policies Handbook updates and with suggested updates to be sent to the Convention Managers for their manual.

The AAO worked with the Finance Committee, board, and the Program Chair to resolve questions after it was discovered that an outdated (and more restrictive) policy had been consulted during last spring's budget process. The AAO helped identify answers to fiscal questions (e.g., determining an appropriate payment), research questions (e.g., the history of a particular board vote), or analyze data (e.g., YM/QB renewal reports).

The AAO learned the Adobe Connect hosting client (before assuming host duties as AO) and confirmed the need to look at other platforms that cost less and are more reliable. The board needs the ability to meet online between meetings fairly painlessly.

Respectfully submitted,
Janelle West

Further discussion on the report:

These next several paragraphs are direct from Tracey's edits, and I'm simply inserting what she recommends.

Tracey updated the board about considerations relating to a cookies/privacy statement for the MLA website. YM's cookies popup option is limited; Tracey and web manager Katie Buehner are looking at it. Also, the cookies pop-up requires a link to privacy statement. YM has a privacy statement already available and linked on the site, but MLA will also need (and should regardless create) a statement, which is more complex than might first appear, since it involves a deeper look at how MLA uses data. Tracey will look at that, and if needed, will request the assistance of an assistant or task force in St. Louis. It was noted that any privacy statement should disclose whether MLA sells or gives member data to vendors or conference exhibitors or

sponsors (for advertising revenue or contractual purposes). If the board votes in the future to cease such practices, or switches to opt-in only (members can opt-out now), a privacy statement should still reflect that it was a practice through x date, and note the new practice. , The Board continues to carefully consider policies relating to the use of, sharing, or selling of member information.

05. Vice President's Report. Susannah Cleveland

From her report:

As chapter liaison, I had the pleasure of visiting the California Chapter meeting at the gorgeous San Diego Public Library in September. They are a wonderfully welcoming group, and their meeting was full of sessions that highlight the vibrant activities of their members. They are excited about the paraprofessional scholarship and are doing some preliminary work on cooperative collection development, looking, especially, at composers who offer their scores for sale only as downloads.

Chapter grant funds have all been distributed, and I will put out a call for reports on those activities for our February meeting. In the meantime, you can see the results of the Midwest chapter's grant to livestream its October meeting on the [MLA Facebook page](#).

Respectfully submitted,
Susannah Cleveland

Further discussion on the report:

Susannah reiterated that her September 2018 visit to the California chapter meeting was wonderful, especially because the chapter members were such great hosts. She described the chapter as robust and exciting, and noted that the San Diego public library was a beautiful facility.

Mark thanked Susannah for her work.

06. President's Report. Mark McKnight

From his report:

I continued making committee appointments throughout the late spring and summer, though at a much slower pace. The new Music Library Advocacy Committee was established and members appointed. I also continued sending out letters to incoming members and thank-yous to outgoing members, with which Tracey Rudnick helped me greatly. Tracey also provided a list of committee members and chairs who had not yet paid their MLA dues for the 2018-19 year and I sent reminders to all of these people, with positive results.

The highlight of the summer was my trip to Leipzig to attend the annual IAML Congress, where I represented MLA as the IAML-U.S. Branch. To be in such a musically rich city was indeed inspirational, and the program sessions were altogether outstanding. MLA was well represented on the program and our German hosts were very gracious and accommodating.

Respectfully submitted,
Mark McKnight

Further discussion on the report:

Mark noted that IAML in Leipzig was great, especially considering its rich musical history. Mark also thanked Tracey for all her help in getting appointment letters out. He also has been working on communicating with people who have lapsed MLA memberships, which has resulted in several renewed memberships.

07. Editors' Reports

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all instances, the Board thanks the editors for their service to MLA.

- a. **Basic Manual Series (Kathy Abromeit)**
- b. **Basic Music Library (Daniel Boomhower)**
- c. **Copyright Web Site (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)**

Further discussion on Open Access editor work:

Susannah summarized conversations she and Mark had with Kathleen DeLaurenti about an agreement with Broude. Many details still need to be worked out, but there is general agreement and a formal proposal will hopefully follow soon.

08. Special Officers' Reports

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

- a. **Advertising Manager (Scott Stone)**
- b. **Convention Managers (Diane Steinhaus & Wendy Sistrunk)**

From their report:

In the past, MLA has used both hotel in-house AV services and the national company PSAV.

When PSAV has been “with” the hotel (in-house) or otherwise local to our conference location, we have used their assistance and had a very good relationship with them. We used them in 2018 and 2017. We used a local “in-house” AV company for 2016. Both options had proven very amenable, the companies were responsive to our needs, and we had found the service quite satisfactory. We have already contracted with the in-house AV services in St. Louis.

Here is current/past AV cost breakdown*:

2019St. Louis In-house\$22,294 (projected) (PSAV estimate was ca. \$30,000)

2018Portland PSAV \$23,333

2017Orlando PSAV\$16,485

2016Cincinnati In-house\$15,222

Here is proposed AV cost comparison breakdown*:

	PSAV		In House	
	Amount	Discount	Amount	Discount
2020 Norfolk	\$41,975 (incl. travel / hotel)	19%	\$20,172	20%
2021 Cinn.	\$22,473	48%	?	
2022 Salt Lake	\$26,988	21%	They use PSAV	
2023 St. Louis	\$26,920	22%	?	

* WiFi and other Internet charges are assigned by the hotel and are not reflected in these amounts.

Recommendation

It is the recommendation that we delay in making a commitment to a multi-year contract with PSAV at this time.

Certainly a nearly \$22,000 in savings by going In-House for Norfolk should give one pause. How we could make up this savings amount by using PSAV for the 2021 and/or 2023 remains to be seen. Please know that previous CM Diane Steinhaus and I did go back to PSAV to see about them providing additional reductions in their projections, which they did provide to us. The chart above reflects those reductions.

Multi-year contracts can be mighty attractive. They lock in prices, so there is no guessing. However, like using coupons in the grocery store, the savings are only as good if you get what you want.

Further discussion on the report:

The Board discussed Wendy's recommendations for pursuing a multi-year contract with PSAV.

It was moved by Rachel and seconded by Joe to approve the recommendation to delay a commitment to a PSAV multi-year contract at this time. The motion was unanimously approved.

c. Development Officer (Lindsay Brown)

From her report:

We would like to encourage individual and committee-level sponsorship for annual meetings. For example, an anonymous donor has sponsored travel for a roundtable's speaker. We need feedback on how to encourage incremental (or micro) contributions to support honoraria, coffee breaks, etc. It is daunting for one person to pay \$1,000, but we would like to pursue more of a crowd-sourced model. A member could donate as little as \$50. Once the details are established, Development would work with the Convention Managers and the Business Office.

Further discussion on the report:

The board discussed Lindsay's proposal. While the proposal is intriguing, and does seem to give an opportunity to people who really want to fund conference speakers or other conference-related items at a micro-level, we want to be careful about the message it might potentially send to committees. For example, we would not want committees to feel an obligation or pressure to try funding special project proposals and guest speakers on their own.

Yet, Susannah points out that we don't have many opportunities for fundraising in micro-contribution settings, which offer instant gratification to donors (not having to wait to see a large fund meet its goal). A lot of people enjoy micro-giving. In this way, we're looking at raising "pass-through" funds instead of building endowments. Rachel points out that many of our newer and/or younger members find this type of fundraising inclusive for them and appealing.

Tracey noted that the Finance Committee is comparing the MLA Fund current balance to previously articulated fundraising goals, and suggests we hold that larger discussion of the MLA fund before we go down this path. Janelle suggests we'd have to be careful with the funds we select for micro-giving if we want to contribute to a new conference the following year, rather than the current fiscal year.

Tracey points out that the time is right for new strategies for fundraising if the MLA fund has reached its healthy and sustainable goals. The Board agreed to address Lindsay's request in St. Louis when we have MLA fund discussions. Susannah also suggests taking an opportunity to revisit the makeup of the development committee. It's a lot of work for a few people!

- d. Placement Officer (Sara Outhier)**
- e. Publicity and Outreach Officer (Lisa Shiota)**
- f. Archivist (Melissa Wertheimer)**

g. Web Manager (Katie Buehner) report received under 09.u.

From her report:

YourMembership continues to not develop its out-of-the-box web tools/CMS, favoring development in social media, conference apps, and learning management tools instead. This limits MLA's ability to develop the website to meet the needs of members and to better communicate with the public. It also requires a fair amount of "from scratch" coded solutions (e.g., conference and chapter websites) that are less sustainable without significant training and a depth of organizational knowledge in HTML, CSS, and some JS or jQuery.

In the last year, I've experimented with moving select MLA web projects into Wordpress to see if it might be a viable alternative to YM's CMS. Targeted projects included the conference website, the CMC website (currently under migration), the MLSTEP website, and the Library School Directory. Many chapter blogs are also hosted in Wordpress. I believe the results are promising, and here are what I see as the advantages of using Wordpress as MLA's website platform.

1. Easier to use

I have greater confidence setting up members with accounts in Wordpress and having them succeed in this platform vs. YM. The backend layout is less confusing and busy, pages are easier to build and tools simpler to use, and members can get rolling in WP without much instruction.

2. Elementor and the Power of Templates

Last year, I used Web Development funds to purchase a year's subscription to a plugin called Elementor. It's a page builder with great widgets that look clean and perform consistently. It also allows for customizing page performance for different screen sizes. I no longer have to code mobile menus, set up scripts for accordion functions, or spend as much time writing CSS. In the last few months, Elementor expanded its offering to include the building of global templates that can be used across a website. This means I can build a header, footer, or page element and reuse it with ease anywhere on the site (think LibGuides, but without all the pre-programmed, uneditable problems in that platform). This means the Web Manager can build a template library that can be used to organize the look, feel, and functions on the website so there's less "reinventing the wheel" with maintaining the site and building new pages.

3. Asset management with Pods

Pods is a free plugin that extends the WP database to include custom fields and content types. This is the tool that manages the Library School Directory and is being used to manage the CMC document library, RDA Composition Types, and Thematic Indexes list. Instead of maintaining a giant HTML list with anchors or having to populate links one at a time on a page, information is entered into a Pod using a web form and then dynamically pushed onto pages using a Pods template (which tells the information how to display) and Elementor widgets or shortcodes. Pods can also be used to extend the User database, which would provide an alternative to certain directory challenges posed by YM.

The best way to illustrate this is with a demonstration, so please visit the video of Pods in action on the new CMC website here: <https://youtu.be/8RSnWxeFvas>

4. Sustainability + development

My goal for the MLA website is to create an environment that is easily sustainable, but also ripe for development. We cannot achieve this goal in YM, but I believe we can in Wordpress.

In conclusion, I would like to propose that MLA move its website to Wordpress, and start the migration process ASAP. I cannot promise a full migration within a year, but I think it is possible or that we could get very close to completion. I suggest this timeline because this will be my final year as Web Manager, and since it's my hare-brained idea, I'd like to participate in its realization.

Further discussion on the report:

The Board discussed the Web manager's proposal to migrate the MLA website from YM to Wordpress.

It was moved by Joe and seconded by Bruce to migrate the MLA website from YM to Wordpress. The motion was unanimously approved. (Please read below about how this motion has been rescinded.)

Janelle pointed out that the commerce-side of YM should not go away; members will still need to access those portions of YM. Mark acknowledged this important consideration, and suggested that Katie update her proposal to show how the commerce side of YM will (or won't) be affected. Then, the Board can try voting again on the migration.

It was moved by Misti and seconded by Susannah to rescind the motion to migrate the MLA website from YM to Wordpress. The motion was unanimously approved.

h. Management Services (Jim Zychowicz)

09. Committee Reports

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

a. Awards (Various)

i. Best of Chapters (Jacey Kepich)

ii. Bradley (inactive)

iii. Epstein (Kennedy)

It was moved by Misti and seconded by Rachel that we move into executive session. The motion was unanimously approved. The Board discussed the recommendations of the Epstein award committee.

The Board went out of executive session at New Business 13c (see these minutes below).

It was moved by Sus and seconded by Joe to approve the recommendations of the Epstein award committee. The motion was unanimously approved.

iv. Freeman (Andy Leach)

While in executive session, the Board discussed the recommendations of the Freeman Travel Grant award.

It was moved by Joe and seconded by Rachel that we approve the recommendations of the Freeman Travel Grant award committee. 8 ayes and 1 abstention. The motion was approved.

Andy reminded the board that someone needs to ensure that the diversity award recipient is automatically considered for the Freeman travel grant award.

It was moved by Andy and seconded by Joe that each future diversity scholarship award recipient be asked to submit a separate application to the Freeman award grant if they're interested in being considered for that grant. The motion was unanimously approved.

It was moved by Andy and seconded by Joe that we remove the language from calls in the Diversity scholarship and the Kevin Freeman Travel grant which states that diversity scholarship recipients will automatically be considered for the Kevin Freeman travel grant. The motion was unanimously approved.

v. Gerboth (Archer-Capuzzo)

While in executive session, the Board discussed the recommendations of the Walter Gerboth award committee.

It was moved by Susannah and seconded by Joe to accept recommendations of the Walter Gerboth Award committee. The motion was unanimously approved.

vi. Publications: Duckles, Hill, O'Meara (Rodriguez)

While in executive session, the Board discussed the recommendations of the Publications Awards committee for the Richard S. Hill, Eva Judd O'Meara, and Vincent H. Duckles awards.

It was moved by Joe and seconded by Bruce to accept the recommendations of the Publications award committee for the Richard S. Hill, Eva Judd O'Meara, and Vincent H. Duckles awards. 8 ayes and 1 abstention. The motion was approved.

As a reminder, the Board went out of executive session at New Business 13b (see these minutes below).

- vii. Coral (inactive)
- viii. Diversity Scholarship (Michael Colby)
 - b. Archives & Special Collections (Adriana Cuervo)
 - c. Cataloging & Metadata (Tracey Snyder)
 - d. Career Development and Services (Ana Dubnjakovic)
 - e. Development (Lindsay Brown) see 08.c.
 - f. Diversity (Joy Doan)
 - g. Education (Archer-Capuzzo)
- 09gi.

The Board discussed the Webinar and e-course contracts sent by the Education committee.

It was moved by Bruce Evans and seconded by Susannah Cleveland to approve Webinar and e-Course contracts sent by the Committee in September with the provision that ALA provide details of the number of attendants and fees paid. The motion was unanimously approved.

09gii.

It was moved by Andy Leach and seconded by Rachel to approve ALA Publishing-MLA memorandum for agreement for e-courses and webinars set to by the Committee in September with the provision that ALA provide details for the number of attendants and fees paid.

- h. Emerging Technologies & Services (Jonathan Manton)
- i. Music Discovery Requirements Update Task Force
- i. Finance (Anna Kijas)

Tracey (AO) updated the MLA Approved Vendors List in October 2018. This document is prepared by someone who is not the AO, approved by the Finance Committee and Board (annually), then shared with the business office. It identifies vendors or other entities who receive recurring payments or reimbursements from MLA and for whom RFPs may be submitted without supporting invoices, if necessary. It is one of the fiscal procedures that helps promote separation of duties for the AO.

It was moved by Anna and seconded by Rachel that we approve the updated MLA Approved Vendors List. The motion was unanimously approved.

- j. Legislation (Tammy Ravas)- no report received.
- k. Membership (Mallory Sajewski)

From her report:

The Committee recommends the creation of a new membership category for those in their first five years of membership. We recommend that this membership type uses the same definition of the “first five years” as the Reduced Registration Program and MLStEP: the first five years of post-student membership. Members in this new category would receive the same benefits and privileges as regular members, just at a cheaper rate.

Background and rationale:

The Committee began discussing this membership type during a conversation about the possibility of an online/virtual membership. The Committee questioned whether there is currently enough value to be provided by an online/virtual membership that would allow us to retain those members, as well as the effect that this membership would have on regular membership. The Committee feels that many of the people targeted for the online/virtual membership (primarily people for whom music is a smaller part of their job duties) would also be new to the Association. The Committee recommends providing these individuals with a discounted rate to let them “try out” MLA, welcoming them as members with full benefits and privileges, and focusing on retaining these individuals and ultimately helping them transition into regular members.

This membership type would also help MLA retain student members once they graduate. Of 74 student members since 2015 (this number excludes those who are still students and/or have not yet renewed for 18-19), only 25 became individual members and 14 became paraprofessional members – this is a 52.7% conversion rate. Of the 35 who let their membership lapse, only 3 later returned. This new membership type would make it more affordable for these new graduates to remain involved in MLA even if their first position is not music-related.

It was moved by Rachel and seconded by Misti that we create a new membership category of Early Career (first five years of post-student status). Members in this new category would receive the same benefits and privileges as regular members, just at a cheaper rate to match that of the Retired membership category. The motion was unanimously approved.

The Board also agreed that at this time, we should not explore adding a virtual/online membership category.

- ki. **Membership committee’s** draft welcome message for new members

The board discussed the committee’s draft welcome message for new MLA members.

It was moved by Beth and seconded by Bruce to approve the committee’s Welcome message as the Board amended it. The motion was unanimously approved

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

n. Planning (Andy Leach)

The Board discussed the Frequently Asked Questions list the committee created. Andy has received many positive comments about the FAQ list, and has received no feedback or suggestions. The board also discussed who should monitor incoming submitted queries and messages. Andy suggested that the planning committee should treat the FAQ list and monitoring of messages as its ongoing responsibility.

It was moved by Andy and seconded by Susannah that the Planning officer be the person who monitors incoming messages on the Annual Meeting FAQ, and responds and/or forwards them to appropriate people. The motion was unanimously approved.

Andy summarized discussions that took place with Ana Dubnjakovic (chair, CDS) and Sarah Ward (president, MLStEP) about MLStEP becoming a special project under the Career Development and Services committee. This would entail that MLStEP can retain its special officers and that only special officers are required to be required to be MLA members. Both Ana and Sarah are in favor of moving MLStEP as a special project under CDS, and voiced their support.

It was moved by Andy and seconded by Rachel that MLStEP become a special project under the Career Development and Services committee and that MLSTEP keep its current administrative structure for elected officers, and that those MLSTEP officers be required to maintain MLA memberships. The motion was unanimously approved.

Andy discussed options for defining “emerging professional.” From the Planning committee report:

In its Spring 2018 Board report, the Membership Committee asked the Board to consider extending the annual meeting registration rate for new members from the first three years to the first five years, better aligning with MLStEP’s definition of an “emerging professional” (first five years) and the Reduced Registration Program’s definition of a new member (first five years).

In the MLA Action Plan 2018-2019, the Membership Committee was charged with investigating the option of a membership category for people in their first five years of membership and submitting a recommendation in its Fall 2018 Board report.

In September, Joe and Rachel worked with Mallory Sajewski, Chair of the Membership Committee, to explore a revised definition of “emerging professional” so that membership categories and annual meeting registration rates could better align and so that the Board could determine how to move forward with the Membership Committee's recommendation.

BAR: The Planning Committee recommends that the Board select one of the following to define “emerging professional,” which should apply to membership categories and annual meeting registration rates:

1. The first five years of individual membership of any type (including student membership)
2. The first five years of individual membership (excluding student membership; what about paraprofessional membership?)
3. The first five years of individual membership past MLS graduation (i.e., not including student/paraprofessional/non-salaried membership)
4. The first five years of librarian or paraprofessional employment (i.e., including student membership)

The Board agrees with the option of: the first five chronological years after student status ceases. Susannah notes that our constitution does define what the student membership entails.

It was moved by Andy and seconded by Misti that the Board defines “Early career” as the first 5 chronological years after student status has ceased. The motion was unanimously approved.

It was moved by Andy and seconded by Misti that we create an “Early career” category annual meeting registration rate. The motion unanimously approved.

- o. Preservation (Maristella Feustle)**
- p. Program (Anne Shelley)**

From her report:

Background: Historically, the call for papers has been open only to MLA members. Erin and other members of the program committee are able to find no documented reason for this, beyond the following statement in the MLA Convention Manual (see “Program Ideas”): “Proposals for plenary, poster, and other program sessions are received from committees and from the membership-at-large.”

Rationale: MLA is moving towards being a more inclusive organization, expanding our reach to new audiences, and continuing our efforts to increase membership. Opening up the call for papers has the potential to increase our exposure to new ideas, build awareness of MLA in the larger library community, increase partnerships and collaboration, and potentially increase membership, as non-members participate in our annual meetings and learn of the work we are doing. This change is also in line with current practices among our peer organizations. For example, ARLIS, ALA, ACRL, IAML, CAML, ALA, and the Medical Library Association all have open CFPs that allow for submissions from non-members.

This proposal aligns with many aspects of MLA's Strategic Plan. (Goal Area: Value of the Profession. Objective 1: Increase the visibility of MLA among library and music organizations, individual scholars, musicians and librarians; Goal Area: Advocacy. Objective 5: Promote and encourage the use of music in all disciplines; Goal Area: Membership. Objective 1: Increase outreach efforts to members from underrepresented groups, Objective 2: Increase outreach efforts to organizations that are underrepresented, including those whose holdings reflect many types of music.)

Board Action Required: Approve (or not) a change to the MLA Convention Manual language. Erin suggests "Proposals for plenary, poster, and other program sessions are received from committees, the membership-at-large, and the greater library community, including non-members."

BAR discussion: Tracey notes that if we vote to allow this, we might need to revisit or clarify the fiscal policy about non-MLA member guest speaker support for annual conferences. Also, if we want presenters to pay for conference registration, we'd want that requirement to be disclosed if/when the proposal is accepted and in the call for proposals. Also, we should clarify in the call that non-members with accepted proposals can choose to become a member of MLA and get the member rate, or they can pay the non-member rate for the annual conference. Susannah and Rachel note that it would be more difficult for a non-member to conveniently register for the annual conference; they have to contact the business office first. Susannah further notes that the website should be updated to reflect that information. In other words, if we're going to propose that non-MLA members feel encouraged to submit, then we should ensure there are no barriers to do so.

It was moved by Susannah and seconded by Joe that we accept the program committee's recommendation to open the call to papers, plenaries, poster sessions, and other annual conference offerings to non-MLA members. The motion was unanimously approved.

The board discussed the program committee's proposal for MLSTEP.

From her report:

Appoint a liaison from MLStEP to serve on the 2020 Program Committee, for a one-year appointment (2019-2020).

Rationale: MLSTEP has grown into a robust and active group of students and early career professionals. Erin would like to include newer voices in the program planning and review process but is also cognizant that Program Committee members should have a broad view of issues relevant to the profession. Making this change allows for these newer voices to be included and also provides future leaders of our organization with valuable early insight into our inner workings.

Erin has spoken with Sarah Ward, the current MLSTEP chair, who is enthusiastically supportive of this proposal. Erin suggests we envision this appointment as a trial and revisit whether to continue following the 2020 meetings. As a liaison, this appointee would provide input and feedback on the program development process but would not vote on proposals.

This proposal aligns with many aspects of MLA's Strategic Plan. (Goal Area: Organizational Excellence. Goal statement: MLA's operations are efficient, effective and transparent; Goal Area: Membership. Goal statement: Membership in MLA is valued by and beneficial to a broad range of organizations and individuals, and membership reflects the broad diversity of musics and populations we serve.)

Board Action Required: Approve (or not) the appointment of a liaison from MLSTEP to serve on the 2020 Program Committee, for a one-year appointment (2019-2020).

It was moved by Joe and seconded by Susannah that the program committee will consult with MLStEP so that they can forward a suggestion of a liaison who can serve on the 2020 program committee; that suggestion will be forwarded by the program committee to the MLA president for approval. The motion was unanimously approved.

- q. **Public Libraries (Kristine Nelsen)**
- r. **Public Services (Sara Manus)**
- s. **Publications (Liza Vick)**
- t. **Resource Sharing and Collection Development (Mike Duffy)**
- u. **Web Committee (Ray Heigemeir)**

10. Joint Committees

The Board reviewed all reports received. In all cases, the Board greatly appreciates the committee's 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 (Bonna Boettcher)** report not received.

11. Representatives to Other Organizations

The Board reviewed all reports received. In all cases, the Board greatly appreciates the representative's work for the association.

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

12. Old Business

- a. **Expansion of Newsletter Editor's Role (Hahn)**

In the Winter 2018 Portland meeting, Michelle Hahn made a proposal to expand the

responsibilities of the Newsletter editor by creating a new position, the MLA General News Editor and Coordinator. Mark noted Lisa Shiota's recent appointment as Publicity and Outreach officer, and the Board agreed that it is fair to allow Lisa time to tackle her responsibilities before discussing changes that would alter her role.

It was moved by Misti and seconded by Anna to accept for discussion Michelle Hahn's proposal for expanded responsibilities for the MLA Newsletter editor position. All voted nay. The motion did not pass.

b. Dues for Students/Paraprofessionals/First-Five Years members

See these minutes, section 9n (Planning committee)

13. New Business

a. Carol June Bradley Fund (Cleveland)

Susannah summarized the challenges associated with this award, which is not fully funded. It was decided previously to suspend giving the award until it is fully funded. The Board discussed ideas for how to move forward.

b. Ratliff Award Request

While in executive session, the Board discussed an outside party's proposal for a Ratliff Award request.

c. Review of Special Officers and Editors

While in executive session, the Board conducted a review of Special Officers and Editors.

It was moved by Misti and seconded by Joe that we move out of executive session. The motion was unanimously approved.

See these minutes section 09.a iii for when executive session first began.

d. Request to establish a Public Policy Committee (Cleveland)

The Board discussed a member's suggestion to create a Public Policy committee. Susannah notes that we already have a legislative committee whose work would parallel that of public policy committees in organizations such as ARLISS. It was noted that MLA needs to remain mindful of lobbying activities that expand beyond its mission and allowable activities as a 501(c)(3) organization.

Anna mentions that it might be a good idea to find a partner organization so that we don't necessarily need to write a new letter if something happens necessitating one. Instead, we might sign onto a letter someone else wrote. This would boost the power of our letter.

Another idea would be to expand the responsibilities of the legislation committee.

e. Annual Meeting FAQ Responsibilities (Leach)

See these minutes, section 9n, Planning committee.

f. Role of Assistant Planning and Reports Officer on Program Committee (Evans)

The administrative handbook is inconsistent in various places as to whether the Assistant Planning and Reports Officer is a liaison between the Board and the following year's planning committee. The assistant remains on the committee until their last meeting. Bruce notes that this language is confusing.

There's been an inconsistent practice when it comes to whether the assistant planning officer is or isn't on the program committee. It was decided that the assistant does not need to serve in order to learn, and they will only serve when they become the Planning and Reports Officer. This language needs to be cleaned up.

f. Vendor Relations Subcommittee (Cleveland)

Susannah discussed the idea of a vendor relations subcommittee. One of the problems faced by our corporate sponsors and vendors is figuring out who their contacts are--who follows up with corporate sponsors? Meanwhile, vendors get a variety of confusing communications about the annual meeting, and they've been unsure whom they can address their questions to.

Susannah will solicit feedback from Lindsay Brown, the convention managers, and the business office.

g. member complaint

Mark introduced a member complaint he received just before the meeting. The complaint stemmed from a change that affected parties with no prior communication from the Board or its president.

It was moved by Misti and seconded by Susannah that we move into executive session.
The motion was unanimously approved.

The board discussed a member-submitted complaint.

It was moved by Joe and seconded by Bruce that we move out of executive session. The motion was unanimously approved.

14. Adjournment

It was moved by Rachel and seconded by Joe that the meeting adjourn at 6:30 pm. The motion was unanimously approved.

APPENDIX I: New Policies Adopted by the Board:

A task force was formed to examine the possibility of establishing a formal relationship between MLA and MLA-L and the means for implementing this relationship, as well as ways to ensure civil and respectful communication, such as with a code of conduct. (0c)

The charge for Open Access Editor was approved. (0f)

The MLA Advocacy committee charge was approved. (0h)

The revised Paraprofessional/Public Librarian Travel Grant Proposal was approved. (0i)

It was decided that honoraria for presenters of ALAE/MLA e-courses be divided by the instructors' discretion among the presenters when there are multiple presenters for one e-course. (0j)

Each future Diversity Scholarship Award recipient will be asked to submit a separate application to the Freeman award grant if they're interested in being considered for that grant. (09a iiiv)

A new membership category of Early Career was approved. Early Career encompasses the first five years of post-student status. Members in this new category receive the same benefits and privileges as regular members, just at a cheaper rate to match that of the Retired membership category. (9k)

The Planning Officer will monitor incoming messages on the Annual Meeting FAQ, and respond/forward them to appropriate people (9n)

It was decided that MLStEP become a special project under the Career Development and Services committee and that MLSTEP keep its current administrative structure for elected officers, and that those MLSTEP officers be required to maintain MLA memberships. (9n)

It was decided that "Early career" is defined as the first 5 chronological years after student status has ceased. (9n)

It was decided to create an "Early career" category annual meeting registration rate. (9n)

The call for papers, plenaries, poster sessions, and other annual conference offerings will be accepted from non-MLA members. (9p)